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## “The New SOI Telephone Directory is Coming Soon”

The new and improved web-based State of Illinois Telephone Directory Application (SOI Directory) is in the final stages of development. When completed, it will be easier to gain administrative access and less complicated to update than the current system. As the designated Telecommunications Coordinator and primary contact for your agency, you will be trained to perform SOI Directory updates using a secured Digital ID/password and Internet connection.

To participate in the compulsory training, you must have a secured Digital ID. To apply for your Digital ID, allowing access to both the training registration form and custom Application, users must have the following system requirements:

- A Computer with Internet connection.
- Internet Explorer 6.0 installed (or most current version).
- Latest version of Java Virtual Machine (JVM) installed. Please visit <http://www.java.com/en/download/help/testvm.xml> to check if JVM is installed on your computer. If NOT, this page has all the instructions to install JVM on your computer. [Note: You may need to engage your IT Manager or contact your IT Help Desk for assistance\*.]
- Popup blocker disabled. [Note: You may need to engage your IT Manager or contact your IT Help Desk for assistance\*.]

\* For Consolidated agencies: contact your IT Coordinator for completion of an Enterprise Service Request (ESR) to get system requirements in place.

CMS will soon release the SOI Directory training class schedule that will contain a link to a web based registration application. However, it is important that you work with your IT Department now to prepare for your SOI Directory responsibilities. Please contact CMS Web Services at [webservices@illinois.gov](mailto:webservices@illinois.gov) for any issues related to system requirements. **Instructions for obtaining a Digital ID are attached to this service Bulletin.**

There is no expiration time on a Digital ID. Therefore, you are encouraged to proceed now to obtain your Digital ID. Remember your user name and password as you will need this information to register for training and to gain administrative access to the SOI Directory Application during training.

You will train using a “copy” of your agency’s current Directory listings and you will learn to add, change, and delete alpha and departmental records. During a selected time frame, the MONIES data will be converted to the live, on-line SOI Directory. While in the transition, the on-line Directory will be temporarily frozen and cannot be updated. CMS regrets this inconvenience and will make every effort to minimize the “freeze time.”

As a reminder, the SOI Directory, available on the State’s home page, is used by state employees conducting state business and is also a vital source of information for private citizens and business organizations that need State services and/or provide services to State government. Additionally, the SOI Directory’s data is the sole source of information used by the State’s Directory Assistance Operators. Maintaining the accuracy of the data will depend on the vigilance and dedication of Telecommunications Coordinators throughout the State.

Additional service Bulletins will be released providing migration details, training dates, and class registration instructions. If you have any questions regarding the SOI Directory and its migration, please do not hesitate to contact the appropriate Customer Service Center staff:

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