

What to Do Next? Here are the Upgrade Details

We have scheduled this upgrade to commence on **Wednesday, June 3 at 4 p.m. CDT** and expect to be completed by Friday, June 5 at 10 p.m. CDT. Due to the extensive amount of changes occurring with the upgrade, **the site will not be available during the upgrade time period**. This will mean that no one will be able to access the CFO U site or any of the courseware. We will send a reminder about the pending upgrade a few days prior to June 3 for you to forward to your users; and will send another announcement when the upgrade has been completed and the site is again available.

Impact on Users: There are a few things to keep in mind regarding the impact on users of CFO University that should be part of your internal communication with them. First, here are the items that are **not** changing with the pending upgrade.

1. **Access to the site.** The URL used to access CFO University will remain the same (<http://learning.intellinex.com/ixots>). If a user attempts to access the site during the upgrade period, he or she will receive a message indicating that the site is currently undergoing an upgrade and temporarily is not available.
2. **Course completion history data:** All course history, registrations, completion data and reporting information will be migrated into the new CFO University site. A learner accessing the new site will be able to view and have access to the same information he or she previously had (except for course in-progress status, as described below) and in the same general manner as before.
3. **Datafeed process:** For those customers using our datafeed process to upload new users or change existing user information, that process remains the same.

Other important items regarding changes to the site that will have an impact on all users of CFO University:

1. **Password reset requirement:** Access to the current CFO University site requires a unique username and password. The unique username for each learner will remain the same after the upgrade. However, the current site allows the learner to create his or her own unique password, which is created using encryption technology and not stored within our database for security reasons. Therefore, when learners first log into the new CFO University site, they must use a default password, and then they will be asked to create their own unique password that should be used for all subsequent logins. We will send the default password in a separate communication.
2. **Course completion requirement:** The one exception of data that can not be migrated will be the in-progress status for uncompleted courses at the time of the upgrade. This means that anyone who has not completed a course by June 3 will have to start over with the course when he or she logs back in after the upgrade; none of that learner's progress within the course can be carried over. Therefore, we strongly recommend that your internal communications encourage learners within your organization to complete all of their courses over the next few weeks prior to the June 3 upgrade.
3. The new CFO University site will contain user guides for both learners and organization administrators on the home page of the site once you have logged in.

If you have any questions regarding the pending upgrade of CFO University, please contact your ACS Learning Services Account Executive or contact. Michael.behne@acs-inc.com or sara.smith@acs-inc.com