

Type: General Correspondence	ID Number: GC 291
Date: Aug. 31, 2018	Subject: Network Setting Requirements for Using the People First System

Suggested Audience:

Data warehouse users, human resource staff, and information technology staff

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.

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 and allowed if you control website access by IP address:

- 173.245.160.130
- 204.90.20.56
- 199.250.30.100
- 173.245.177.46 (active starting September 15, 2018)
- 173.245.177.15 (active starting September 15, 2018)
- 173.245.177.48 (active starting September 15, 2018)
- 173.245.178.49 (active starting October 27, 2018)

Trusted Sites – If your agency restricts employee internet access, ensure the following are listed as trusted sites for your employees:

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

Device-Specific Requirements to Allow Employees to Use the People First System (portal):

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

Browser Requirements – Use one of the browsers listed below based on the device you are accessing the People First system with:

- *Windows Platform*
 - Latest version of Google Chrome
 - Internet Explorer 11
 - Latest Current Branch for Business version of Microsoft Edge
 - Latest and Extended Release version of Firefox
 - 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 – “*PeopleFirst.myflorida.com” and “*.myflorida.com” must ***not*** be listed in compatibility view.

Screen Resolutions – The People First system is designed for minimum screen resolution of 1024 x 768. However, all resolution sizes are supported. If employees use a different resolution, some fields and field labels may be truncated.

Additional Information:

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.

System Timeout for People First Related Systems –

- *People First System* – 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).
- *People First Talent Management System* – Employees will be logged out of the People First Talent Management System after 30 minutes of inactivity. The timer is reset each time an employee takes an action (e.g., selects, enters, or saves something).
- *Chard Snyder System* – Employees will be logged out of the Chard Snyder system after 15 minutes of inactivity (five minutes if using the mobile app). The timer is reset each time an employee takes an action (e.g., selects, enters, or saves something).
- *Business Objects (BOBJ) Reporting Solution* – Employees will be logged out of BOBJ after 15 minutes of inactivity. The timer is reset each time an employee takes an action (e.g., selects, enters, or saves something).



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