



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff, Code 2A

Date: July 23, 2020

From: David Eisenlohr/IT Division Manager

Subject: Technology Updates from July 25 through July 30

Over the next 7 days, your technology teams will be performing several system upgrades. Over the July 25-26 weekend, Compass and CWS/CMS will be upgraded. On Tuesday, Wednesday and Thursday, July 28-30, IT will be installing several security updates. All of these efforts will require IT to reboot your computer. To prevent data loss when this reboot takes place, **please log off your PC (not power down) at the close of each day.**

The easiest way to log off is as follows:

1. Save your work and close Microsoft Outlook and any other programs you might have open.
2. Press the CTRL, ALT, and DELETE keys simultaneously.
3. Click on LOG OFF.

Administration
IT Help Desk – 1-7200