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### SOI Directory Training and Migration

The State of Illinois Telephone Directory will migrate to the new and improved web-based State of Illinois Telephone Directory Application (SOI Directory) on August 1, 2008. As the designated Telecommunications Coordinator and primary contact for your agency, you must register for training to perform SOI Directory updates. A schedule of training dates is provided on page two of this Bulletin.

Using a "test copy" of your agency's current directory listings, you will learn to add, change, and delete alpha/people and departmental/business listings. You will also receive a copy of the SOI Directory Administrative User Guide. Agencies are allowed to send one Telecommunications Coordinator to the training classes prior to the live cut date on August 1<sup>st</sup>. CMS will sponsor additional training classes in August, September, and October to provide agencies the opportunity to send additional Coordinators for SOI Directory training.

Log on to web site at: **[wwwbeta.cms.portal.il.gov](http://wwwbeta.cms.portal.il.gov)**

- Enter Digital ID User Name and Digital ID Password  
(Note: Instructions for obtaining a Digital ID were provided in Bulletin CSC 08-2 dated April 30, 2008.)
- Click "Training and Events Calendar" under Common Applications in left hand navigation bar
- User arrows to select month of July, 2008
- Click desired half-day Chicago or Springfield class/event  
(Class size is limited – if class is full, you will be advised to select an alternative date)  
(If you get a "Choose a digital certificate" pop-up message, click OK)
- Event Information page provides: event name, date, time, location, map, and event purpose
- Select "Click Here to Register" at bottom of page
- Registrant's personal information is copied from Digital ID account
- Review event name, location, date, and time
- Click "Submit Registration" at bottom of page
- Screen will verify your registration
- You will also receive an email registration confirmation

Re-scheduling: If needed, you may log on to the web site again and change your registration. At the bottom of the main calendar page, a section confirms all current registrations. Click the appropriate icon to delete your registration. You may then re-register for another training date.

The current State Directory, available on the State's home page, is still produced from the MONIES database, and Coordinators may continue to make changes in MONIES through July 24, 2008. At midnight on the 24<sup>th</sup>, the MONIES database will be frozen and a final export will be provided to the SOI Directory Application. A data scrub will be performed between July 25<sup>th</sup> and July 31<sup>st</sup>, and the on-line SOI Application will be launched live on August 1, 2008. MONIES Company 2 will be removed from active systems at that time. Beginning August 1, 2008, CMS will no longer make directory updates for any agency, commission, board, or university.

The State Directory is used by state employees conducting state business. It 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 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.

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Register on line for one of the following SOI Directory training dates.

Log on to web site at: [wwwbeta.cms.portal.il.gov](http://wwwbeta.cms.portal.il.gov)

**Training – Chicago**

<b>Day:</b>	<b>Date:</b>	<b>Time:</b>
Tuesday	July 8, 2008	1 p.m. to 4 p.m.
Wednesday	July 9, 2008	9 a.m. to 12 noon
Tuesday	July 15, 2008	1 p.m. to 4 p.m.
Wednesday	July 16, 2008	9 a.m. to 12 noon
Tuesday	July 22, 2008	1 p.m. to 4 p.m.
Wednesday	July 23, 2008	9 a.m. to 12 noon

**Location:**  
James R. Thompson Center, Rm. 2-024  
100 West Randolph Street  
Chicago, Illinois

**Instructor:**  
Mick Rothman  
312-814-2966  
[mick.rothman@illinois.gov](mailto:mick.rothman@illinois.gov)

**Training – Springfield**

<b>Day:</b>	<b>Date:</b>	<b>Time:</b>
Tuesday	July 1, 2008	9 a.m. to 12 noon
Wednesday	July 2, 2008	1 p.m. to 4 p.m.
Tuesday	July 8, 2008	9 a.m. to 12 noon
Wednesday	July 9, 2008	1 p.m. to 4 p.m.
Thursday	July 10, 2008	9 a.m. to 12 noon
Tuesday	July 15, 2008	9 a.m. to 12 noon
Wednesday	July 16, 2008	1 p.m. to 4 p.m.
Thursday	July 17, 2008	9 a.m. to 12 noon
Tuesday	July 22, 2008	9 a.m. to 12 noon
Wednesday	July 23, 2008	1 p.m. to 4 p.m.
Thursday	July 24, 2008	9 a.m. to 12 noon

**Location:**  
Capital City Center, Computer Lab  
(see facility signage upon arrival)  
130 West Mason Street  
Springfield, Illinois

**Instructor:**  
Nancy Diefenback  
217-782-9509  
[nancy.diefenback@illinois.gov](mailto:nancy.diefenback@illinois.gov)