



Workforce Issuance

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☒ Policy ☐ Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: March 16, 2022

Subject: **Migrating Files Off Amazon WorkSpaces (AWS)**

Purpose: To notify Local MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that MOSES access will change for all users and to prepare by migrating all personal documents out of AWS.

Background: All MOSES users have been provided with Amazon WorkSpaces (AWS) to get to the MOSES application. Several other applications (e.g., Crystal Reports, Report Viewer Pro, etc.) are available in AWS for use in creating and viewing reports and other documents. The AWS WorkSpaces also provides a WorkDocs Drive (W drive) for storage and retrieval of personal files and documents.

Policy: EOTSS (Executive Office of Technology Services and Security) is initiating changes in how MOSES users will access MOSES in the near future (schedule has not been finalized at this time). It will be through a new AppStream 2.0 application account or through a new Amazon WorkSpaces MSD (Mass.gov) domain account, depending on whether the user is a State employee or not. Prior to this change, MOSES users must take action to secure documents they are keeping in their AWS and/or WorkDocs Drive.

MOSES user's will no longer be able to access their current Amazon WorkSpaces (AWS) or any files stored there once the change is made. Personal files cannot be automatically transferred - users must manually transfer any personal files (PDFs, Crystal Reports .rpt files, Word documents, shortcuts, etc.) that are currently stored on their AWS (Desktop, Documents, Downloads, etc.) to a cloud storage platform to preserve and back up those documents outside of the AWS environment to retain access to those files.

After the migration is complete, users will lose access to their current AWS environment and any files stored there will be unretrievable. There will be no file or data recovery option after the transition is made.

Action

Required: All users who access MOSES via Amazon WorkSpaces (AWS) must copy or move all personal files out of their existing AWS environment. Personal files from AWS can be stored on a state OneDrive account (available to detma.org/mass.gov users) or transferred to a local computer using the built-in WorkDocs Drive. Once the new AppStream 2.0 or MSD AWS accounts are provided, users can migrate their files to these new storage locations if desired.

Instructions and guidance for migrating files from Amazon WorkSpaces (AWS) can be found at <https://www.mass.gov/service-details/moses-and-aws-workspaces-access>.

Effective: Immediately

Inquiries: Please email all questions to lukas.booker2@detma.org. Please reference this MassWorkforce Issuance number in your inquiry.