



Telecommunications Bulletin

Customer Service Center (CSC)

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State of Illinois (SOI) Telephone Directory

We are excited to announce the release of the new and improved SOI Telephone Directory. The Department of Central Management Services (CMS) Bureau of Communications and Computer Services (BCCS) is scheduled to deploy the new Directory on Monday, April 4, 2016.

To ensure a smooth transition, CMS BCCS has made available a test site of the new system that is accessible today through Friday, April 1, 2016. We invite you to add, create, or remove entries in your Agency's directory listings. Any changes you make in this system will not affect the production database.

How to get started with the new system:

1. Review the State of Illinois Telephone Directory User Manual V 4.0 (attached).
2. A new role has been created called Telephone Directory Administrator. A user does not have to be a Telecom Coordinator in order to administer the Telephone Directory. By default, all Primary and Secondary Telecom Coordinators will be designated as Telephone Directory Administrators. If your Agency wishes to assign this role to another individual, please send an email to CMS.TeleDirectoryAdmin@illinois.gov with contact information including, if appropriate, Public ID and email address.
3. Identify if your Agency is in the Illinois Domain Active Directory, (i.e. Illinois.gov) or is one of our trusted domain Active Directories – per attached Agency listing. If your agency is listed, use the link below to log in.
 - Login using your current network user name and password after selecting your agency from the dropdown or Employees with Illinois.gov accounts.
<https://cmssecure.illinois.gov/Telephone/>
4. All Agencies that are not included in the attached Agency listing will use an Illinois Public Account. Please refer to SOI User Manual V 4.0 instructions to create one (page 4, section C). Then, email your Illinois Public ID and email address to CMS.TeleDirectoryAdmin@illinois.gov to gain access to the new SOI Telephone Directory. Once you have completed these steps, use the link below to log in.
 - Login using your Illinois Public Account –
<https://cmspublic.illinois.gov/Telephone/>
5. An Illinois Public Account would have been created if you signed up for access to ePASS or eBEN. If you're not certain if you already have an Illinois Public Account, follow this link.
 - <http://www.illinois.gov/sites/accounts/help/>

To view the SOI Telephone Directory available to the public without a password, use the link below.

- General Public Access
<https://cmsapps.illinois.gov/TeleDirectory/>

If you have any questions regarding the new SOI Directory, please feel free to contact: Mark Kaye at (217) 524-0532 or Mark.Kaye@illinois.gov or Betsy LaMaster at (217) 524-9205 or Betsy.Lamaster@illinois.gov.

For more information visit our website at www.bccs.illinois.gov
800-366-8768 [in Springfield 217-524-4784]

