

- CalSAWS M&E       CalWIN Migration

<b>Distribution Date:</b>	October 12, 2022
<b>To:</b>	Consortium.SectionDirectors; PPOC.Yolo; PPOC.Placer; Consortium.RegionalManagers.R2; IPOC.CalWIN.Wave1
<b>CIT Name:</b>	<b>CalSAWS Training Environments for Wave 1 Counties – Access, URL and Accounts</b>
<b>From:</b>	CalSAWS Project

**PPOCs, please forward to the appropriate impacted staff in your county:**

- |   |   |
|---|---|
| <input type="checkbox"/> General                                    | <input type="checkbox"/> Reports              |
| <input type="checkbox"/> Policy                                     | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> CW   | <input type="checkbox"/> Caseload Movement    |
| <input type="checkbox"/> CF   | <input type="checkbox"/> Management           |
| <input type="checkbox"/> MC   | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> CMSP                                       | <input type="checkbox"/> Security             |
| <input type="checkbox"/> FC/KG/AAP                                  | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care                                 | <input type="checkbox"/> Imaging              |
| <input type="checkbox"/> WtW  | <input type="checkbox"/> Migration            |
| <input type="checkbox"/> Other Program(s) _____                     | <input type="checkbox"/> Conversion           |
| <input type="checkbox"/> BenefitsCal <input type="checkbox"/> MyBCW | <input type="checkbox"/> Technical            |
| <input type="checkbox"/> Customer Correspondence                    | <input checked="" type="checkbox"/> Training  |
| <input type="checkbox"/> Other _____                                | <input type="checkbox"/> Help Desk            |

<p>Description: (Including any step-by-step instructions)</p>	<p><b>Purpose</b> The purpose of this CIT is to provide the Wave 1 CalWIN Counties (Yolo and Placer) access to the CalSAWS Training Staging Environment and CalSAWS Training Production Environment. This CIT contains URLs for each of the CalSAWS Training Environments, as well as information on access to the Environments and accounts.</p> <p><b>Background</b> The CalSAWS Training Staging and Training Production Environments are specific environments for the Counties to use for their induction and on-going CalSAWS training efforts. Access to these environments is web-based and the URLs are listed below.</p> <p><b>CalSAWS Training Staging Environment</b></p> <p>The URL to access the CalSAWS Training Staging Environment is: <a href="https://traininastaging.calsaws.net/">https://traininastaging.calsaws.net/</a>. <b>Please have your CalSAWS Training Staging Environment users access the CalSAWS Training Staging Environment immediately to ensure proper access.</b> Please use the following browsers to access the Environments: Firefox, Chrome, or Microsoft Edge.</p>
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Instructions on how to access the CalSAWS Training Staging Environment are provided in the Access Guide for Training Environments, which is attached to this CIT.

Access to the CalSAWS Training Staging Environment is through **personal accounts**. [CRFI 22-080 Request for CalSAWS Training Staging Environment Access](#) was distributed to Placer and Yolo Counties on September 6, 2022 to collect the names of staff that need access to the CalSAWS Training Staging Environment. County responses are located at the CRFI 22-080 Web Portal link above. Only those that were submitted as part of CRFI 22-080 response will be able to access to the CalSAWS Training Staging Environment. All future requests for access to the CalSAWS Training Staging Environment can be submitted through ServiceNow.

### **CalSAWS Training Production Environment**

The URL to access the CalSAWS Training Production Environment is: <https://training.calsaws.net/>. Please use the following browsers to access the Environments: Firefox, Chrome or Microsoft Edge.

Instructions on how to access the CalSAWS Training Production Environment are provided in the Access Guide for Training Environments, which is attached to this CIT.

Access to the CalSAWS Training Production Environment is through **generic user accounts**. The Generic user accounts have been provided to your Regional Managers for distribution.

### **CalSAWS Training Environment Support**


There are two guides available for Training Environment support:

- The [Access Guide for Training Environments](#), which is attached to this CIT, provides instructions on how to access the Training Staging and Training Production Environments for the first time.
- The [Training Environment Guide](#) provides detailed information on the Training Staging and Training Production environments, including:
  - Code Deployment Schedules
  - Training Production Environment Refresh Schedules: Scheduled dates as approved by the Training Committee for removal of case data in the Training Production Environment
  - Functionality Limitations for the Training Staging and Training Production Environments
  - FAQs
  - ServiceNow Support

Link: [REDACTED]

Path: [REDACTED]

**County Action:**

	<p>Please distribute the attached <b>Access Guide for Training Environments</b> and <b>Training Environment Guide*</b> to your appropriate staff. Please have staff thoroughly read the guides before logging into the Environments. Please have staff attempt CalSAWS Training Staging Environment access immediately to ensure proper access.</p> <p>If you have any questions, please contact the Project Contacts listed below, and cc your Regional Managers (RMs).</p> <p><b>*Note that the Training Environment Guide is a living document, and the most updated version will be on the Web Portal.</b></p>
<p>Primary Project Contact: (Name and email address)</p>	<p>Ashley Arnold CalSAWS Consortium Training Manager <a href="mailto:ArnoldA@CalSAWS.org">ArnoldA@CalSAWS.org</a> (916) 862-1769</p>
<p>Backup Project Contact: (Name and email address)</p>	<p>Cristina Garcia CalSAWS Training Manager <a href="mailto:GarciaC@CalSAWS.org">GarciaC@CalSAWS.org</a></p>
<p>Attachments:</p>	<p>Access Guide for Training Environments (1).pdf CalSAWS Training Environment Guide v4.a.pdf</p>
<p>Web Portal Link:</p>	<p></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2022" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>

