

## Founders and Administrators of ESWGs:

A few months ago we contacted you to let you know that we were going to be standing up a replacement product for the PBMA Enhanced Security Work Groups (ESWG). Later this month we plan to begin migration and we hope to move the last of the ESWGs in May 2011. As we approach our first migrations from ESWG to the NASA Safety Center Knowledge Now (NSCKN) tool, we want to check back in and provide you with a little more detail about NSCKN and what you can expect as a Founder. We are also sharing this email with Administrators because we know that many of them help to manage your groups on a day to day basis. Soon, you will receive a similar but less detailed email with information for community members. Should you have any questions, please direct them to [nasa-nsc@nasa.gov](mailto:nasa-nsc@nasa.gov).

### How do I find out more about NSCKN?

One of the first things you need to know is that in NSCKN a workgroup is called a **Community of Practice (CoP)**. Each CoP has at least one **Knowledge Owner (KO)**, and this person performs a similar role to that of a Founder in ESWG. Founders will become Knowledge Owners once migrated to NSCKN.

You can access the main NSCKN site at <https://nsckn.nasa.gov>. From this main page you will find a variety of information guides and training videos to help you with the transition to this new system. You will also find some specialized training directed at Knowledge Owners and Administrators that will apply to your new roles. We suggest you spend some time perusing these items so that you are familiar with NSCKN once your group migrates.

Once we begin migrating groups, we will provide you with information on WebEx sessions that are being held for Knowledge Owners in order to provide more detail on how to administer your CoPs.

### How will the migration work?

We will send you an email one to two weeks before your scheduled migration date. If you are the Founder of multiple ESWGs, we intend to try and move all of your groups in the same migration wave so that you are not trying to operate in both systems at the same time. You may receive a separate email announcement for each group. Our intent is to finalize all scheduled migrations within a 24 hour period so your new CoP should be open for business the following work day. We expect to finish migrating all of the groups in May 2011.

On the day that you are scheduled for migration, we will ask that your group cease adding new content to your ESWG's document library and suspend the addition of new members. Once your ESWG is migrated, any changes that you make to your ESWG won't be reflected in NSCKN.

The automated migration will include opening a Community of Practice with the same name as your ESWG, moving all of the documents in your document library and materials in your media tool to the new CoP's Document Management System, and adding the current inventory of ESWG members to the new CoP.

### Will everything in my Document Library be migrated?

Yes, the materials in your document library will be transferred to your Community of Practice during the migration. The migration will include all of the versions of documents that your library currently holds. The migration will also pull any documents in your ESWG's Content Moderation queue awaiting Administrator approval for inclusion in the document library.

### What if I have items in the media and database tool in ESWG?

Any items you have in your ESWG Media tool will be migrated into your new CoP and placed in a folder entitled media in the Document Management System. **NSCKN does not currently offer a database tool. If your workgroup houses database files, those items will need to be converted to an Excel file. Then you can either load the Excel file into your document library in ESWG prior to your migration date, and the excel file will be moved with the rest of your documents, or you can manually make this move yourself at a later date.**

## [What should I expect after migration?](#)

After your group has migrated we will be asking you to make sure that the migration of users and documents was successful. It will also be your job to set the permissions for your CoP so that its content is accessible to only those that should have access. In some cases, you might have to perform this check before the CoP will be accessible to members. In this case, you will also need to alert your CoP members when it is open for business. Should this be the case for your CoP, we will provide you with detailed instructions before your migration. **Note: It is suggested that Mac users accessing NSCKN do so through Internet Explorer or Safari.**

## [How do I get an NSCKN Account?](#)

If you have accessed your PBMA ESWG account since January 1, 2010, your NSCKN account will be set up for you. In addition to opening up your NSCKN account, your account will be linked to CoPs as they are migrated.

For example, John is a founder of one ESWG and a member of three more. Two of his ESWGs will be migrating in Wave 1, and two will migrate in Wave 2. John will be able to login to NSCKN after Wave 1 and will find that he has access to the two CoPs that were created that week. The next week, after the Wave 2 migration, he will note that he now has access to his final two CoPs.

**NOTE: It is very important that you wait and access NSCKN through the account that is set up for you. If you move ahead and request an NSCKN account on your own – it will not be linked to your CoPs when they are migrated and you will have duplicate accounts on the system.**

## [What will happen to ESWG?](#)

After the last ESWG group is migrated to NSCKN, we plan to keep ESWG up in a read-only version for a few more weeks. If the migrations go according to our plan, we will decommission the ESWG system in June 2011.

## [Is NSCKN going to use E-Authentication?](#)

Yes, after all the groups are migrated to NSCKN we will work to turn on E-Authentication for NSCKN. Once we do that, all users will need to have a NASA identity in order to access NSCKN through E-Authentication. You may wish to start identifying members of your workgroup that will require a NASA identity in order to continue to participate in NSCKN once E-Authentication is activated. We will provide you with more information and instruction on obtaining NASA identities over the next few weeks.

## [What do I need to do now?](#)

Continue to use your workgroup as before. Over the next few weeks you will receive more information about the migration. In the meantime, explore NSCKN so that you are ready when your group migrates.

**Thank you very much for your patience and cooperation as we move through this transition.** Again, should you have any questions or concerns, please send them to [nasa-nsc@nasa.gov](mailto:nasa-nsc@nasa.gov).