October 31, 2023

Hello DSHA Staff,

I hope you are having a great Halloween! Today's communication reminds you that DSHA will transition to the State Network on Monday, November 6<sup>th</sup>. It is essential to prepare!

## Setup ID.delaware.gov Log-in Credentials

If you haven't done so, complete the setup process to establish your new credentials. You must finish this step before logging onto your new laptop for the first time. Contact Anthony Williams if you did not receive an email with your new delaware.gov email address and instructions to set up your ID.delaware.gov log-in.

## **Move Files Off the Hard Drive**

Move any documents (docs, images, scans, pictures, etc.) saved to locations such as the (Desktop, USB, etc.) to either the (H:) or (T:) Drive. Otherwise, the files/folders will not be available on your new IT Laptops on November 6th.

## **Need Help?**

Instructions are available at <u>IT Centralization for Delaware State Housing Authority (DSHA)</u> Continue to submit any questions or concerns to the feedback box: <u>https://www.surveymonkey.com/r/DSHAITSurvey</u>

HAVE A GREAT DAY ON PURPOSE!