

## Operations Communiqué #13-03 Changes to the OCDEL Intranet

**Title:** Changes to the OCDEL Intranet

**Date:** January 30, 2013

**Priority:** High

**Category:** Informational

**Action Required:** Yes. See "Next Steps".

**Response Required:** None

### **Purpose:**

The purpose of this communiqué is to notify the Child Care Information Services (CCISs) of changes to the OCDEL Intranet.

### **Discussion:**

In an effort to create a more standardized look to all Department of Public Welfare (DPW) Intranet sites, the Bureau of Information Services (BIS) has consolidated all DPW Intranet sites into one website. **Starting January 31, 2013, the OCDEL Intranet will be housed at <http://MyDPW>.** From the main page of the new site, users can access the CCIS portion of the site by navigating the top of the page by clicking OCDEL. From the OCDEL page, all navigation will be the same as the old OCD site.

Users can change their homepage to the new site by taking the following steps:

1. Open "Internet Explorer".
2. Click "Tools" at the top of the page.
3. Click "Internet Options".
4. Select the "General" tab.
5. At the top of the "General" tab there is a category marked "Home Page". Type <http://MyDPW> in the "Address" bar of the "Home Page" section.
6. Click "Apply" and then "OK". This will set the Intranet as the default home page for Internet Explorer.

If you have any questions or for any reason there are problems accessing the new site, please call Dan Miller at 717-772-1398 or email at [danimille@pa.gov](mailto:danimille@pa.gov).

### **Next Steps:**

1. Share this information with appropriate staff.
2. Contact your Subsidy Coordinator with any questions.