

Memo

To: CONNECTIONS Implementation Coordinators
CONNECTIONS LAN Administrators

From: CONNECTIONS Communications Team

Date: 3/18/2004

Re: CONNECTIONS Build 17 Distribution

Build 17 of CONNECTIONS is scheduled for release over the weekend of March 19, 2004, and will be “live” on Saturday, March 20, 2004. CONNECTIONS will be brought down on Friday evening, March 19, 2004 at 8:00 PM. Local 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, Local Districts and ECS during this timeframe. Network Exchange/Outlook Email will be available during this time period.

It is anticipated that the CONNECTIONS Application will be available on Saturday, March 20th at 12:00 AM.

Please review the sections below regarding steps to take should you experience difficulty accessing the CONNECTIONS Application after Build 17 becomes “live” on Saturday morning.

Accessing CONNECTIONS Build 17

The following information applies to all CONNECTIONS computers (Desktop PCs, Laptops, and CIABs).

CONNECTIONS users should follow regular log-on procedures. If you try to access the CONNECTIONS Application and you receive a “**version mismatch**” error, or “**no server found to match request**” error, you will need to contact the CONNECTIONS Help Desk immediately (1-800-697-1323).

Verification of Distribution

For all CONNECTIONS devices (Desktop PCs, CIABs, and Laptops), to verify that you are working with the Build 17 version of CONNECTIONS Software, you can determine the version number by performing the following steps:

- From the **Toolbar**, select the **Help Menu**

- Select the “**About CONNECTIONS**” option. A window will be displayed which contains the following information: **CONNECTIONS Ver 3.0, Build 17**. This indicates that you have the proper version.