

TS: CONNECTIONS Security: Your Role and Responsibilities as Security Coordinator

Computer-Based Training

The New York State Office of Children and Family Services, in conjunction with the Professional Development Program, is pleased to announce the computer-based training (CBT), *TS: CONNECTIONS Security: Your Role and Responsibilities as a Security Coordinator*.

The purpose of this course is to provide Security Coordinators, backup Security Coordinators and anyone handling CONNECTIONS security functions with the information needed to help them make accurate and informed decisions regarding setting up and maintaining CONNECTIONS security rights for new and existing workers. The information is presented in a scenario-based format using the most common scenarios that occur in almost every agency. Basic information on security awareness and extensive references to additional resources are also included.

- **Scenario 1: A Worker is on Extended Leave** – In this scenario, a CPS supervisor is going out on maternity leave. Learners will discover the concept of “Designees” in CONNECTIONS, including how to maintain them.
- **Scenario 2: A New Worker Begins** – In this scenario, a new worker has joined the clerical unit. Learners will discover the concepts of In- and Out-Assigning; Agency Access and Organizational Hierarchy; Business Functions; the Business Function Guidelines; Unit Hierarchy; Unit Summary Access; and more.
- **Scenario 3: A Worker is Transferring Units** – In this scenario, a CPS caseworker is transferring into the role of Senior Caseworker in a foster care unit. Learners will discover how to examine a worker’s individual security profile in order to determine what changes to make.
- **Scenario 4: A Worker is Leaving the Agency** – In this scenario, a Senior Caseworker in a foster care unit is leaving the agency. Learners will discover the tasks involved when workers depart their agency, including the concept of end-dating a worker.

This course is intended for new and existing Security Coordinators. Even experienced Security Coordinators are likely to benefit from the concepts and practices presented in this course. Administrators and others with involvement in district or agency security are also encouraged to participate in order to stay current with best practices. Please note that you can begin the course, stop, and pick up later where you left off.

Additional resources and tools are provided in this course via links to external documents and OCFS intranet sites. The location of these documents and the paths to these sites are supplied within the course. **These links are functional only when viewing the course through the HSEN network.** Learners who view the course on a different network will not have in-course access to the associated resources, but can still successfully complete this course. SSL VPN users can access the documents and sites through the OCFS intranet by following the paths provided in the course.

Pre-registration for this course through the Statewide Training Automated Registration System (STARS) is required. The Internet address for the STARS website is: <http://stars.bsc-cdhs.org>. Once registered, you can access this course via Training Space (<http://trainingspace.org>). Access to Training Space is achieved through a Directory Services account (LDAP Account), which is different than your HSEN account. If you do not have a Directory Services account or have questions about your Directory Services account, contact your LAN Administrator, the local district LAN administrator with whom your agency contracts, or refer to the Online Training Courses Informational Sheet posted on the CONNECTIONS web site.

If you have questions about CONNECTIONS training opportunities, please contact the Professional Development Program by calling 1.518.443.5940.