

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND
REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, D.C. 20202

INFORMATION MEMORANDUM

RSA-IM-94-11

DATE: March 23, 1994

TO: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
RSA FORMULA GRANT GRANTEEES
RSA DISCRETIONARY GRANTEEES
RSA SENIOR MANAGEMENT TEAM

SUBJECT: Access to the RSA Electronic Bulletin Board System (BBS)

RSA has expanded access to its BBS to all interested organizations and persons. Users will have access to the RSA BBS which will provide an electronic mail link among RSA Central Office, RSA Regional Offices, all State VR agencies, other formula grant and all discretionary grant grantees, and other users that possess the minimum equipment necessary. The equipment necessary is a microcomputer and a modem capable of 2,400 bps or faster. The system has both high speed (up to 14,400 bps) and low speed (up to 2,400 bps) connections. Toll-free telephone access is not contemplated at this time.

Currently, the BBS's utilization is primarily limited to electronic mail (e-mail). However, we are in the process of expanding its use to provide on-line, downloadable copies of all Information Memoranda, Policy Directives, approved RSA Manual Chapters, etc. These will be available in WordPerfect format, ASCII, and compressed ASCII, excluding any attachments that may not be readily available in electronic medium. Use of the RSA BBS will speed the distribution of such material, and provide it in computer readable format for individuals with disabilities who might have difficulty with hard copy versions.

E-mail can be simple messages or include attached files. Files attached to messages can be ASCII, WordPerfect format, a Lotus 123 compatible spreadsheet, or a dBase file. The message should indicate the format of the attached file.

As user needs dictate, RSA will consider adding additional libraries of documents and teleconference areas (conference forums) devoted to relevant topics. Requests for any such additions should be directed to the Commissioner of Rehabilitation Services.

In order to maximize the efficient use of the RSA high speed lines, which are fewer in number than the low speed lines, we request that only users with modems 9600 bps and faster use access telephone number 202-401-6147. All others should use access

telephone number 202-205-5574. Each access number has a number of lines to which the call will roll over if the number is busy. Currently, the BBS can be accessed through fourteen (14) telephone lines. The system should answer in no more than seven (7) rings. If you encounter trouble and require technical assistance, please contact either John Chapman at 202-205-9290 or Teresa Darter at 202-205-8444, co-system operators (sysops). Instructions for accessing the RSA BBS are attached.

Howard R. Moses
Acting Commissioner

Attachments

INSTRUCTIONS FOR SENDING AND RECEIVING FILES

1. When the system asks graphics screen question, you can type either Y or N. We suggest N since non graphics screens are faster.
2. When the system asks for USER ID, enter the appropriate ID from the attached list.
3. When the system asks for the PASSWORD, enter "DIR" initially. It is suggested that you change this at the earliest opportunity.
4. For E-Mail, select E from the main menu. It is highly recommended that the first time you attempt E-Mail, you go first to R, to read a file, and download and print the New User message.
5. For receiving a file:
 - a. Type R at prompt.
 - b. If file is attached, say Y to Download.
 - c. Select the appropriate protocol, depending on which protocols are supported by your communication software. ZMODEM is recommended as being the fastest with the best error correction/control. It also can be restarted if a file transfer is interrupted.
 - d. After the transmission is completed, you can erase the file, etc. Initially, it is suggested that files not be erased until you are sure everything is working correctly.
 - e. Exit when done.
6. For sending a file:
 - a. Type W for write.
 - b. You can address the message to the USER ID of the addressee, or use the mail list capability of the system.
 - c. Enter topic. If you are going to attach a file to the transmission (as you would if you were to transmit an RSA required data collection instrument), the first word should be a descriptive file name in the form of xxxxxxxx.xxx.
 - d. Enter message. This could be a message including the name of the specific person in the office to which the message is to go, or leave message blank.
 - e. Type /S.

- f. If you are going to attach a file to the transmission, type Y at the prompt.
- g. At this point you can reenter the filename, or say N.
- h. Now pick the protocol you are going to use for transmission.
- i. At Return Receipt prompt, you should enter Y, at least until we have full confidence in the system's reliability.
- j. At Copy to Others prompt, put USER ID of others to whom message is to go. Otherwise, enter N.
- k. Exit or do additional E-Mail functions at this point.

The system will occasionally have to be taken off line for maintenance and enhancement. We will try to limit these periods to between 8 A.M. and 9 A.M., and between 12 noon and 1 P.M. Eastern time, since these periods probably represent the minimum usage periods during the day.

INSTRUCTIONS FOR CHANGING PASSWORD

WELCOME!
TO THE ELECTRONIC BULLETIN BOARD
OF THE
REHABILITATION SERVICES ADMINISTRATION
COMMISSIONER : VACANT

SYSOP : John W. Chapman 202-205-9290
DEPUTY SYSOP : Terri Darter 202-205-8444
DEPUTY SYSOP : Madison Judson 202-205-8414

BBS LINE 1 : 202-205-9694

RSABBS (#53210947)
Running The Major BBS by GALACTICOMM
ONLINE 19200 BAUD AT 15:00 12-APR-93

If you already have a User-ID on this
system, type it in and press RETURN.

Otherwise type "new": **"ENTER YOUR USER ID"** (VR AGENCY SST)

Enter your password: **"ENTER YOUR PASSWORD HERE"** (enter "DIR" initially)

Greetings, **"YOUR USER ID"**, glad to see you back again.

Please select one of the following:

I ... Information Center
F ... Forums (Public Message Bases)
E ... Electronic Mail
L ... Library of Files
A ... Account Display/Edit
R ... Registry of Users
X ... Exit System (Logoff)

(TOP)

Make your selection (I,F,E,L,A,R,? for help, or X to exit): **A**

User-ID: **YOUR USER ID**

S => Display statistics on your account

A => Display or edit account information (address/phone/password)

Your choice (or 'X' to exit): **A**

User Account Information

Userid "**YOUR USER ID**"

Name: XXXX XXXXXXXX

Company: YYY

Address line 1: 221W BAKER ST.

Address line 2: LONDON, ENGLAND

Address line 3:

Phone Number: 202-205-9290

Screen size: 78 columns 24 lines

Pause output? PAUSE

Password: *****

Do you want to change anything? **Y**

Retype any entry, or hit ENTER to leave it unchanged, or BACKSPACE over it to change it. You can also use ^U to backup one line if you made a mistake (hold down the "Ctrl" key and type 'U'). Hit ^S to save at any time, or ^Q to quit at any time.

User Account Information

Name: XXXX XXXXXXXX

Company: YYY

Address line 1: 221W BAKER ST.

Address line 2: LONDON, ENGLAND

Address line 3:

Phone Number: 202-205-9290

Screen size: 78 columns 24 lines

Pause output? PAUSE

(not displayed, for security reasons)

Password: *****

Save, Edit again, or Quit? **SAVE**

User-ID: "**YOUR USER ID**"

S => Display statistics on your account

A => Display or edit account information (address/phone/password)

Your choice (or 'X' to exit): **X**

Please select one of the following:

I ... Information Center

F ... Forums (Public Message Bases)

E ... Electronic Mail

L ... Library of Files

A ... Account Display/Edit

R ... Registry of Users

X ... Exit System (Logoff)

(TOP)

Make your selection (I,F,E,L,A,R,? for help, or X to exit):

SENIOR MANAGEMENT TEAM (SMT) LIST

OFFICIAL

Commissioner
Deputy Commissioner
Assoc. Comm for Program Operations
Assoc. Comm for Dev. Programs
Director FMISS
Director, PPES
Regional Commissioner, RO I
Regional Commissioner, RO II
Regional Commissioner, RO III
Regional Commissioner, RO IV
Regional Commissioner, RO V
Regional Commissioner, RO VI
Regional Commissioner, RO VII
Regional Commissioner, RO VIII
Regional Commissioner, RO IX
Regional Commissioner, RO X
Beverlee Stafford, Comm Asst.
Tim Muzzio, Comm Asst.

USER-ID

RSACOMM
RSADCOMM
RSAACPOO
RSAACODP
RSADFMIS
RSADPPES
RSARCI
RSARCII
RSARCIII
RSARCIV
RSARCV
RSARCVI
RSARCVII
RSARCVIII
RSARCIX
RSARCX
RSACABS
RSACATM

Additional Accounts

Director, Div. of Program Admin.
Chief, Data Mgt. Unit

RSADDPA
RSADMU