



Type: March 2018 System Enhancements	ID Number: 02 – Portal Upgrade
Date: February 28, 2018 (Updated)	Subject: Agency-Required Technical Updates for March 2018 People First Portal Upgrade

Suggested Audience:

Agency Chief Information Officers

Details:

On March 16, 2018, at 5 p.m. Eastern time, the current People First system will be brought offline to begin preparations for the release of a new modernized portal. As part of the change, we will be implementing SAP’s UI5 (HTML 5) web technology. With the implementation of UI5 web technology, the People First site will require the use of current web browsers (including Safari, Edge, Chrome and others, along with IE and Firefox that are used today).

Network Settings to Allow Employees to Use the People First System:

The following items must be allowed within your network in order for your employees to access People First and receive information via email from People First. **These updates should be put in place immediately.**

Email Domains – Verify that the following email domains are trusted email domains:

- Ngahrhosting.com
- Dms.myflorida.com

IP Addresses – Verify that the following IP addresses are allowed for bulk email distributions coming into your agency:

- 173.245.160.130
- 204.90.20.56
- 199.250.30.100

Trusted Sites – Verify that the following URLs are included in your list of trusted sites. If any are not currently listed, they should be added as trusted sites:

- Peoplefirst.myflorida.com
- Peoplefirstsso.myflorida.com
- Myfloridabenefits.lh1ondemand.com
- Performancemanager4.successfactors.com
- Jobs.myflorida.com
- career4.successfactors.com

Device-Specific Updates to Allow Employees to Use the New People First Portal:

The following criteria outlines the critical agency updates that **must be deployed after March 16 but prior to March 26, 2018**. It is critical that these changes are deployed during this period (**and NOT before March 17, 2018**) to ensure that your employees can use the new People First portal beginning on March 26, 2018.

Browser Requirements –

- *Windows Platform*
 - Internet Explorer 11
 - Latest and Extended Release version of Firefox
 - Latest Current Branch for Business version of Microsoft Edge
 - Latest version of Google Chrome
 - Latest version of Web View
- *Windows Phone*
 - Latest version of Web View
 - Latest version of Microsoft Edge
- *MacOS*
 - Latest version of Safari
 - Latest version of Google Chrome
- *iOS*
 - Latest version of Safari
 - Latest version of Web View
- *Android*
 - Latest version of Google Chrome

Compatibility Mode – Remove the URLs “*PeopleFirst.myflorida.com” and “*.myflorida.com” from your compatibility view settings to ensure that users can log in to People First.

Screen Resolutions – The People First system is designed for optimal screen resolutions between 1024 x 768 and 1280 x 800 (or x 768 for laptops). However, while the design is optimized for these resolutions, all resolution sizes are supported. If employees use a different resolution, some fields and field labels may be truncated.

Favorites for People First – If employees have the full URL of [https://peoplefirst.myflorida.com/peoplefirst\(bD1lbiZjPTIzMA==\)/logon.htm](https://peoplefirst.myflorida.com/peoplefirst(bD1lbiZjPTIzMA==)/logon.htm) set as their favorite for People First, instead of only having <https://peoplefirst.myflorida.com> the favorites must be updated. The URL of [https://peoplefirst.myflorida.com/peoplefirst\(bD1lbiZjPTIzMA==\)/logon.htm](https://peoplefirst.myflorida.com/peoplefirst(bD1lbiZjPTIzMA==)/logon.htm) will not take employees to the People First portal starting March 26, 2018.

Allowed Phone Numbers – Various phone numbers will be used to send employees their password security code when using the password reset process in People First.

Platform Requirements –

- Windows – Vista, 7, 8+ or 10
- Windows Phone – Windows 10 Mobile
- Mac OS – Latest two major versions
- iOS – Latest two major versions
- Android – Latest two major versions

People First Timeout – Employees will be logged out of People First after 55 minutes of inactivity. The inactivity timer starts once the employee is no longer taking any action in People First. Simply moving one’s mouse over the displayed logged in session will reset the timer (even if the employee doesn’t click on anything).

Screen Readers – If you have employees that use screen readers (e.g., Jaws), make sure the employees are using a newer version of the reader. Most older versions of screen reader do not fully support HTML 5. As a result, if the employee is using an older version of the screen reader, it is possible that they will have technical issues using the new People First system.

Contact: For questions regarding agency-required technical updates, please contact Jimmy Cox at 850-410-0330 or Jimmy.Cox@dms.myflorida.com.