

8/21/13

CONNECTIONS Clue:

When did you last log on?

(AKA How to keep your LSA and your CONNECTIONS Security Coordinator happy)

Been a while since you last logged in to CONNECTIONS?
Don't let it be too long or you'll lose your account!



CONNECTIONS access is an additional permission added to a basic account known as a NYS Human Services Enterprise Network (HSEN) account. These accounts – and CONNECTIONS access - are managed by the Local Security Administrator (LSA) at each district or agency in a system called Webstar. Passwords are good for 90 days, and then must be reset. However if your password expires and more than 30 more days pass, the account will be automatically deleted from the system. Whatever access you had to CONNECTIONS will be gone with it – even if it appears that you still have a caseload.

So help keep your LSA, your Security Coordinator and yourself happy: log on to CONNECTIONS regularly and change your password *BEFORE* it expires!

Extra hint: if you don't log in to CONNECTIONS often, put a reminder on your calendar so you remember to log in at least once a month!