

☒ CalSAWS M&E      ☐ CalWIN Migration

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| <b>Distribution Date:</b> | July 26, 2023                             |
| <b>To:</b>                | PPOC.All; Consortium.RegionalManagers.All |
| <b>CIT Name:</b>          | <b>Web Portal Idle Session Timeout</b>    |
| <b>From:</b>              | CalSAWS Project                           |

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

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| <input checked="" type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal <input type="checkbox"/> MyBCW<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input checked="" type="checkbox"/> Help Desk |
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| <b>Description:</b><br>(Including any step-by-step instructions) | <p><b>Purpose</b><br/>         The purpose of this CIT is to inform counties of a change being made to the web portal log in activity. Users of the CalSAWS Web Portal will be affected.</p> <p><b>Background</b><br/>         The CalSAWS Web Portal is hosted in Office 365, a cloud service. Over time, new settings are introduced to add additional protections and security to the environment. By enabling an idle session timeout, the Web Portal's security and overall ability to protect sensitive data is improved by signing people out after four hours of inactivity.</p> <p><b>Additional Information</b><br/>         After four hours of inactivity, a user will be logged out of their web portal account. There will be a pop-up warning 15 minutes prior to signing the account out, which will provide an option to remain signed in. Idle session timeout doesn't affect Microsoft 365 desktop and mobile apps.</p> <p><b>County Action</b><br/>         None</p> |
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|  | If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.  |
| Primary Project Contact:<br>(Name and email address) | Holly Raiskin<br><a href="mailto:RaiskinH@CalSAWS.org">RaiskinH@CalSAWS.org</a>  |
| Backup Project Contact:<br>(Name and email address)  | Joseph Chiaromonte<br><a href="mailto:Chiaromontej@CalSAWS.org">Chiaromontej@CalSAWS.org</a>   |
| Attachments:   | N/A  |
| Web Portal Link:                                     | <div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> <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 "2023" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol> |