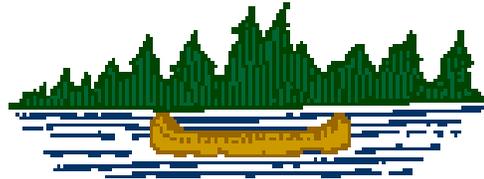


CONNECTIONS WEEKLY SYSTEM UPDATE



Memo

To: CONNECTIONS Implementation Coordinators

From: CONNECTIONS Communications

CC: LAN Administrators/Security Coordinators, Keyusers, OCFS -Directors of Services, CONNECTIONS Project Team

Date: July 10, 2003

Re: Activities for the week of July 11, 2003 – July 18, 2003

1. CONNECTIONS-In-A-Box (CIAB) Replacement Project (CIAB Sites Only)

As previously announced, we expect to begin the CONNECTIONS-In-A-Box (CIAB) Replacement Project in the very near future. The Communication Team will be sending an announcement and other materials in the coming weeks to CIAB CONNECTIONS Implementation Coordinators, Site Contacts, Directors of Services, Executive Directors and others. **Please Note:** The 2003 CONNECTIONS-In-A-Box (CIAB) Replacement Project only involves the CONNECTIONS-In-A-Box (CONNPC1 Models) that were distributed in 1999 as part of the NYS OCFS Y2K readiness plan. The CONNPC1 CIAB workstations replaced the baseline DW2 model workstations that were rolled out for the implementation of CONNECTIONS in 1996.

As a preparatory replacement project task, CONNECTIONS Project staff began contacting CIAB sites to conduct a CIAB telephone survey beginning the week of June 23rd, 2003. The information gathered in this survey will help to assist the project in the CIAB workstation reconciliation process, as well as to provide us with other important information regarding site contacts, and site infrastructure information.

For those districts/agencies that have already completed the phone CIAB phone survey, the CONNECTIONS Project extends its thanks. For sites that have yet to be contacted, we again would encourage IT Staff or LAN Administrators at sites to take the time to gather all your site CONNECTIONS-In-A-Box workstation serial numbers and be prepared to discuss and reconcile the equipment during the telephone survey phase of

the replacement project. Any additional instructions will be provided during and following the survey.

2. CONNECTIONS Maintenance **Additional Downtime

CONNECTIONS will not be available for an extended period of time (18 hours) over the weekend of July 18 – July 19, 2003. This downtime is necessary to upgrade CONNECTIONS disk structures.

As a result of this extended downtime, the CONNECTIONS Application will not be available on:

- **Friday, July 18th 2003 from 6pm through 11:59am on Saturday, July 19th. We expect CONNECTIONS to be available beginning at 12 noon on Saturday, July 19.**

It is necessary for **all** CONNECTIONS users to log off the CONNECTIONS Application by **5:45pm** on Friday, July 18th, 2003. Staff will not be able to access the CONNECTIONS Application during this time. CONNECTIONS Downtime Procedures will be implemented for the transmission of CPS Reports between the SCR, ECS and Local Districts during this timeframe.

The use of computers for Exchange/Outlook E-mail is not affected by this activity.

3. Virus Awareness

Our Network Exchange Services Staff has announced that this upcoming weekend (Saturday, July 12th, 2003 9AM – 12Noon) there will be an Antigen Virus Update for the exchange servers at the following sites:

Sheartshare1
SLeakewatts2
Smcmahon1
Sonondaga2
Srockland1
Sthompkins1
Sharlemdowling1
Sherkimer1
Shillsidechild1
Schilddevsupt1

Exchange Services users at the above referenced sites may experience several brief momentary interruptions (1/2 - 1 hour outages) if using e-mail during this time frame (9AM -12 noon).

4. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 07/11/2003 from 5:00 am - 7:00 am

Tuesday, 07/15/2003 from 5:45 am - 6:30 am

Friday, 07/18/2003 from 5:00 am - 7:00 am

5. Microsoft Exchange Servers

Due to regularly scheduled maintenance on MS Exchange E-mail 5.0 servers, all Exchange E-mail 5.0 servers will be unavailable on:

Sunday, 07/13/2003 from 1:00 am - 6:00 am

Sunday, 07/20/2003 from 1:00 am - 6:00 am