

Creation of LDAP Accounts to Support Training for the CONNECTIONS Transformation

The first major CONNECTIONS Transformation Build is due to be deployed this fall. The training will be offered through distance learning in two ways:

- Instructor led classes for supervisors and resource users via iLinc, and
- Web Based Trainings (WBTs) for line staff

Trainees will be able to attend the classes while sitting in their own offices at their own computer desktops. Line workers will be able to complete the WBTs at a time of their own choosing, while supervisors will have a range of times to choose from over a several week window preceding the Build's implementation.

In order to utilize the WBTs, each trainee will need a Lightweight Directory Access Protocol account (i.e., LDAP account) to log in to TrainingSpace.org, where the WBTs will be offered. 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.

In order to assist the local districts and voluntary agencies to establish new accounts for their staff where needed, accounts will be created centrally for staff through a bulk process. The process will work as follows:

1. **Listings of HSEN Users Without LDAP Accounts**—A list of users with HSEN accounts but who do not appear to have an LDAP account has been created for each district and voluntary agency. These lists will be distributed to each district and voluntary agency over the next week by your Regional Connections Coordinator.
2. **District/Agency Review Lists**—Each district and agency first needs to review the listings and to verify that the users listed do not have LDAP accounts. Next, districts and agencies will need to add any users who are not already on the list whom the district or agency also believes do not have LDAP accounts.
3. **District/Agency Designate Delegated Administrator**—In addition, each district and agency will need to designate a Delegated Administrator (DA) if it does not already have a person serving in that role. Delegated Administrators are able to create and maintain LDAP accounts. By establishing a staff person in the agency with this authority, each agency will be able to manage LDAP accounts for its staff going forward.

In general 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 is 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: 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 by entering an incorrect password multiple times.

There are also mailboxes 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 directory)
- Ocfs.dl.ldap.upstate--For Upstate districts and agencies
- **Note:** Add @dfa.state.ny.us to either address if emailing from outside of the HSEN network.

4. **Return Verified Lists and Delegated Administrator Name**—Once the district or agency staff has verified who on the list requires an LDAP account, added anyone not on the list who also needs an account, and has identified the staff person who will assume the role of Delegated Administrator where necessary, please return the spread sheet to your regional Connections Regional Implementation contact person with this information.
5. **Account Creation**—OCFS, working in conjunction with OFT, will create new accounts for the staff whom you have indicated need LDAP accounts and will also ensure that the Delegated Administrator has received the appropriate security rights to create and maintain LDAP accounts. The list of staff people and their new accounts will be sent to the person identified as the Delegated Administrator. In addition, basic instructional material will be distributed that explains the steps involved in creating and maintaining LDAP accounts.

All accounts will be set up with a Userid identical to the staff person's HSEN Userid. The password will be randomly generated. When the staff person signs into the

new LDAP account for the first time, he or she will be asked to choose his own password and a security question and answer.

6. **Training Registration/STARS**—When a staff person needs to register for a WBT available through TrainingSpace, this is done via STARS by the district or agency's STARS Coordinator. The trainee's LDAP Userid needs to be entered in his or her profile within the STARS system in order to access the WBT on TrainingSpace.

If your district or agency does not have a STARS Coordinator:

A district or agency administrator should email Judy Robinson ([JudyR@ bsc-cdhs.org](mailto: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
- Information as to whether the agency has a STARS Coordinator or if the former STARS Coordinator has left and needs to be replaced

If you have any questions, please contact your CONNECTIONS Regional Implementation contact.