

MEMORANDUM

TO: All locations

FROM: Information Technology Services

SUBJECT: **WINSURF MAINFRAME TERMINAL ACCESS UPGRADE**

In order to provide enhanced performance and accommodate more users, Information Technology Services (ITS) will be upgrading the Winsurf Terminal Access software tonight, Wednesday, April 16, 2003 at 5:00 pm. Users who are logged into Winsurf at the time of upgrade may experience a momentary interruption. Upon accessing Winsurf for the first time after the upgrade, the new version will be downloaded to your computer.

*******IMPORTANT*******

Locations that have locked their servers to prevent software from being downloaded must remove the lock prior to 5:00 p.m. and not lock the server until all users at the site have downloaded the new version. After the upgrade, user who have not downloaded the upgrade will not have access to Winsurf.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).