



Workforce Issuance

100 DCS 02.126

☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
Title I Administrators
MassHire Career Center Directors
Title I Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: October 31, 2018

Subject: **Setting Up WorkDocs in the Amazon WorkSpaces Environment**

Purpose: To notify all MassHire Workforce Boards, MassHire Career Center Operators and other workforce partners of instructions for setting up and logging into WorkDocs in the Amazon WorkSpaces Environment.

Background: In order to receive MOSES builds, create and maintain secure documents, Amazon WorkSpaces users need to follow the instructions below to set up WorkDocs.

Amazon WorkSpaces users must log into Amazon WorkDocs every time they log into WorkSpaces. This will ensure that the user will always be using the latest MOSES build.

Setting up WorkDocs (only needs to be done once)

After successfully logging into WorkSpaces, users who have not yet done so will be prompted to enter their "WorkDocs site URL" (this may take a minute or so to appear). At this point users should enter **eolwd-detma-external** in the box and click "Next".



Please enter your WorkDocs site URL.

`https://eolwd-detma-exte.awsapps.com/workdocs`
(For example: Enter "amazon")

Next

[Enter a WorkSpaces registration code](#)

Logging into WorkDocs (needs to be done at each WorkSpaces session)
Every time a user logs into WorkSpaces they also need to login to WorkDocs.
They should use the same username and password they use for WorkSpaces.



Please log in with your eolwd-detma-external
credentials

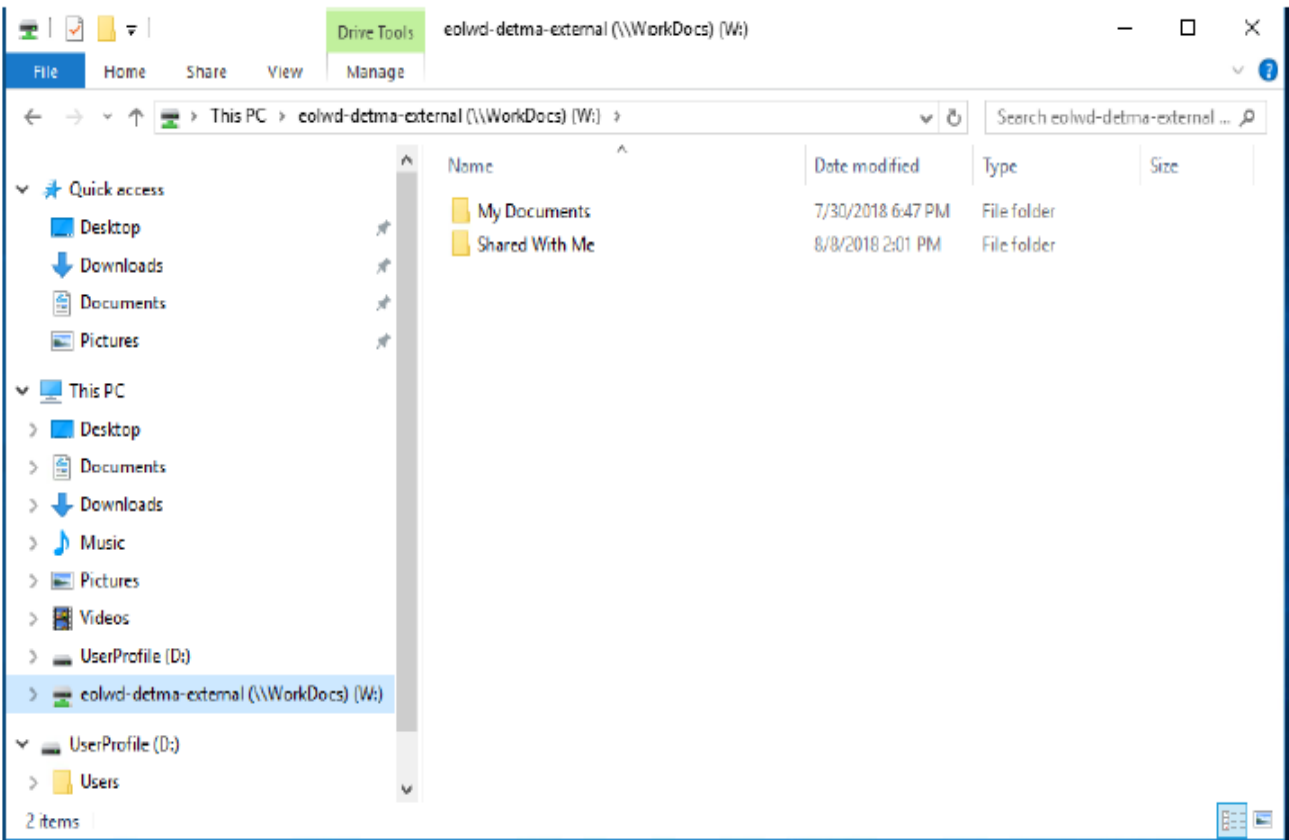
Username

Password

Sign In

[Forgot Password?](#)

After logging in, WorkDocs will be mapped as your 'W' drive in File Explorer.



Using the 'W' WorkDocs Drive for Primary Storage

Users saving data within WorkSpaces should be using the 'W' WorkDocs drive. Files saved within the 'D' drive are not backed up and may be overwritten when system updates are made. Any work files saved on the 'D' drive should be moved to the 'W' drive 'My Documents' folder as soon as possible.

Action

Requested: MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of these instructions.

Effective: Immediately

Inquiries: Please email all questions to Matthew.S.Burke@detma.org. Please reference this MassWorkforce Issuance number in your inquiry.