Subject:	Updated User Codes for Entry into EIBIS
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Distribution:	Human Services Employment and Financial Supports Division Human Services Common Service Access Division: Common Service Delivery Tuition-based Public and Private Training Providers Student Aid Alberta

MESSAGE:

As part of Employment and Social Development Canada's (ESDC) Labour Market Development Agreement (LMDA) system modernization project, we have been notified that user codes for accessing LMDAAccess are in the process of being updated. The new system Employment Insurance Business Information System (EIBIS) requires the user codes to be linked to the new Federal Responsibility Centre Codes to align to our new Service Delivery Regional Boundaries.

Once complete, all users with access to LMDAAccess will be issued new user codes and temporary passwords mapped to their respective work site location. Users will be e-mailed new codes and a temporary password for EIBIS access. Upon login, they will be prompted to change their passwords and their previous access code will be canceled. New passwords must be changed every ninety (90) days and users will be notified when passwords are close to expiring. The user code update is expected to be implemented early January 2015 and should have minimal impact on daily operations.

New user codes are based on work site location. The Access Coordinator will need to be informed if a user's work site location changes and a new code will be requested from ESDC. As current practice, staff that no longer require EIBIS access are also responsible for notifying the Access Coordinator when staff terminate or access is no longer needed.