

TELECOMMUNICATIONS BULLETIN

July 30, 2007
CMS FY 08- 01

Bureau of Communication
and Computer Services

From:

Theresa Starling, Manager
Customer Solution Center

EMS Training for Agency Telecommunications Coordinators

The Department of Central Management Services Customer Solution Center (CSC) will be conducting EMS training for agency Telecommunications Coordinators. Due to limited class space, agencies may send only two Coordinators to training at this time. EMS training sessions will include instructions on logging in to EMS, changing passwords, conducting simple searches, and checking the status of voice orders and bills.

Coordinators may enroll for any one of the following EMS training classes:

Springfield Classes:

EMS Basic Training

Tuesday	August 7, 2007	9 a.m. – 12 p.m.	OR	1 p.m. - 4 p.m.
Wednesday	August 8, 2007	9 a.m. – 12 p.m.	OR	1 p.m. - 4 p.m.
Thursday	August 9, 2007	9 a.m. – 12 p.m.	OR	1 p.m. - 4 p.m.
Friday	August 10, 2007	9 a.m. – 12 p.m.	OR	1 p.m. - 4 p.m.

Capital City Center, Room 111
130 West Mason Street
Springfield, Illinois

Chicago Classes:

EMS Basic Training

Tuesday	August 21, 2007	(no a.m. class)		1 p.m. - 4 p.m.
Wednesday	August 22, 2007	9 a.m. – 12 p.m.	OR	1 p.m. - 4 p.m.
Thursday	August 23, 2007	9 a.m. – 12 p.m.		(no p.m. class)

James R. Thompson Center
Room 2-024
100 West Randolph Street
Chicago, Illinois

Please enroll by Friday, August 3, 2007 by calling Linda Biddle (217-524-0594) or Nancy Diefenback (217-782-9509).

Unlike MONIES, it is not necessary that you have a log-on or password in advance of the class. EMS is, however, a web-based application and each Coordinator will need access to the Internet in order to check service order status and run searches on inventory and billing.

For more information...
visit our website at
www.state.il.us/cms/telecom