



GOGUIDE: IT SYSTEMS

Everything you need to know to log on and connect

U.S.



New IT systems for Arconic

- Local IT systems have been separated.
- Fileshares will be unavailable August 12-14; they go live in the new environment on August 15
- August 1 is the last day to access legacy Enterprise Business System. **Oracle EBS systems will experience outages** between August 1-3 as systems, data, and financial transactions transfer. Times vary by region.
- We will experience **outages during testing of the wide area network (WAN)** on August 20 (5 am to 1 pm EDT); October 11 (5 pm EDT) to October 12 (1 am EDT). The July test went smoothly.

New SharePoint Teamsites

Teamsites and SharePoint will be unavailable August 12-14 and new instances go live August 15.

New Portal and Website

- From July 22-24, MyAlcoa will be unavailable as we separate into two systems. In advance, bookmark links to fileshares and critical systems you may need to access.
- On July 25, new separated portals for Arconic and Alcoa Corporation will launch with updated content and links. Users will have access to both companies' sites through October 11.
- The new Arconic website will launch on Legal Day 1, later this year.
- ArconicDirect goes live August 4 to ensure business continuity for customers and suppliers. Branding will be added on Legal Day 1.

DI System: Ready for Ideas

The Degrees of Implementation (DI) system will be unavailable August 3 at 10 PM ET to August 4 at 10 AM ET when the new system goes live. The reporting system will be unavailable August 3-8.

Data: What to Separate, Delete

- Individual data on local devices and team data shared across teams, locations, BUs/RUs and stored on SharePoint, Secure Data Vault, MyAlcoa.com and network files must be separated. Keep what applies to Arconic, share and delete what pertains to Alcoa Corporation.
- Follow [Electronic Data Separation Guidelines for your Region](#) to delete data that does not need to be retained.

Email: @Arconic.com

- Most Outlook mailboxes and Skype accounts have migrated to the cloud with 50GB of storage.
- Internally, your email address appears as @arconic.com; externally it is still @alcoa.com until legal separation. **Do not share the Arconic email address until Legal Day 1.**
- Emails sent to @alcoa.com after Legal Day 1 will forward to @Arconic.com for six months.
- Until Legal Day 1, the Outlook directory shows all employees, Arconic and Alcoa Corporation.

Skype: Connect to Contacts

- Once you've logged into your new Arconic mailbox, log into Arconic Skype using your @arconic.com email address.
- Search and add other Arconic employees who have migrated by searching last name, first name.
- For colleagues in Alcoa Corporation or whose presence is "unknown" search by @alcoa.com email address.
- Add contacts to your list by highlighting their name and right-clicking 'Add to a contact list.'



count-down

Quick Guide to Outages and System Launches

System	Unavailable:	New System Live:
MyAlcoa / Arconic Portal	July 22 – 25	July 25 (6 p.m. EDT)
Global People System (GPS) <i>Final employee updates by July 25</i>	August 1 – 8	August 8
Benefits: UPoint	July 28 – August 1	August 1 (7 a.m. EDT)
U.S. Payroll: ePay	July 28 – August 1	August 1 (7 a.m. EDT)
Time & Attendance: Workbrain	July 25 – 28	July 28 (9 a.m. EDT)
EBS <i>Submit reqs by July 24; Post final company transfers by July 25</i>	August 1 – 3	August 3
Hyperion	July 21 - 24	July 24 (1 p.m. EDT)
Ariba	August 1	<i>Sourcing/Contracts: August 2</i> <i>EBS integration: August 8</i>
AlcoaDirect / ArconicDirect	August 1 – 4	August 4
SharePoint and Fileshares	August 12 – 14	August 14

support systems

Your regional help desk and normal help chains remain unchanged – they are ready to assist! Contact them with questions and issues.

Arconic IT Systems By-the-Numbers:

1,307 RU/BU applications remediated or cloned

275 New Servers

8 Enterprise Business Solutions supporting all regions

All systems go for  
25,448 Arconic users