

WaSERV (aka VAULT) Agency Required Meeting – First Look

Description:

This is a required meeting for completion of the Pre-Vault checklist and should be attended by everyone in your Vault Project Team. Attending this meeting is a pre-requisite to receiving access to the ASK WaSERV SharePoint site documents.

These 1.5 hour sessions provide general information about the Vault. Topics include Vault basics, best practices, technology, and business use. The Outlook Client with the Vault options installed will be demonstrated. This meeting is open to all and may be a good opportunity for an agency's end users to see what the Vault will look like in their Outlook client. Follow-up meetings for agencies may be scheduled to answer detailed questions.

Registration:

To register, contact Toni Backstrom of CTS by phone (360.407.8919) or email ctscawaserv@cts.wa.gov.

Times:

Twice a month, alternating Tuesday and Thursday, either at 10:30am-12:00pm or 1:30pm-3:00pm. Please check the SSEP Meeting Calendar to confirm dates and location information

Location:

1500 Jefferson Building – Conference Room 1213
1500 Jefferson Street SE
Olympia, WA 98501

*See below for driving and parking directions. DASH is also available in front of the building.
2 hr. parking is also available in the neighborhood near the Adams Building*

Cancellations/Reschedule:

Please contact Toni Backstrom if you need to cancel or reschedule your attendance.

Directions to the 1500 Jefferson Building

Physical Address

1500 Jefferson St. SE
Olympia, WA 98501

From I-5 Southbound:

Take I-5 Exit 105A. Where traffic merges, change to the left-hand lane. Using the roundabout, turn left onto Jefferson St. The building is immediately on your left.

From I-5 Northbound:

Take I-5 Exit 105A and stay left. Using the roundabout, turn left onto Jefferson St. The building is immediately on your left.

Parking:

The 1500 Jefferson visitor lot has a two-hour limit. The entrance is the first left turn after you exit the roundabout. Follow the driveway toward the building entrance, then turn right to access the visitor lot.

Additional visitor parking can be accessed by taking the first right turn onto Maple Park and taking an immediate right. Metered street parking is available on a first-come, first-served basis on Maple Park Ave and on 14th Ave. Capitol Campus parking costs \$1.50/hr. weekdays from 8 a.m. to 5 p.m., but is free on evenings and weekends. Parking fees can be paid by credit/debit card, \$1 bills or coins.

Visitors:

Visitors to the Office Building must sign in at the security desk in the front lobby to receive a visitor badge, and will need an escort to their meeting location. Visitors to the Conference Center (Floors 1 and 2) must sign in at the security desk in the front lobby to receive a visitor badge, but do not require an escort. Visitors to the Training Center (Floor 3) do not require a badge or escort, but are encouraged to wear an ID badge if they have one.

