



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner

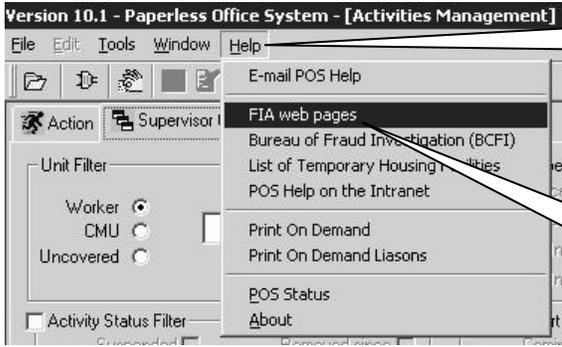


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POLICY BULLETIN #06-76-SYS

ACCESSING THE FIAWEB FROM PAPERLESS OFFICE SYSTEM (POS)

Date: May 18, 2006	Subtopic(s): POS
<p> This procedure can now be accessed on the FIAweb.</p> <p>Staff may click the other links in the drop down window to access the specified information on the HRA intranet.</p>	<p>The purpose of this policy bulletin is to provide instructions to all Job Center staff for accessing the Family Independence Administration (FIA) web pages from POS. This policy bulletin serves as information for all other staff.</p> <p>A link to the FIAweb is available in POS to enable staff to access the Human Resources Administration (HRA) intranet without having to exit POS. To access the FIAweb when using POS, staff should complete the following actions:</p> <ul style="list-style-type: none"> Click "Help," located on the menu bar at the top of the window, or press <Alt><H> to display a drop-down window with a list of several options. <div data-bbox="474 1207 1421 1554" style="border: 1px solid black; padding: 5px;">  <p>Click "Help" to display the drop-down window.</p> <p>Click "FIA web pages" to display the FIA Home web page.</p> </div> <ul style="list-style-type: none"> Click "FIA web pages" to open the FIA Home web page shown on page 2 and navigate through the FIAweb as usual.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

For a tutorial on the FIAweb click on the link below:

<http://fndocument/cdco/enclient/DocContent.aspx?Library=HRAContent/fndocument&Id=003756414&ObjType=2&Op=Open>

Using the icons located at the top-right corner of the window, staff may return to POS by clicking the Minimize icon  to remove the FIAweb from view or by clicking the Close icon  to exit the FIAweb.

Note: The steps outlined above may be initiated from any POS window that displays **Help** on the menu bar.

Effective Immediately