

Operations Communiqué #13- 06 Business Partner (b-) User Account Setup

This is a message from the Bureau of Subsidized Child Care Services

Title: Business Partner (b-) User Account Setup

Date: May 28, 2013

Priority: High

Category: Informational

Action Required: Read "Discussion" and follow "Next Steps"

Response Required: None

Purpose:

The purpose of this communiqué is to provide advance instructions to Child Care Information Services (CCIS) agencies on how to sign-in to the new Business Partner ('b-') user accounts for the first time.

Discussion:

New b- user accounts will be ready for existing PELICAN users from May through June 2013.

Following is the schedule for each CCIS office:

The CCIS of Fayette County is currently assisting OCDEL in testing the new b- user accounts. All dates listed below represent the final date by which all offices are expected to have the b- user accounts fully operational.

May 16, 2013	May 23, 2013	May 30, 2013	June 6, 2013
Armstrong	Allegheny - City	Berks	Adams/Franklin/Fulton
Bedford	Allegheny - North	Carbon	Bradford/Sullivan
Blair	Allegheny - South	Columbia	Erie
Cambria	Beaver	Clinton/Lycoming	Greene
Cameron/Elk/McKean	Butler	Lackawanna	Indiana
Centre	Clarion/Jefferson	Lancaster	Northampton
Clearfield	Crawford	Luzerne	Pike/Susquehanna/Wayne
Cumberland/Dauphin/Perry	Forrest/Warren	Monroe	Somerset
Huntingdon	Lawrence	Montgomery	Washington
Juniata	Mercer	Montour	Westmoreland
Mifflin/ Snyder/Union	Venango	Schuylkill	Wyoming
Northumberland		Tioga	York

The existing c- user accounts will remain available until the end of August 2013. The c- accounts can continue to be used for logging in to DPW computers, while the new b- user accounts are to be used to log into PELICAN Child Care Works (CCW).

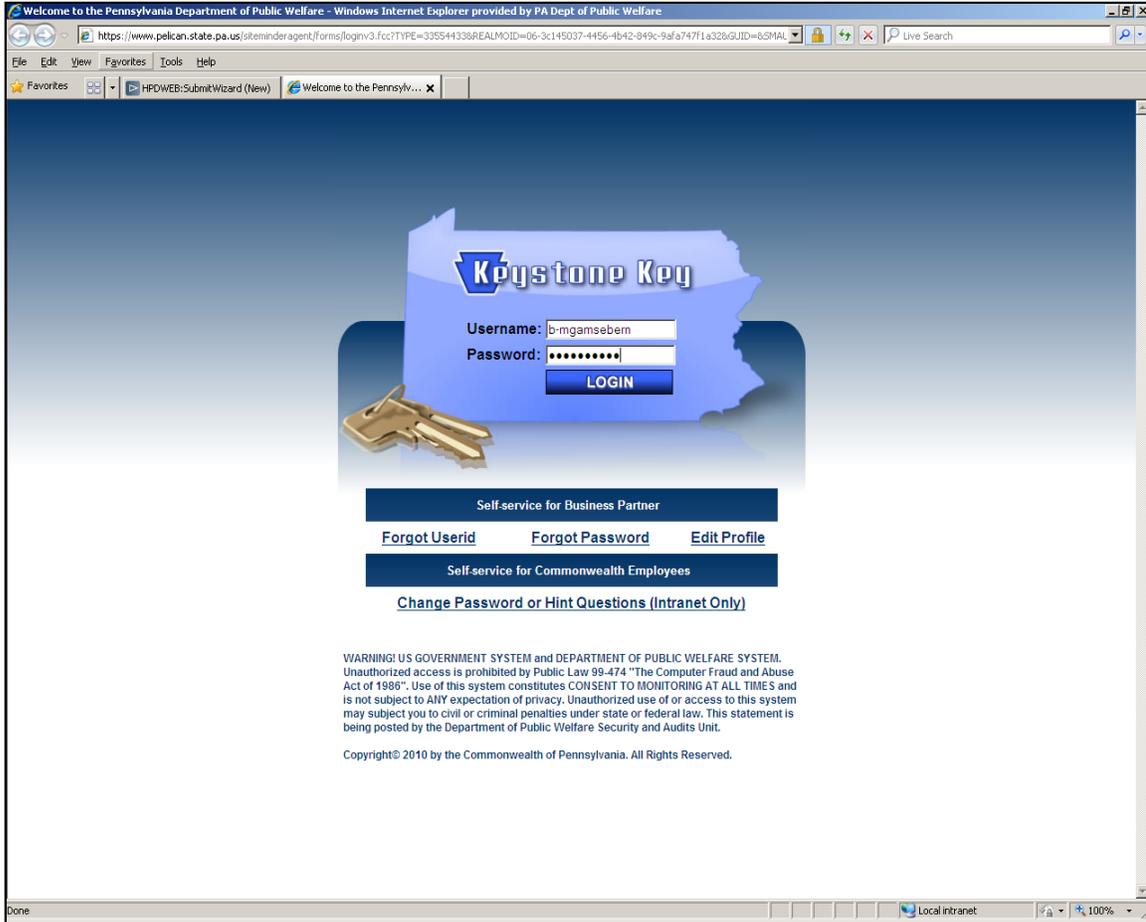
CIS / eCIS access will not change; login details have not changed with the creation of the b- user accounts.

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Instructions:

After receiving the two automated emails informing of the new 'b-' user account and password (*examples of emails are included in the email with this attachment*), follow the instructions below.

1. Log in to PELICAN CCW using the information provided in the email notification.



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2. After reading the Management Directive, MD 205.34, select the radio button for **I have read, fully understand and agree to the Management Directive MD 205.34**, to agree to the *User Agreement*, then click [NEXT].

PA pennsylvania
KEYSTONE ID ADMINISTRATION

Logged in as: b-mgamsebern (Logout)

Change My Profile

DPW User Agreement and Update Hint QA: User Agreement

1 User Agreement 2 Hint QA

• = Required

Below is the Commonwealth's Management Directive MD 205.34. You must read, agree with and accept all of the terms and conditions contained in the directive.

MANAGEMENT DIRECTIVE 205.34 Amended Number
COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE

Subject:

I have read, fully understand and agree to the Management Directive MD 205.34
 I do not accept the terms and conditions in Management Directive MD 205.34

Next Cancel

I have read, fully understand and agree to the Management Directive MD 205.34

Note: The complete User Agreement is included in the email with this attachment.

3. Verify your user ID and name information.
4. Enter a password the meets the following password rules:
 - Must be at least 8 characters and include at least 1 of each character type listed below:
 - i. Capital letter
 - ii. Lowercase letter
 - iii. Number
 - iv. Special character, such as: !, @, #, etc.
5. Verify your email address.
6. Choose and answer three (3) security questions. Best practice is to answer unique questions, and enter only one word answers.
7. If desired, enter a primary phone number.
8. When all appropriate fields are complete, click [FINISH].

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DPW User Agreement and Update Hint QA: Hint QA

1 User Agreement 2 Hint QA

• = Required

User ID

• First Name

• Last Name

• Password

• Confirm Password

Email

• Confirm Email

• Security Question 1

• Answer 1

• Security Question 2

• Answer 2

• Security Question 3

• Answer 3

Primary Phone

Back **Finish** Cancel

Password Policy Requirement:
- minimum eight characters.
- at least one Uppercase Letter.
- at least one Lowercase Letter.
- at least one Number (digit).
- at least one Special Character (e.g., #5%&*).
- May neither contain the user ID, nor any part of the user's full name.
- May not reuse any of the last ten previously used passwords.

You are now ready to log into PELICAN CCW using your new b- username and password.

REMINDER: When the c-accounts are phased-out/decommissioned, the associated email accounts will no longer exist. CCIS users must ensure that pertinent emails are retained in accordance with § 3041.85 (relating to record retention).

Next Steps:

1. Share this communiqué with appropriate staff members and ensure they understand it.
2. As appropriate, follow the instructions detailed in the communiqué.
3. Obsolete this communicate after it has been shared with all appropriate staff and the b-accounts have been successfully established.
4. Direct questions to Mark Gamse-Bernosky at (717) 346-9667 or mgamsebern@pa.gov.