

	<b>Agency Name</b>	Department of Social Services (DSS)
	<b>Chapter No./Name</b>	DSS Departmental Memoranda
	<b>Part No./Name</b>	2005
	<b>Section No./Name</b>	2005-08/DSS Policy Management System on DSS Web Page
	<b>Document No./Name</b>	2005-08-01 DSS Policy Management System on DSS Web Page
	<b>Effective Date</b>	01/25/07

Please refer to [DSS Departmental Memo 2005-08](#), DSS Policy Management System on DSS Web Page, issued October 27, 2005.

As a result of an IT Security audit conducted by the Department of Social Services, Bureau of Audit Services, changes are necessary in the way the Policy Management System is accessed. The DSS Policy Management System will no longer be accessible from the Employees Only page on the internet. The link to the system has been removed.

Employees are still able to access the DSS Policy Management System from the DSS Home page under either OFFICES or DSS INFORMATION as follows:

1. Access the [DSS Home Page](#).
2. Scroll down to **OFFICES** or **DSS INFORMATION**.
3. Click on **DSS Policies**.
4. Click on the **Login** tab. Enter your Novell User Name and Password. This is the one you use every morning to log into the DSS Network.
5. Click the **Login** button.

DSS employees and those with a DSS Novell account can login and have access to all material and features that are available on the DSS Intranet.

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