

## OLRS Communication

**What?** November Release

**Who?** OLRs Professional Users

**When?** November 1, 2013

**August Release:** On Friday, November 1st, the OLRs will be unavailable for professional users and job seekers from **6:01 pm to midnight** for a system enhancement release. The only impact this release will have on the OLRs is that there will be one unified login across all NEOGOV products for professional users. Currently, the only NEOGOV product used statewide by Washington is Insight Enterprise: **Insight – Human Resources** and the **Online Hiring Center - Departments** (OHC).

The OLRs will no longer have separate options for signing in as Insight or OHC user. If you use a bookmarked link to access the login page or go to [www.neogov.com](http://www.neogov.com) to access the login page, you will be automatically directed to the new login portal page to login.

- Users who have access to both Insight and OHC will be logged in automatically to Insight when they enter their user name and password.
  - Users then can toggle to OHC if desired.
- Users who have access to OHC, but not Insight will be logged in directly to the OHC when they enter their user name and password.



After sign in, you can continue to switch account types using the menu in the top left:



Upon implementation of this enhancement, users logging in with the URLs for the previous login pages will be redirected to the new unified login page. Based on the login link that was accessed by the user, the system will know if the user is attempting to login to Insight/OHC. When you log out of one product, you will be logged out of each product you have access to.

Additionally, password security settings have been standardized across products.

Washington State's password standards for professional users accessing the system already met the majority of the new requirements. The one new requirement is:

- Contain an uppercase and lowercase letter.

The new requirement is in addition to the current standards:

- Minimum of 10 characters in length.
- Must contain at least one number.
- Must contain at least one special character.
- Maximum of 5 log in attempts.

If your existing password does not meet these requirements, you will be prompted to create a new password the next time you login.

Also, you will be prompt to answer a challenge question when creating a password or requesting a password reset (such as 'What's 10+2?') to prove that you are a person and not a computer.



**Password Reset**

Username

Email

First Name

Last Name

What's 2 + 3? I

Cancel Reset Password

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**\*\*You may want to share this information with your agency OHC users.\*\***

*Note: The demonstration of this enhancement was not available until November 1<sup>st</sup> at 11:00 which is why a communication was not sent earlier.*

## **Reminders:**

### Records Retention and Destruction

The [State Government Records Retention Schedule](#) for recruitment is 3 years after the position is filled, and then destroy. We previously communicated the recruitment records schedule in the OLRs Communications on [September 5, 2012](#) and [August 23, 2013](#).

Enterprise Services is working on the records destruction process directly with NEOGOV and will establish a routine time for the destruction of records (e.g., once a month, once a quarter, every 6 months). When the process is established, it will be communicated to the Insight community.

### Remove access

When a staff member at your agency no longer needs access to system, send a request to [servicecenter@des.wa.gov](mailto:servicecenter@des.wa.gov) to have their Insight access removed. All of their assigned Postings and Requisitions will need to be reassigned by your agency's active Insight user. Your agency OHC Liaison inactivates the staff members OHC access.

### **Questions or need assistance with the OLRs? Contact:**

Service Center: (360) 664-6400

Email Contact: [servicecenter@des.wa.gov](mailto:servicecenter@des.wa.gov)

*Want to review past communications? Visit [OLRS Notices](#) on the HR website.*