

November 02, 2023

Hello DSHA Staff,

IT Centralization Begins on Monday, November 6th

Today's communication includes updated laptop distribution information for Hickory Tree and reminders about the upcoming system outages required to move DSHA to the State Network.

*** Revised Laptop Distribution Schedule**

Date	Start Time	Location
Thursday, Nov. 2	8:30 AM	16 The Green Dover 18 The Green Dover 22 The Green Dover 24 The Green Dover 26 The Green Dover Bank Lane Dover
Friday, Nov. 3	8:30 AM 9:00 AM 10:00 AM 10:00 AM 11:00 AM *12:00 PM 1:00 PM	Duncan Center Dover Liberty Court Dover Mifflin Meadows Camden Clarks Corner Harrington McLane Gardens Smyrna Hickory Tree Selbyville Carvel Building Wilmington

Please note that it is necessary to report to your primary work location on the assigned date to receive your assigned computer. The onsite team will be available to assist you in confirming that you can log in to the equipment and provide a brief overview at your desk. **In case you are not present at the office during the designated distribution time, your laptop will be placed at your primary desk location.** Detailed instructions on how to log in and seek further assistance if needed will be provided. Until further notice, your previous DSHA computer equipment will remain unconnected and stored at your desk.

Reminder-Printer Outage Starts at Noon on Friday 11/3

Please complete any printing by noon on Friday, 11/3. DTI must disconnect printers from the DSHA Network and connect to the State Network. Printing will be unavailable from DSHA devices after 12 PM on 11/3. Detailed instructions will be provided on Monday to set up printing on your State laptop.

Reminder-Systems Outage Starts at 4:30 PM on Friday 11/3

Please save your work to the network share drive and restart your computer no later than 4:30 PM on Friday, 11/3. DTI will begin migrating your files from the DSHA Network to the State Network. The system outage will last throughout the weekend. Once migration is complete on Sunday, 11/5, the Early Adopter Group (EAG) will be asked to test and confirm that files are available and accessible. After successful testing, all DSHA will be notified that your systems are again available by 11/6.

Preparation Tasks

- Keep an eye on your email for important reminders, additional information, and resources. Let us know how we can assist you.
- Submit any questions or concerns to the feedback box:
<https://www.surveymonkey.com/r/DSHAITSurvey>
- Visit the DSHA Resource page as we continue to add more content and job aids.

[IT Centralization for Delaware State Housing Authority \(DSHA\) - Office 365 Project - State of Delaware.](#)

Thank you for your understanding and cooperation during this time.