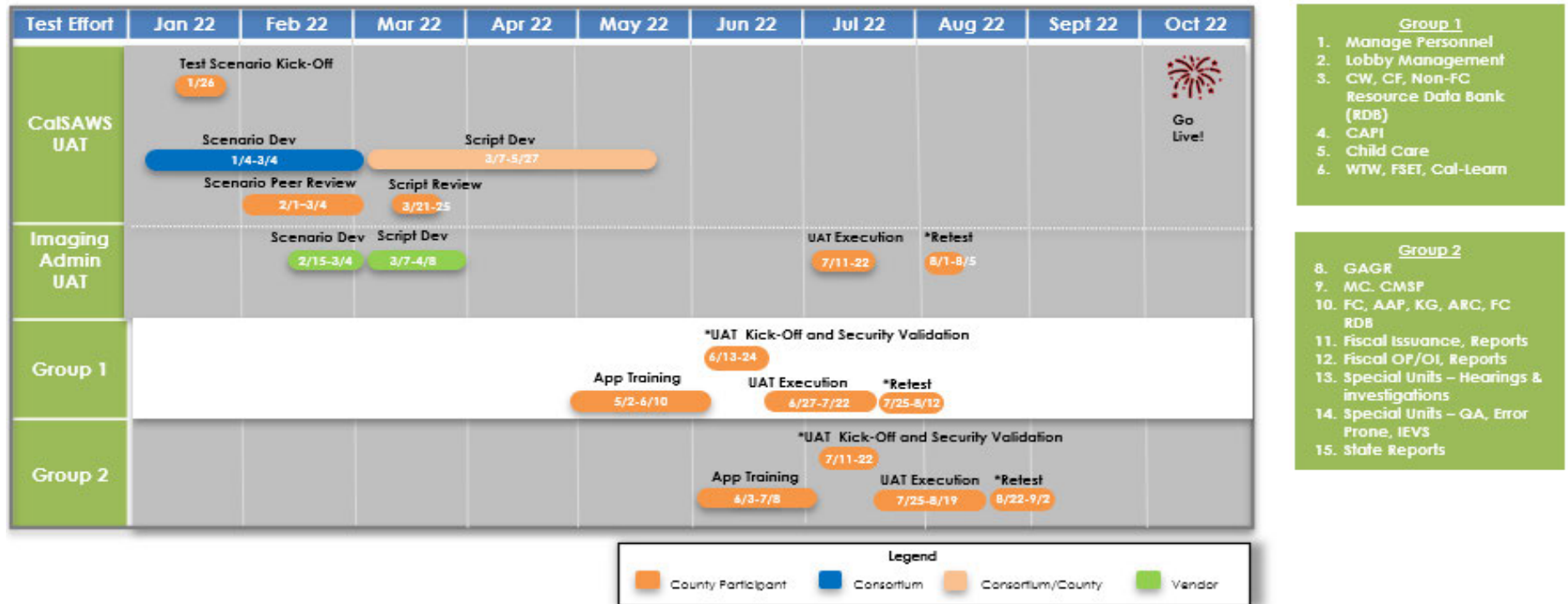


CalSAWS UAT Preparation Activities

The table below provides a high-level view of upcoming April and May activities:



Application training approach enhanced and broke up training into a session for group 1 and group 2

Group 1

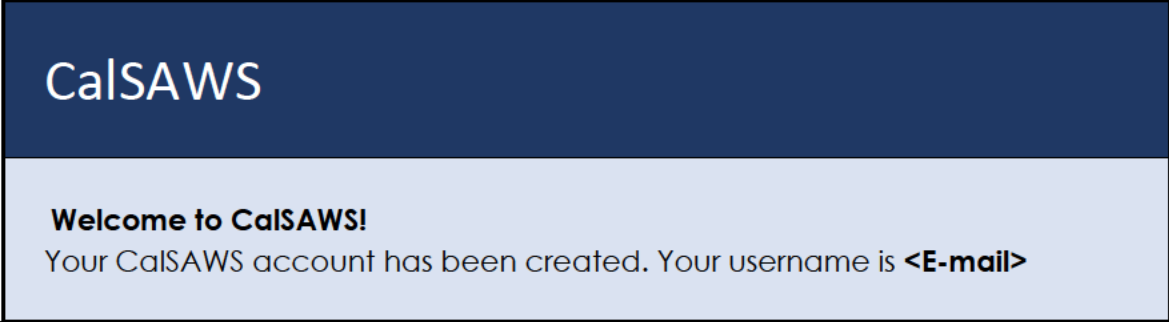
- Self-paced LMS 5/2-6/3
- Facilitated webinar and hands-on training the week of 6/6 - 6/10

Group 2


- Self-paced LMS 6/3-7/3 (group 1 can start effective 5/2/22)
- Facilitated webinar and hands-on training the week of 7/11- 7/22


CalSAWS User CALWIN Acceptance April – May 2022 Activities


The table below details out each activity, associated sample e-mail communications where available, timeframe, and owners.

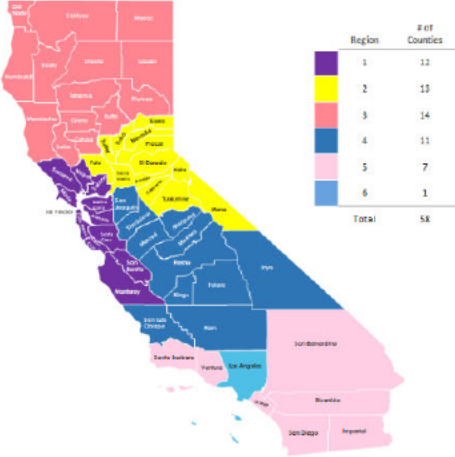
Activity and Sample communications where applicable	Timeframe	Activity Owner
<p>Participants confirmed</p> <p>Refer to CalSAWS CalWIN User Acceptance Test Execution Roster.xlsx</p>	<p>Week of April 12, 2022</p>	<p>CalSAWS UAT Team</p>
<p>Participant CalSAWS account set up for the CalSAWS Training Learning Management System (LMS) access – Step 1</p> <p>This activity triggers an e-mail from Support@CalSAWS.org, which prompts recipients to finish setting up the account and select a password.</p> <p>When a new user is created, this user will receive an email from support@calsaws.org informing the user that “Your CalSAWS account has been created.”</p> <p>Below is an example of the e-mail that participants will receive:</p> <p>From: support@calsaws.org <support@calsaws.org> Sent: Tuesday, April 5, 2022, 8:15 PM To: <Participant e-mail> Subject: CalSAWS Account Creation</p> <div data-bbox="96 1101 1257 1421">  </div>	<p>April 6 – April 15, 2022 (Completed)</p>	<p>County UAT participants</p>

Activity and Sample communications where applicable	Timeframe	Activity Owner
<div data-bbox="96 240 1257 365" data-label="Text"> <p>Please -----to activate your account.</p> </div> <p data-bbox="96 370 1293 440">To activate the new user's account, users must check their email to retrieve a unique link for password reset.</p> <p data-bbox="96 488 1262 558">This process establishes your CalSAWS account and password. For login to different applications a new set of instructions will be provided.</p> <p data-bbox="96 594 1331 630">Note: This step will need to be completed multiple times to access the various applications.</p>		
UAT participants loaded into LMS	April 6 – 15, 2022 (Completed)	CalSAWS Project team
CalSAWS Tech support will send out a CRFI to County IT Points of Contact with instructions on Software requirements	Week of April 11, 2022	CalSAWS Tech Support
<p data-bbox="96 857 562 893">Participant UAT Web Portal set up</p> <p data-bbox="96 928 1352 1031">This activity triggers an e-mail from Consortium.Tech.Support@CalSAWS.org and one from Microsoft which prompts recipients to finish setting up the account and select a password.</p> <ol data-bbox="96 1066 1289 1136" style="list-style-type: none"> 1. Consortium Tech Support sends a welcome email to the new user followed by an invite to enroll the user's county email address. <p data-bbox="96 1166 205 1201">Log-In</p> <ol data-bbox="96 1237 1257 1307" style="list-style-type: none"> 1. Access the CalSAWS Web Portal at the following web address: [REDACTED] 2. Enter your county email address in the pop-up box that will display and click Next. 	April 15– April 22, 2022	County UAT participants


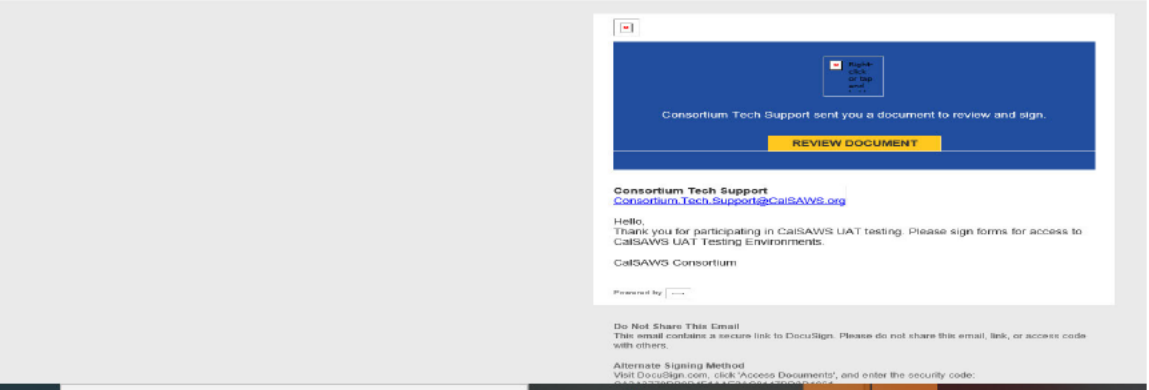
Activity and Sample communications where applicable	Timeframe	Activity Owner
<div data-bbox="142 240 846 862">  <p>Sign in</p> <input data-bbox="212 467 783 527" type="text" value="username@calaces.org"/> <p>Next</p> <p>Can't access your account?</p> <p>You are signing into CalACES portal.</p> </div> <div data-bbox="121 885 720 948"> <p>For non-Microsoft online accounts,</p> </div>		

Activity and Sample communications where applicable	Timeframe	Activity Owner
<p>3. <u>You will receive the following pop-up.</u></p> <div data-bbox="300 371 491 440">  </div> <p data-bbox="237 480 541 516">← siralf32@gmail.com</p> <h2 data-bbox="228 550 464 597">Enter code</h2> <p data-bbox="226 634 789 670">We just sent a code to siralf32@gmail.com</p> <p data-bbox="226 711 373 747">Enter code</p> <p data-bbox="226 800 871 829">Didn't receive it? Please wait for a few minutes and try again.</p> <div data-bbox="718 893 932 956"> <p>Sign in</p> </div> <p>4. <u>Check your email for the code. Enter it and click "Sign In"</u></p>		

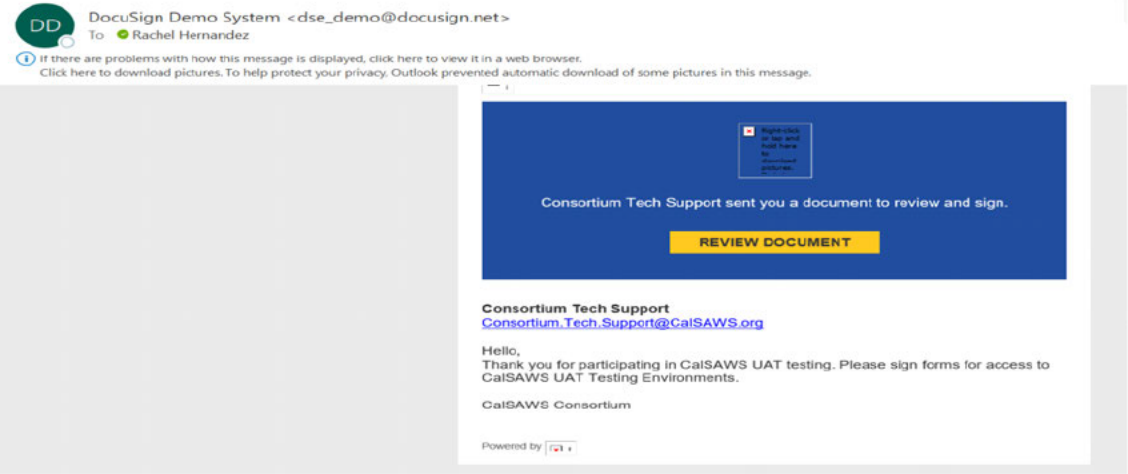

Activity and Sample communications where applicable	Timeframe	Activity Owner
 <p>← siralf32@gmail.com</p> <h2>Enter code</h2> <p>We just sent a code to siralf32@gmail.com</p> <p>13225770 ✕</p> <p>Didn't receive it? Please wait for a few minutes and try again.</p> <p>Sign in</p>		

Activity and Sample communications where applicable	Timeframe	Activity Owner																
<p>5. The Home Page of the CalSAWS Web Portal will display.</p> <div><div>WEB PORTALCRFIS, CITE & CATSMeetingsSystem ChangesCounty DocumentsResourcesTrainingTeam DocumentsCalSAWS UATMigration ToolboxMigration FAQ</div><div>WEB PORTAL</div><div><div>Welcome to the Web Portal!</div><div><div>CalSAWS Region Map</div><div><table><thead><tr><th>Region</th><th># of Counties</th></tr></thead><tbody><tr><td>1</td><td>12</td></tr><tr><td>2</td><td>10</td></tr><tr><td>3</td><td>14</td></tr><tr><td>4</td><td>11</td></tr><tr><td>5</td><td>7</td></tr><tr><td>6</td><td>1</td></tr><tr><td>Total</td><td>55</td></tr></tbody></table></div></div></div></div>	Region	# of Counties	1	12	2	10	3	14	4	11	5	7	6	1	Total	55		
Region	# of Counties																	
1	12																	
2	10																	
3	14																	
4	11																	
5	7																	
6	1																	
Total	55																	

Activity and Sample communications where applicable	Timeframe	Activity Owner
<p>CalSAWS Web Portal will display.</p>  <p>An invitation to open call-in sessions to assist users with access issues will be sent out the week of April 11, 2022. The users will be scheduled by group.</p>		
<p>Complete Security and Environment Access forms</p> <p>Two separate forms will be received via DocuSign</p> <ul style="list-style-type: none"> • CalSAWS User Security Acceptable Use Policy.pdf form requires only the UAT participant's signature • CalWIN CalSAWS_BenefitsCal_Imaging_ST Reports_UAT.pdf form requires a signature from the UAT participant and the CRFI 014-22 Submitter's signature <ul style="list-style-type: none"> o Assumption: Participant already completed and signed the form. o The following hierarchy to get the manager/lead signature if not received by the due date: <ol style="list-style-type: none"> 1. Submitter 2. PPOC 	<p>April 15 – April 29, 2022</p> <p>The forms will be distributed by April 15, 2022, please return by or before April 29, 2022</p>	<p>County UAT participants</p>

Activity and Sample communications where applicable	Timeframe	Activity Owner
<p>3. RM</p> <p>Below is an example of the e-mail that participants will receive:</p> <p>Consortium Tech Support via DocuSign Please DocuSign: CalWIN CalSAWS_BenefitsCal_Imaging_S...</p> <p>Consortium Tech Support via DocuSign Please DocuSign: CalWIN CalSAWS_BenefitsCal_Imaging_S...</p> <hr/> <p>Please DocuSign: CalWIN CalSAWS_BenefitsCal_Imaging_ST Reports_UAT Pete Quijada</p> <p> DocuSign Demo System <dse_demo@docuSign.net> To: Rachel Hernandez</p> <p><small>ⓘ If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.</small></p> <div data-bbox="100 800 1241 1187">  </div>		

CalSAWS User CALWIN Acceptance April – May 2022 Activities

Activity and Sample communications where applicable	Timeframe	Activity Owner
<p>Please DocuSign: CalWIN CalSAWS_BenefitsCal_Imaging_ST Reports_UAT Rachel Hernandez</p>  <p>DocuSign Demo System <dse_demo@docuSign.net> To: Rachel Hernandez</p> <p>If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.</p> <p>Consortium Tech Support sent you a document to review and sign.</p> <p>REVIEW DOCUMENT</p> <p>Consortium Tech Support Consortium_Tech.Support@CalSAWS.org</p> <p>Hello, Thank you for participating in CalSAWS UAT testing. Please sign forms for access to CalSAWS UAT Testing Environments.</p> <p>CalSAWS Consortium</p> <p>Powered by </p>		
County IT Points of Contact (TPOC) install VPN and Imaging software with project support	April 18 – April 29, 2022	County IT Points of Contact (TPOC)
<p>Participant CalSAWS account LMS access validation – Step 2 (no VPN required)</p> <p>Instructions and URL will be provided, along with invitations to open call-in sessions to assist users with access issues will be sent the week of April 11, 2022. The users will be scheduled by group.</p>	April 18 – April 22, 2022	County UAT participants
<p>LMS self-paced training -Group1 begins</p> <p>A Kickoff invite will be sent the week of April 11, 2022 to participants.</p>	May 2 – June 10, 2022	<p>County UAT participants – Group 1</p> <ol style="list-style-type: none"> 1. Manage Personnel 2. Lobby Management

Activity and Sample communications where applicable	Timeframe	Activity Owner
		3. CW, CF, Non-FC Resource Data Bank (RDB) 4. CAPI 5. Child Care 6. WTW, FSET, Cal-Learn
UAT county Security Set up Working sessions invites will be sent the week of April 11, 2022.	May 9 – May 13, 2022	UAT County Security administrators
Participant CalSAWS account set up for UAT Test Environment access – Step 1 This activity triggers an e-mail from Support@CalSAWS.org which prompts recipients to finish setting up the account and to select a password.	May 9 – May 13, 2022	County UAT participants
Participant CalSAWS account set up for UAT Test Environment access – Step 2 UAT county User Validation of login to UAT Test environment. Open call-in sessions to assist with access issues. The sessions will be scheduled by group.	May 16 – May 20, 2022	County UAT participants