

Planned Electrical Outage

for Wednesday September 30th

We will be cutting the power to the main campus for 90 minutes on Wednesday to test our backup systems as part of the annual emergency light testing process. To prepare for this, we will begin shutting down the network at **4:30PM** which will disable access to drives, internet, desk phones and VPN services. Electricity will be turned off for the entire campus at **5:00PM**. We anticipate restoration of services no later than 7:00PM.

What will STOP working during this time?

- Access to network drives (P: Drive, G: Drive, Multi-user, etc.),
- All networked databases and automated email systems.
- VPN and Desk Phones

What will CONTINUE to work if I work off-site?

- Email, Landing Page, Online Forms (i.e. Vehicle Maintenance Requests)
- Group Home Databases, TCM/JobLink Syncing Contact Note Databases
- MS Teams chat/groups, OneDrive access, PowerApps.
- Access to your work phone / voicemail through the Avaya mobile app

How you should Prepare

1: Before leaving for the day, be sure to turn off all equipment. Computers especially should be powered down completely (as always). If you use a dock, it is also a good idea to unplug your computer from the dock.

2: Mind your Mini-Fridge! If you have a mini refrigerator in your work area, it will likely start to defrost during this time which leads to leakage. Please remove anything that might melt and ensure that a water collection tray or towel is in place to prevent damage to carpets.

For questions or concerns please contact Cottonwood IT