Frequently Asked Questions (FAQ)
July 2010 People First System Release

What can I do to minimize any concerns that I may have before the July 2010 Release?

Educate yourself. Read these FAQs and all information your agency communicates with you. Attend your agency training when it becomes available.

Login:

What is new and improved on the Login page?

The updated Login page has a new design, colors and People First logo. The Communication Message Area section is still located at the top of the screen, providing important information for users. We redesigned the Job Seekers section to allow job seekers to browse for jobs, create an account, or login.

Will I use my current UserID and password to log in to the upgraded system?

Yes, you will log in using your current UserID and password. When the system prompts you to change your password for the first time after the upgrade, you need to use the new format.

What are the changes to the password format?

The new password must be 8-30 characters long, begin with a letter, contain at least one upper case letter, one lower case letter, and one number. You are restricted from re-using your last 10 passwords. The changes take effect the first time you change your password after we implement the July 2010 release. For most employees this will occur when your password expires for the first time after the July release.
What will I find in the “Helpful Website” section of the Login Page?

The Helpful Website section contains links to Deferred Compensation, Your Earning Statement, and MyBenefits and other useful sites.

Is the new version compatible with Internet Explorer 8 and some of the other popular browsers that employees use at home, like Firefox?

Yes. Once the upgrade is completed, the People First System supports the two most recent production releases/versions of Mozilla Firefox and Microsoft Internet Explorer web browsers. You can use other browsers, but People First will not provide technical support.

Is there an automatic system logoff?

After 30 minutes of inactivity, the system automatically logs off users.

Home Page:

How has the Home Page changed?

Like the Login page, the updated Home page has a new design, colors and People First logo, and contains many quick links to navigate more easily in the People First System.

Will the new Home Page function differently?

The upgrade also changes the Home Page functionality. All pages include a new header with links for printing, viewing alerts, accessing the timesheet, and they include information on contacting the Service Center.

On the new Home page, your UserID, name and position title display on the right hand side of the screen in the user information box.

The My Alerts/Activities section includes My Tasks Due and My Alerts.
**What are other changes to the Home Page?**

The **My Tasks Due** section displays pending tasks that require your action.

The **My Alerts** section displays employee-related activities you need to address.

The **Announcements** section displays important messages for system users.

The **My Quick Links** section is still located on the Home Page, and is updated to contain the most commonly used screens (examples; Time Sheet, Current Benefits, etc.).

The **Helpful Websites** section is also located at the bottom of the page.

**System Downtime:**

**Will the People First system be available during the upgrade process?**

From July 9-July 19, 2010, the People First system will be unavailable, to move data files from the current system to the upgraded system.

**Will I have access to the People First System during the downtime?**

While the People First System is down, you will not be able to access it.