

## INTRANET ACCESS

### Coming to Your Home Computer March 23

(March 16) If you have the Internet at home, the MTA has news – something news every day – for you! Beginning Friday, March 23, employees and retirees will be able to access metro.net, the MTA Intranet.

Offering remote access is expected to benefit bus operators, mechanics, service attendants and other operating division employees, as well as Customer Information agents and many other employees who can't log on to the Intranet at their worksites.

"Now, from their homes or any remote location, employees and retirees will be able to read the latest MTA news or use our departmental web pages," said Webmaster Joe Simpson. "It opens up the Intranet to perhaps 6,500 employees and untold numbers of retirees."

"This is something we've been looking forward to since we launched the Intranet in May 1999," said Bill Heard, Intranet editor. "We hope our new readers will log on every day."

#### **News 'quicklinks' available**

Almost all features offered on the employee Intranet will be available to home users, including such news "quicklinks" as MTA Report, Bulletin Board and CEO HotLine. Facts at a Glance, News Releases and Classified Ads also can be accessed. The site includes an archives of previous news stories.

Home or remote users will be able to access Human Resources, Employee and Labor Relations, Equipment Engineering, the MTA Library, the Regional Rebuild Center, Countywide Planning – 15 departmental web pages in all.

Features that will not be available for remote access are the agency telephone directory, the Financial Information System (FIS) or Forms On-Line.

Heard and Simpson credited Chief Information Officer Elizabeth Bennett and the Information Technology Services team for developing the systems needed for remote access. The Information Systems Department and Human Resources provided key assistance in ensuring access for employees and retirees.

#### **Remote access will be easy**

Go to: [www.mta.net](http://www.mta.net)

- [Employee Access](#)  
Your link to the metro.net is located in the lower right corner of the home page.
- **MTA Intranet User Login**  
Click on the [Employee Access](#) link to get to the Intranet login page.
- Enter your badge number and hire date.

#### **How to enter badge numbers:**

- Enter your five-digit badge number. Three-digit badge numbers must be preceded by zeros as in this example: **00123**. Four-digit badge numbers must be entered as in this example: **01234**.

#### **How to enter hire dates:**

- Hire dates for January through September are entered as in this example for April 6, 1992: **40692**. Hire dates for October, November and December use a six-digit format as in this example for Nov. 2, 1984: **110284**.

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