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TO: NYSHIP Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: NYBEAS Access

DATE: March 22, 2004

Change in remote access to NYBEAS

In preparation for the PeopleSoft upgrade that will take place later this year, the method that some agencies use to access NYBEAS is being upgraded. We will now be using a web-based access through a product called NFuse. The look and feel of NYBEAS will not change at this time, only the method in which you connect to the system.

Attached you will find documentation outlining the procedure to establish an NFuse session. You should find this connection to NYBEAS easier than the current Citrix connection. Upgrade of your connection to NYBEAS must be completed by April 9, 2004.

Who is effected by this change

This change applies only to agencies that currently access NYBEAS via a dial up connection using Citrix.

Participating Employers that connect directly to NYBEAS via the state MAN connection will not be affected at this time. Contact your processor for specific instructions regarding your connection.

Agencies that send transactions to the Employee Benefits Division for processing will continue to do so. However, this change to an Internet based connection may allow agencies that were unable to connect to NYBEAS previously due to equipment limitations to access NYBEAS for direct transaction submittal. Contact your processor for information regarding direct transaction processing options.

Questions

Questions regarding the setup of your NFuse connection should be directed to the Civil Service Help Desk at 1-800-422-3671 or (518) 457-5406. E-mail questions can be sent to helpdesk@cs.state.ny.us.

Questions regarding transaction processing, as always, should be referred to your processor at EBD:

Enclosure

Connecting to Civil Service Applications Using the Internet

Access to our Citrix applications is now available through the Internet. The current version of the Citrix ICA Web Client will be made available the first time you enter the NYS DCS Application Portal website. The URL for our website is <https://csp.cs.state.ny.us/nfuse> . (Note the https – the s is essential.)

If you have any problems getting connected, please check with your own technical support first. If difficulties persist, contact the Civil Service Help Desk at 1-800-422-3671 or (518) 457-5406. Email can be sent to helpdesk@cs.state.ny.us

INTRODUCTION:

This document details the procedure for connecting to the DCS Application Portal Web Site. It discusses the installation procedure for the Citrix ICA Web Client. This procedure holds true for any user connecting to the DCS Application Portal web server (<https://csp.cs.state.ny.us/NFuse/>) **for the first time, and will only need to be done once per computer.**

REQUIREMENTS:

You must have access to the Internet either through your local area network, or through an account with an Internet Service Provider.

You must have Internet Explorer 5.5 or later with 128-bit encryption capabilities. You can check your browser version and encryption level by selecting Help/About Internet Explorer from the menu bar. The latest versions of the browser (which include the 128-bit encryption) are available at no charge from the Microsoft website.

TECHNICAL NOTES:

1. Windows NT, Windows 2000, Windows XP Professional

Installation of the software **MUST** be performed under a user account with local Administrator rights on the computer. If the user does NOT have Administrator rights and logs onto the site, the java page that instructs the web browser to install the software will NOT work and the user will receive errors when attempting to use any application. The user should first contact their Tech Support with any problems in this process.

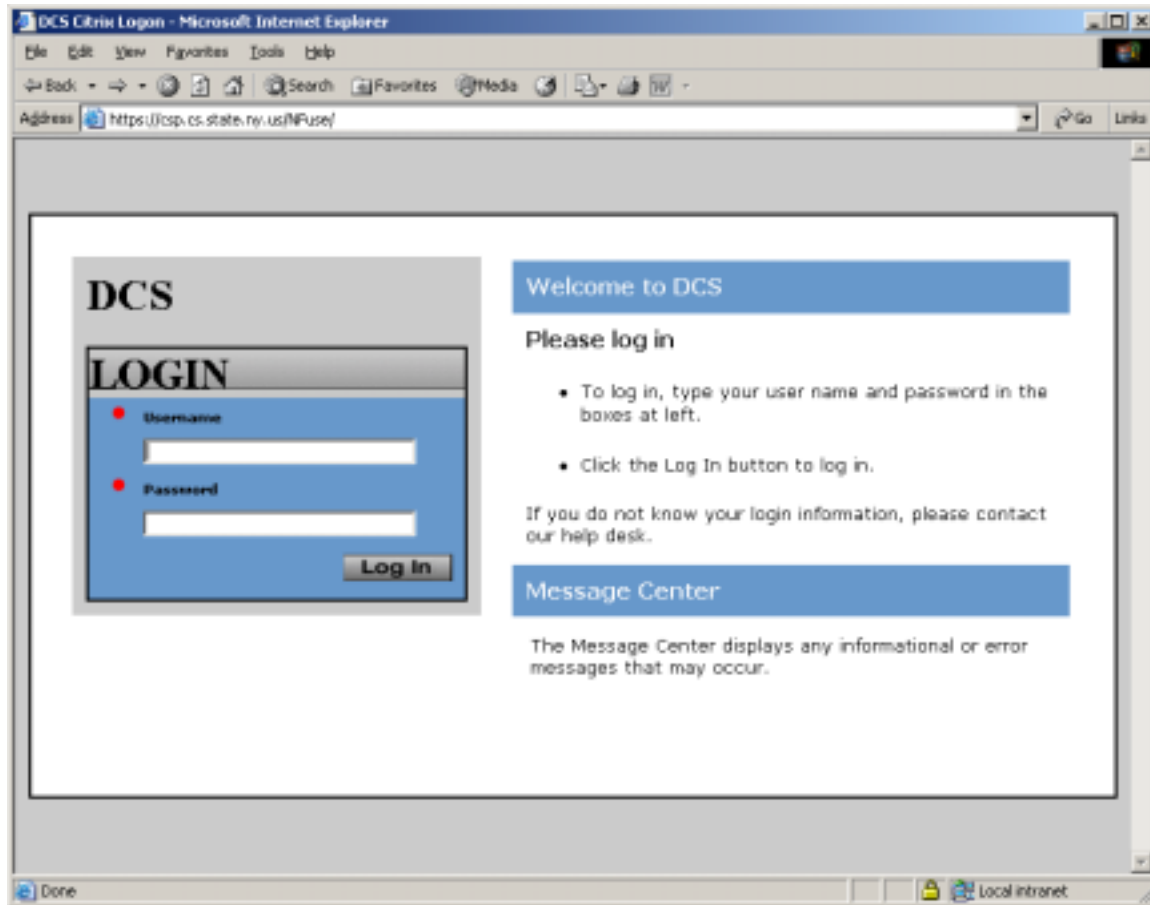
2. Winframe Client (Remote Access Manager)

The Citrix Winframe client software is not compatible with the Citrix ICA Web Client, so it must be removed or upgraded **BEFORE** attempting to connect to the NFuse website.

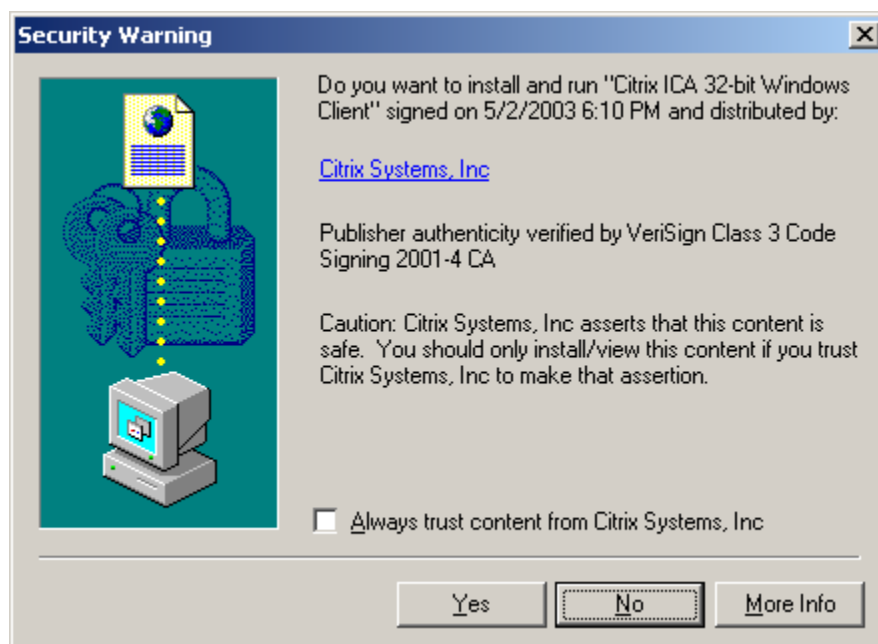
- A. Workstations that utilize the WinFrame client to connect to MetaFrame servers *OTHER* than Civil Service should update the Citrix WinFrame client to the Citrix ICA Program Neighborhood client version 7.1. This client software will serve to connect the user to ANY Citrix MetaFrame server, and also includes the ICA Web Client, so no further software installation will be necessary.
 - B. Workstations that use Citrix Winframe software only for connection to Dept of Civil Service applications should first **REMOVE** the Winframe software before continuing with the installation process described below.
3. If you access the Internet through your Local Area Network, the firewall must allow SSL traffic.

INSTALL PROCESS:

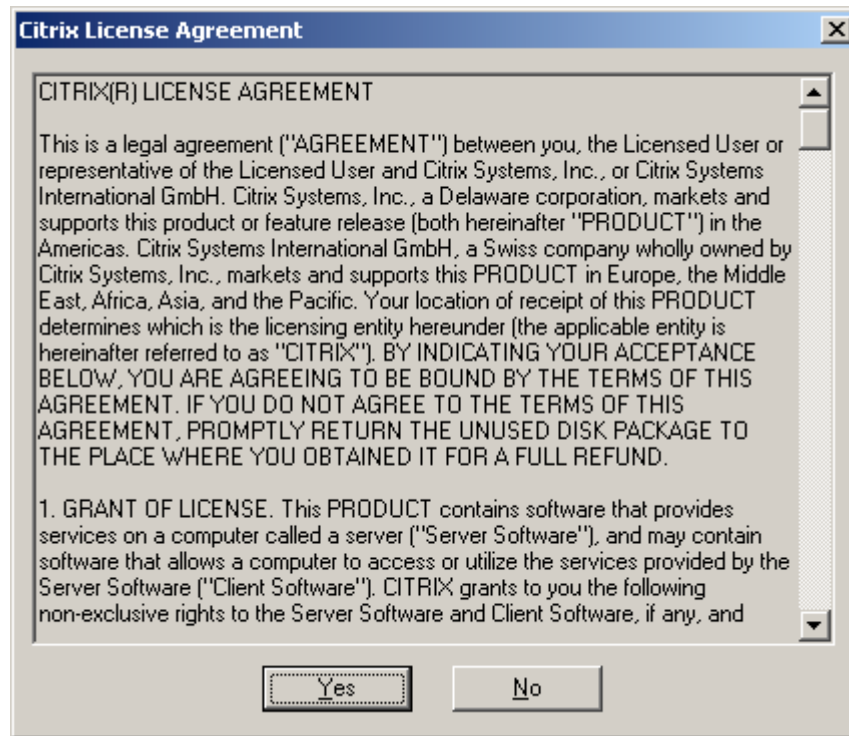
1. Connect to the NFuse web site via <https://csp.cs.state.ny.us/NFuse/> using your web browser.



3. Log on to the NFuse web site using your Civil Service ID and password.
4. After you log in, you will see the applications that you have access to and it is at this point the Citrix ICA Client Software will be pushed to your machine. **Wait until you see the following dialog box before selecting any application.**



5. Click the <YES> button to install the software. During the installation of the software, you will see the following dialog box.



6. Click the <YES> button to accept the License Agreement.

Your software is now installed and you may select the application you wish to use.