

# 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: September 25, 2003

Re: Activities for the week of September 26, 2003 – October 03, 2003

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### 1. **Virus Activities and Requirement to Keep PC's Powered On**

As we all have become increasingly aware, every so often our Network is confronted with new computer virus attacks. To address computer virus attacks, the Office for Technology has implemented filtering techniques and other strategies (distribution of security patches) to assist in the prevention of computer virus infections.

In order for the NYS Office For Technology (OFT) to continue to successfully protect our Network and minimize further risk of infection, it is essential that all state and local PCs which are connected to the state Human Services Network (also known as HSN and HSEN), **be powered on 24 hours/day, 7 days/week**. This helps to facilitate software delivery of security patches and anti-virus updates as needed. This is critical to the day-to-day business of the entire Human Services Network.

Staff may turn their monitors off, but the processing component of the PC must remain on at all times. Servers should never be turned off without first contacting OFT staff. **Do not "power off" or shut down your workstation.** For CONNECTIONS Windows 2000 workstations, when users "log off" they should do so in the following manner:

- ❑ Select "shut down" from the Start menu;
- ❑ Select either "**log off**" or "**re-start**" (This ends your session leaving the computer running on full power. The "ctrl+alt+delete" message will be visible on the monitor).

## **2. CONNECTIONS-In-A-Box (CIAB) Replacement Project (CIAB Sites Only)**

The 2003 CONNECTIONS-In-A-Box (CIAB) Replacement Project is moving forward. The rollout of the new CONNECTIONS-In-A-Box (CIAB) Windows 2000 workstations is as follows:

- Region II (the Rochester Region) the week of 9/29/03
- Region I (the Buffalo Region) the week of 10/13/03
- Region III (the Syracuse Region) Date to be Determined
- Region IV (the Albany Region) Date to be Determined
- Region V (the Yonkers Region) Date to be Determined
- Region VI (the NYC Region) Date to be Determined

Targeted communication regarding the 2003 CIAB Replacement Project will be sent to identified site contacts in advance of each region's implementation.

## **3. Recent Postings on the CONNECTIONS Intranet Website**

Over the last several weeks, several important items have been posted on the CONNECTIONS Intranet Website (Home page under the "What's New" section). The postings are as follows:

- *September 15<sup>th</sup>, 2003*: Build 16 Impact Analysis Documents
- *September 11<sup>th</sup>, 2003*: OCFS Data Warehouse News and Notes – September 03

Please take some time to visit the CONNECTIONS Website so that you can view these latest postings.

## **4. CONNECTIONS System Down Time**

Please Note that a change to the CONNECTIONS weekly maintenance schedule has been implemented. The new schedule is as follows:

Friday, 9/26/2003 from 5:00 am - 7:00 am  
Wednesday, 10/01/2003 from 5:45 am - 6:30 am  
Friday, 10/03/2003 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, 9/28/2003 from 1:00 am - 6:00 am  
Sunday, 10/05/2003 from 1:00 am - 6:00 am