

Subject: News from ATIS Workspace - April 2017

Dear ATIS Members,

Below are some announcements related to ATIS Workspace (AWS):

- 1) **Retired Groups:** All retired/sunset groups in AWS have been moved into a new category of groups called “xRetired Groups”. This new category can be found at the bottom of the “Groups” > “All Groups” list in AWS. Moving the sunset groups to this new location helps reduce the number of groups seen on the “All Groups” list. If you wish to remove any of these retired groups from your “My Groups” list, please visit the specific group, and click the “remove me” link under “Roster”.
- 2) **Updated Issue Form:** An [update to the ATIS Issue Form](#) has been made to include a field to indicate whether an American National Standard (ANS) is expected to be produced as a result of the Issue. Please use this form for all proposed new Issues.
- 3) **Transition to ATIS Workspace 6 (AWS6):** ATIS is planning for an upgrade from AWS5 to AWS6 on June 26, 2017. While many changes will appear cosmetic, some new tools for reading e-mail discussion threads, tracking action items, and monitoring group activity will be made available. It is expected that the upgrade will require AWS to be offline for one business day (June 26); however, this will not impact www.atis.org. ATIS staff will provide two training webinars prior to the transition, where additional information will be provided.
- 4) **Changing Your Password:** If you have forgotten your password or want to reset it for any reason, you can do so by following the “Get password help [here](#)” link on the [AWS login page](#). However, please note that many browsers will retain the previous password. Whenever you change your password or username, it is recommended that you clear your cookies and browser cache if you experience any difficulty logging in.

Please visit the [AWS FAQ page](#) for information on “how-to” and best practices for AWS. Additionally, [past “tips and tricks” emails](#) are available at for your reference.

We appreciate your feedback and want to hear from you. If you have any questions, comments, or suggestions about the aforementioned information or about AWS in general, please contact admin@access.atis.org.