

Ready, Set, Transform

We are aware that you have been working very diligently with your staff to prepare for the transformed CONNECTIONS application. In our efforts to help with that task we have compiled a checklist of sorts, containing information that you may have completed, or may still be in the stages of completing, including other tools for you to use to help with a smooth transition.

The First Task

Selecting a Designated Administrator - a person from your district or agency who is able to create and maintain LDAP (Lightweight Directory Access Protocol) accounts. By establishing a staff person in the district or agency with this authority, each district or agency will be able to manage LDAP accounts for its staff in the future. Local districts should already have Delegated Administrators, while most voluntary agencies generally do not. However, voluntary agencies do typically have Local Security Administrators (LSAs) who are empowered to create new HSEN accounts. The role of the Delegated Administrator would be a logical extension of this function. Beyond the maintenance of HSEN accounts that are already handled by district and agency personnel, the main additional function of the Delegated Administrator will be to establish and maintain LDAP accounts. This role would include: *the creation of new LDAP accounts, maintenance of routine account changes, resetting passwords, and re-enabling disabled accounts when the user has been locked out of the account.*

Resources:

Mailboxes have been established for further assistance with LDAP accounts if the district or agency based Delegated Administrator is unable to assist the staff with a problem:

- *ocfs.dl.ldap.nyc*--For NYC based agencies and ACS
(**Note:** You can find this mailbox and the upstate version listed in the Global Address Book)

- *ocfs.dl.ldap.upstate*--For upstate districts and agencies

**** Note:** add @dfa.state.ny.us to either address if emailing from outside the HSEN network.

The Second Task

Creating Accounts - In order to utilize the web based trainings (WBT) that will be offered as one of the prep tools for the Transformation, each trainee will need an LDAP (Lightweight Directory Access Protocol) account to log in to TrainingSpace.org, where the WBTs are located. Many local district staff already use LDAP accounts to access WMS and CCRS, as well as to take WBTs via TrainingSpace. However, it is assumed that there are large numbers of voluntary agency staff who do not yet have LDAP accounts. OCFS, working in conjunction with the Office for Technology (OFT), will create new accounts for the staff that have been indicated as needing LDAP accounts, and will also ensure that the Delegated Administrator has received the appropriate security rights to create and maintain LDAP accounts. (further information on this topic is included in the document titled: *LDAP Account Creation 7-27-10*).

Please note: The LDAP Account needs to be active for all future Transformation releases, as this is how we will be training front-line staff in the future.

The Third Task

The following tasks are important to follow, and apply to either current STARS Coordinators or “new” STARS Coordinators:

- Make sure that you can get into STARS and register your staff for trainings.
- Enroll absolutely every single person for pertinent TrainingSpace classes.
- Once you have them registered, provide each caseworker with their password.
- Next, actually sit with them when they go to: www.TrainingSpace.org, click on Login (upper right hand corner) and enter that password.

- They will then see the class(es) they are registered for on the left hand side of the page. When they click on the hyperlink, it will navigate to that training.
- You should also make sure that you have headsets with microphones that work.

The Fourth Task

Training Registration/STARS - in order to take the training a staff person will need to register for a WBT via STARS. This task should be completed by the district or agency's STARS Coordinator. The trainee's LDAP User ID needs to be entered in his or her profile within the STARS system in order to access the WBT on TrainingSpace.

Please note: If your district or agency does not have a STARS Coordinator the district or agency administrator should email Judy Robinson (JudyR@bsc-cdhs.org) and cc: Jeff Liebig (Jeff.Liebig@ocfs.state.ny.us) and Jim Djernes (Jim.Djernes@ocfs.state.ny.us) with the following information:

- The administrator's name and title
- The administrator's phone number and email address
- The name and address of the agency
- The agency code
- Each agency site and the site ID code

The Fifth Task

A Comprehensive Guide to Accessing CONNECTIONS Online Training Courses - This document is a comprehensive guide to accessing CONNECTIONS online training courses, such as iLinc and web based trainings. As the CONNECTIONS Transformation is rolled out, online training will be the main mode of training delivery. This guide includes a general overview of taking an online training course, as well as information about:

- how to access iLinc and TrainingSpace (for WBTs) sites,

- New York State Directory Services accounts for TrainingSpace and iLinc accounts,
- STARS as well as TrainingSpace, iLinc and much more!

We urge you to share this guide with all the individuals in your agency who deal with CONNECTIONS. It will serve as an excellent basic resource to prepare for the training in support of the future application transformation (titled: *LDAP Training Space 7-13-10*).

A note to pass on to Supervisors: Supervisor(s) need to enroll in the class Intro to iLinc (iLinc is sometimes also referred to as Learn Link). The Intro class teaches everyone the basic concepts so that when they take the actual CONNECTIONS iLinc classes, they'll be familiar with how to ask questions and answer them.

If there are any questions regarding the information above, we ask that you contact the CONNECTIONS Regional Implementation Coordinator in your area.