
Mississippi Management and Reporting System

Department of Finance and Administration

MAGIC Training Location Information	
Last Updated: 06/24/2014	Version: 3

MAGIC TRAINING LOCATION INFORMATION

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MAGIC End User Training Locations Map

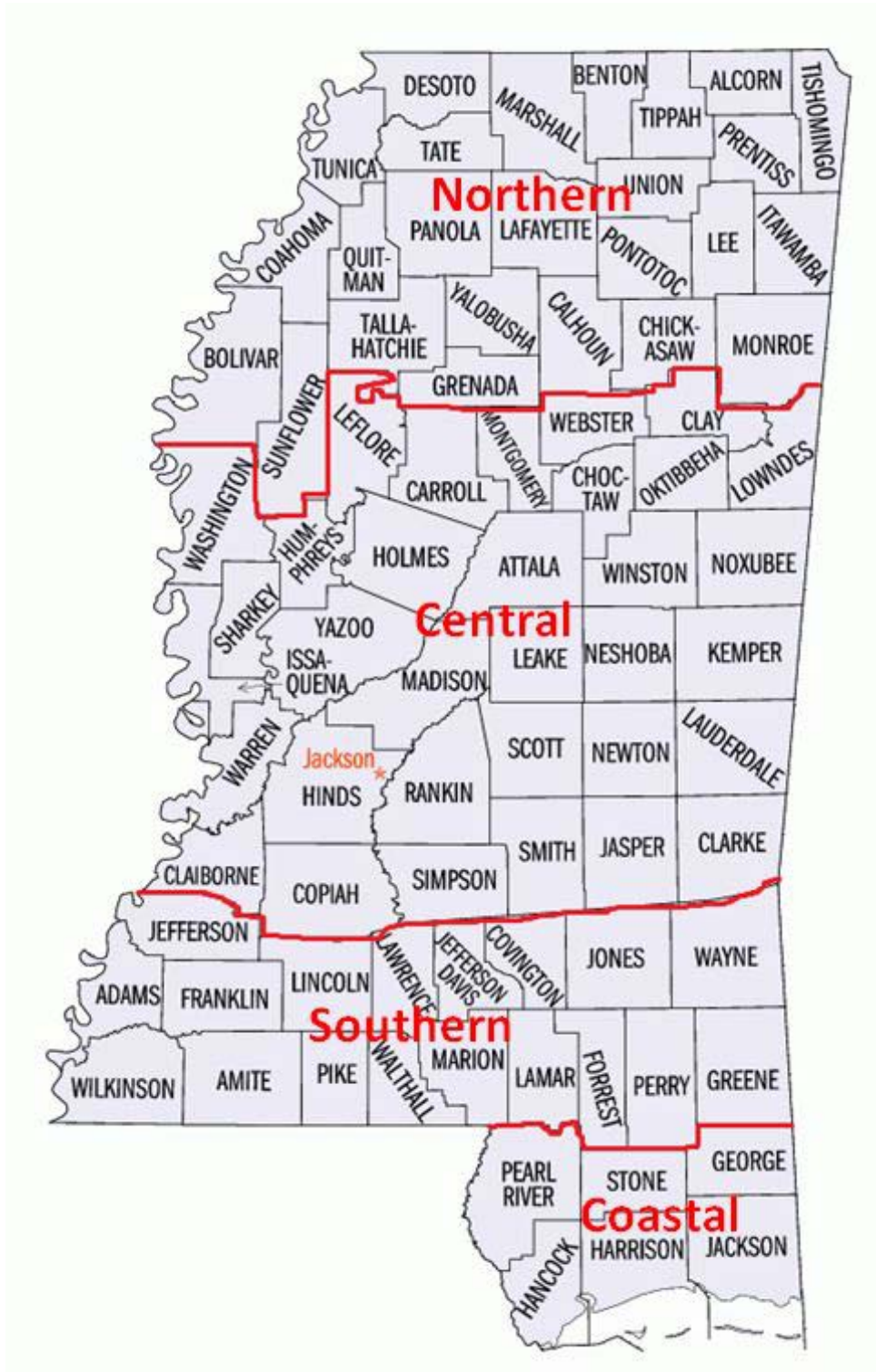


Figure 1 MAGIC Training Regions

CENTRAL Region

Agency	Department of Finance and Administration, Robert G. Clark Building		
Address	Department of Finance and Administration, Robert G. Clark Building 301 N. Lamar Street Jackson, MS 39201		
Main Phone Number	MMRS Call Center; 601-359-1343 (option 6 then option 1)		
Training Rooms	Bryant PC Lab 1 – First floor Barbour PC Lab 2 – Second floor Musgrove PC Lab 3 – Third floor Fordice PC Lab 4 – Fourth Floor		
Directions	From I-55 (North) in Jackson <ul style="list-style-type: none"> • Take Interstate 55 to exit 96B for High Street toward the State Capitol. • Merge onto High Street. • Turn left onto North Lamar Street. • Building is first building past Sun and Sand hotel. 		
Map	Click to view the Google Map .		
Parking	Options: <ul style="list-style-type: none"> • State North Parking Lot on corner of High Street and Lamar Street. • Behind the Barefield Building or corner of High Street and Henry Street. • State parking garage on E Griffith Street two blocks on the right from High Street. • Side & back parking lot of Robert G. Clark building. <p>The front door (Lamar Street entrance) to the building will be the only door that will be unlocked.</p> <p><u>You must print the parking permit and place on your dashboard.</u></p>		
Food/Drink	To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	MAGIC Training Team will open the building and rooms by 7:45 AM		
In case of Emergency	State Capitol Police at 601-359-3125		

Agency	Department of Finance and Administration, Woolfolk Building Annex Rooms		
Address	Department of Finance and Administration, Woolfolk Building Annex Rooms 501 North West Street Jackson, MS 39201		
Main Phone Number	MMRS Call Center; 601-359-1343 (option 6 then option 1)		
Training Rooms	Woolfolk Annex 204 Woolfolk Annex 207 Woolfolk Annex 209 Woolfolk Annex 210		
Directions	<p>In Jackson:</p> <ul style="list-style-type: none"> • Take Interstate 55 to exit 96B for High Street toward the State Capitol. • Go approximately 1.1 miles west. • Turn right onto North West Street. • Take the first left onto George Street. • Take the first left onto N Lamar St. <p>The Woolfolk Annex is located on the NW corner of High and Lamar. Enter through the building wing on the right. Take the elevator to the second floor.</p>		
Map	Click to view the Google Map .		
Parking	<p>Options:</p> <ul style="list-style-type: none"> • State North Parking Lot on the right. • Barefield Building corner of High Street and Henry Street. • State parking garage on E Griffith Street two blocks on the right from High Street. <p><u>You must print the parking permit and place on your dashboard.</u></p>		
Food/Drink	To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	MAGIC Training Team will open the building and rooms by 7:45 AM	Time Building Closes	MAGIC Training Team will close the building by 5:30 PM. You can leave when the class is over and don't have to wait until the a team member arrives.
In case of Emergency	State Capitol Police at 601-359-3125		

Agency	State Department of Education		
Address	State Department of Education 359 N. West Street Jackson, MS 39201		
Main Phone Number	Call Center (Third Floor): 601-359-3513 Security Desk (Reception): 601-359-2852		
Training Room	Education Auditorium		
Directions	From I-55 N in Jackson: <ul style="list-style-type: none"> • Take 96A toward Pearl St. • Merge onto Access Rd. • Keep right to continue on Access Rd/Fairgrounds St. • Continue to follow E Pearl St. • Turn right onto S State St. • Turn left onto E Amite St. • Take the 3rd right onto N West St. 		
Map	Click to view the Google Map .		
Parking	Options: <ul style="list-style-type: none"> • Parking is available on the street. • In the State Parking Lot on Lamar Street; behind the Barefield Building on the corner of High Street and Henry Street. • The State Robert E. Lee Building parking garage on E. Griffith Street. <p><u>You must print the parking permit and place on your dashboard.</u></p>		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean and nice, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	7:00AM	Time Building Closes	5:30PM
In case of Emergency	State Capitol Police at 601-359-3125		
Additional Training Information	<ul style="list-style-type: none"> • The front door (West Street Entrance) will not be unlocked. Students must enter from the Lamar Street Entrance and take the elevator to the 2nd floor. 		

Agency	Mississippi State Department of Health		
Address	Mississippi State Department of Health 570 East Woodrow Wilson Drive Jackson, MS 39216		
Main Phone Number	866-458-4948		
Training Room	Health PC Lab, Underwood Building		
Directions	<p>From I-55 N in Jackson:</p> <ul style="list-style-type: none"> • Take exit 98A; Woodrow Wilson Drive. • Turn Right onto State Street. • Turn Left onto Stadium Drive. • The parking garage is on the left. <p>The Underwood Building is located on Stadium Drive where you receive your birth and death certificates across from UMMC off State Street.</p> <p>Students will sign in at the Lobby front desk. The receptionist will direct students to the training room.</p>		
Map	Click to view the Google Map .		
Parking	<p>Options:</p> <ul style="list-style-type: none"> • A parking permit is not required. • Trainers can park in visitor parking on 1st Floor • Students can park in the parking garage on the 5th and 6th floor levels and come to the Underwood Building. 		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	8:00 AM	Time Building Closes	5:00PM
Computer Password	Projector and all other computers should already be up and running/logged in. Ask Michelle Mangum if they are not.		
In case of Emergency	State Capitol Police at 601-359-3125		

Agency	Mississippi Department of Information Technology Services		
Address	3771 Eastwood Drive Jackson, MS 39211 Park in the lower lot		
Main Phone Number	601-432-8000		
Training Rooms	ITS PC Lab 107 ITS PC Lab 108		
Directions	<p>From I-55 N in Jackson:</p> <ul style="list-style-type: none"> • Take exit 98B for MS-25/N Lakeland Dr East toward Carthage. • Keep left at the fork, follow signs for Frontage Rd/Lakeland Dr West and merge onto I-55 Frontage Rd. • Turn right onto Eastover Dr. • Turn right onto Eastwood Dr. <p>Students will need to check in at the front desk.</p>		
Map	Click to view the Google Map .		
Parking	A parking permit is not needed.		
Food/Drink	ITS is providing coffee and water in the room, but everyone must use lids. No food is allowed in the training labs.		
Time Building Opens	7:45 AM	Time Building Closes	5:00PM
In case of Emergency	State Capitol Police at 601-359-3125 or Susan McClain for lesser problems at 601-432-8186 In case of inclement weather or a drill – there will be someone who comes by the lab to direct you to a safe place		

Agency	Mississippi Library Commission		
Address	Mississippi Library Commission 3881 Eastwood Drive Jackson, MS 39216		
Main Phone Number	Receptionist Desk: 601-432-4111 or 1-800-647-7542		
Training Rooms	Library Small Meeting Room - PC Lab Library Large Meeting Room		
Directions:	<p>From I-55 N in Jackson:</p> <ul style="list-style-type: none"> • Take exit 98B for MS-25/N Lakeland Dr East toward Carthage. • Turn left onto Ridgewood Rd. • Turn left onto Eastover Dr. • Take the 1st left on Eastwood Dr. <p>Students may be asked to register at the front desk.</p>		
Map	Click to view the Google Map .		
Parking	<ul style="list-style-type: none"> • A parking permit is not required. • Please be aware of possible construction on campus. 		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	8:00 AM	Time Building Closes	5:00 PM
In case of Emergency	Ethel Dunn at 601-432-4039		

Agency	Mississippi Department of Transportation, Jackson		
Address	Mississippi Department of Transportation, Jackson 2 nd floor 401 North West Street Jackson, MS 39201		
Main Phone Number	601-359-7249		
Training Room	Mississippi Department of Transportation PC Lab, Jackson		
Directions:	From I-55 N in Jackson: <ul style="list-style-type: none"> • Take exit 96A toward Pearl St. • Merge onto Access Rd – Keep Right on Access Rd/Fairgrounds St. • Follow E Pearl St. • Turn right onto S State St. • Turn left onto E Amite St. • Take 3rd right onto N West St. • Destination will be on the left. 		
Map	Click to view the Google Map .		
Parking	Parking Options: <ul style="list-style-type: none"> • State Parking Lot on the right. • Barefield Building corner of High Street and Henry Street. • State parking garage on E Griffith Street two blocks on the right from High Street. <p><u>You must print the parking permit and place on your dashboard.</u></p>		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	7:00 AM	Time Building Closes	5:00PM
In case of Emergency	State Capitol Police at 601-359-3125		

Agency	Mississippi Division of Medicaid, Sillers Building		
Address	Mississippi Division of Medicaid, Sillers Building 550 High Street Suite 1000 Jackson, MS 39201		
Main Phone Number	601-359-6050 or toll free: 1-800-421-2408		
Training Room	Medicaid PC Lab		
Directions:	<p>From I-55N in Jackson:</p> <ul style="list-style-type: none"> • Take Exit 96B for High Street toward the State Capitol. 1 mile. • Turn right onto N. President Street. <p>Check in at the guard's desk on the 1st floor of the Sillers Building, then go to the 3rd floor training room.</p>		
Map	Click to view the Google Map .		
Parking	<p>Options:</p> <ul style="list-style-type: none"> • Visitor's parking is available in the Walter Sillers parking garage on the left, or in the First Baptist Church parking lot on the right. • Visitors may also park in Medicaid parking spaces on the 2nd and 3rd floors. • Do NOT park in spaces with "Reserved for Designated Medicaid Staff." • Do NOT park on the 5th floor with parking signs indicating AG Office/Medicaid. 		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	6:00 AM	Time Building Closes	5:30PM
In case of Emergency	<p>State Capitol Police at 601-359-3125 Security on first floor – contact in case of illness. Inclement weather – For tornado: go down stairs to basement – coming out of the PC lab, turn right and the first door to the right is the stairs. Exit building through stairs for fire.</p>		
Additional Training Information	<p>The nearest women's restroom is to the left when you walk out of the PC lab. The nearest men's restroom is to the right when you walk out of the PC lab.</p>		

Agency	Mississippi School for the Blind		
Address	Mississippi School for the Blind 1252 Eastover Drive Jackson, MS 39216		
Main Phone Number	601-984-8200 or 888-672-1848		
Training Rooms	School for the Blind PC Lab 1 School for the Blind PC Lab 2 – laptops (move the mouse)		
Directions	<p>From Jackson, MS:</p> <ul style="list-style-type: none"> • Take exit 98B for MS-25 N/Lakeland Dr E. • Follow signs for Frontage Rd/Lakeland Dr W and merge onto I-55 Frontage Rd. • Turn Right onto Eastover Dr. • Destination will be on the left. <p>From Eastover Drive Entrance:</p> <ul style="list-style-type: none"> • Take a right to front of campus. 		
Map	Click to view the Google Map .		
Parking	Parking is available beside the football field. Take sidewalk to Annex building.		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	8:00AM	Time Building Closes	5:00PM
In case of Emergency	An emergency information contact sheet is posted at the trainer's station in each lab. Emergency numbers are provided for building maintenance, janitorial supplies, technical (computers, printers, projector, etc.), and for security.		

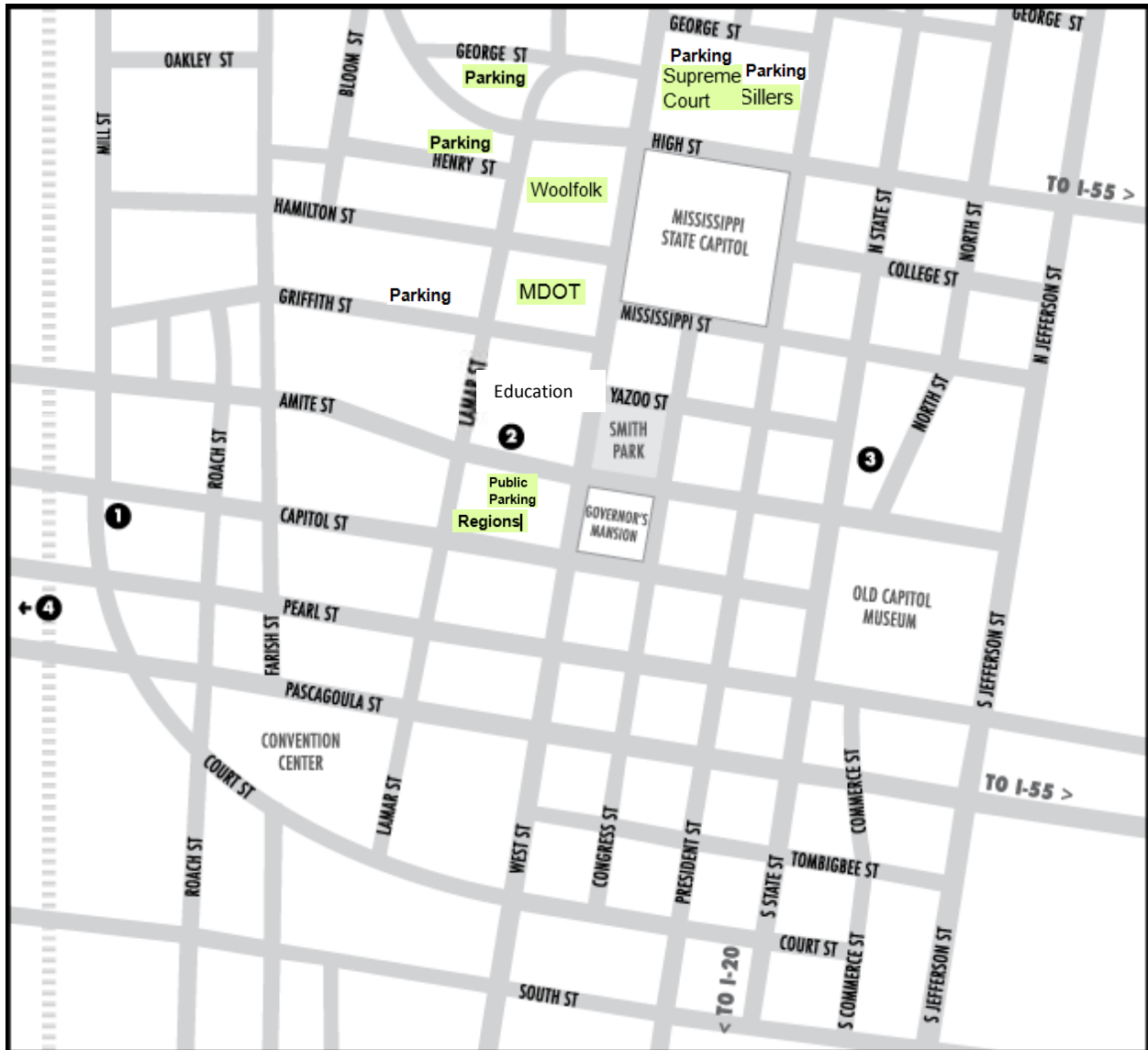
Agency	Department of Public Safety, Criminal Information Center, Pearl, MS		
Address	Department of Public Safety, Criminal Information Center, Pearl, MS 3891 Highway 468 West Pearl, MS 39208		
Main Phone Number	601-933-2600		
Training Room	Public Safety Criminal Info Lab Pearl		
Directions	<p>From I-20 East:</p> <ul style="list-style-type: none"> • Take Airport Road Exit 52. • Merge right at the top of the exit. • Continue straight to the three way stop. • Turn left then merge right onto 468. • Cross the rail road track and continue past the prison. • You continue straight pass the Troup C building. • The Public Safety building is the first building on the left past the Troup C building. <p>Students will register at the front desk, receive a visitor's badge, and be directed to the PC lab.</p> <p>Students can park and enter the building through the double glass doors of the main building.</p>		
Map	Click to view the Google Map .		
Parking	A parking permit is not needed.		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	8:00 AM	Time Building Closes	5:00 PM
In case of Emergency	If needed, there is a bunker located in the back of the building. There will be an announcement over the system telling them to meet in the hall. If there is a lesser emergency (non-911), call the Front Desk Number: 601-933-2600		
Additional Training Information	There's a break room with a vending machine and coffee pot. Only eat/drink in this room. Do not have snacks in the actual lab.		

Agency	Mississippi Department of Revenue		
Address	Mississippi Department of Revenue 1577 Springridge Road Raymond, MS 39154		
Main Phone Number	601-923-7650		
Training Room	DOR/MARS Training Room		
Directions	<p>From I-20 W (in Clinton, MS):</p> <ul style="list-style-type: none"> • Take Exit 36 for Springridge Road. • You will exit to the right and turn left at the Traffic Light. Drive for approximately 2.5 miles. • Dept. of Revenue will be on your right. 		
Map	Click to view the Google Map .		
Parking	Class participants will enter gate, stop at guard house, announce they are class participant, and proceed to park. If no parking spaces are available they may proceed to the back corner where plenty spaces should be available. To enter the building they will enter the visitor entrance, where they will sign in and receive visitor badge. At the visitor entrance staff will be available to escort to training area. The same protocol will be required at lunch.		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	Security will open the building at 8:00AM	Time Building Closes	Security will close the building at 5:00PM
Additional IT Information	You can ask anyone sitting outside the training room for help – they are all IT personnel and able to assist.		

Agency	Mississippi Department of Human Services		
Address	Mississippi Department of Human Services 750 North State Street Jackson, MS 39202		
Main Phone Number	1-800-345-6347		
Training Room	Human Services MIS Training Room PC Lab		
Directions	From I-55N in Jackson: <ul style="list-style-type: none"> • Take Exit 96B for High Street toward the State Capitol. • Turn right onto N. State Street. 		
Map	Click to view the Google Map .		
Parking	<p>Please see the parking diagram for parking instructions.</p> <p>Parking Options: You must print the parking permit and place on your dashboard.</p>		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	8:00 AM	Time Building Closes	5:00 PM
Additional IT Information	<ul style="list-style-type: none"> • If assistance is needed with turning the projector on, contact one of the IT contacts. 		
In case of Emergency	Contact Mike Bullard at 601-359-2519 or 601-906-0437 In case of tornado, someone will come to collect the class and lead them to a safe location. In case of a fire, there are maps posted on the wall with directions to the nearest exit.		
Additional Training Information	NONE		

Agency	Mississippi Supreme Court, Carroll Gartin Justice Building
Address	450 High Street Jackson, MS 39201
Main Phone Number	601-359-3694
Training Room	PC Lab
Directions	From I-55N in Jackson: <ul style="list-style-type: none"> • Take Exit 96B for High Street toward the State Capitol. 1 mile. • Turn right onto N. President Street. • Turn left onto George Street.
Map	Click to view the Google Map .
Parking	Options: <ul style="list-style-type: none"> • Parking is available on the corner of George Street and West Street. • Students can only park in slots marked "Visitor". • Parking is also available in the Sillers Parking Garage. • Do not park in spaces marked "Reserved," "Attorneys for Arguments" or "Handicapped" places without a handicapped sticker.
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.

Map of Downtown Jackson



State Capitol Complex Parking Permit

Place the following parking permit in the front dash of your car. This permit is needed for the following locations in Downtown Jackson:

- State Parking Lot on N. Lamar Street.
- Barefield Building corner of High Street and Henry Street.
- State parking garage behind the Robert E. Lee building on E. Griffith Street.
- Side and back parking lot at Robert G. Clark Building. The front door (Lamar Street entrance) to the Robert G. Clark building will be the only door that will be unlocked.

STATE CAPITOL POLICE

TEMPORARY

PARKING PERMIT

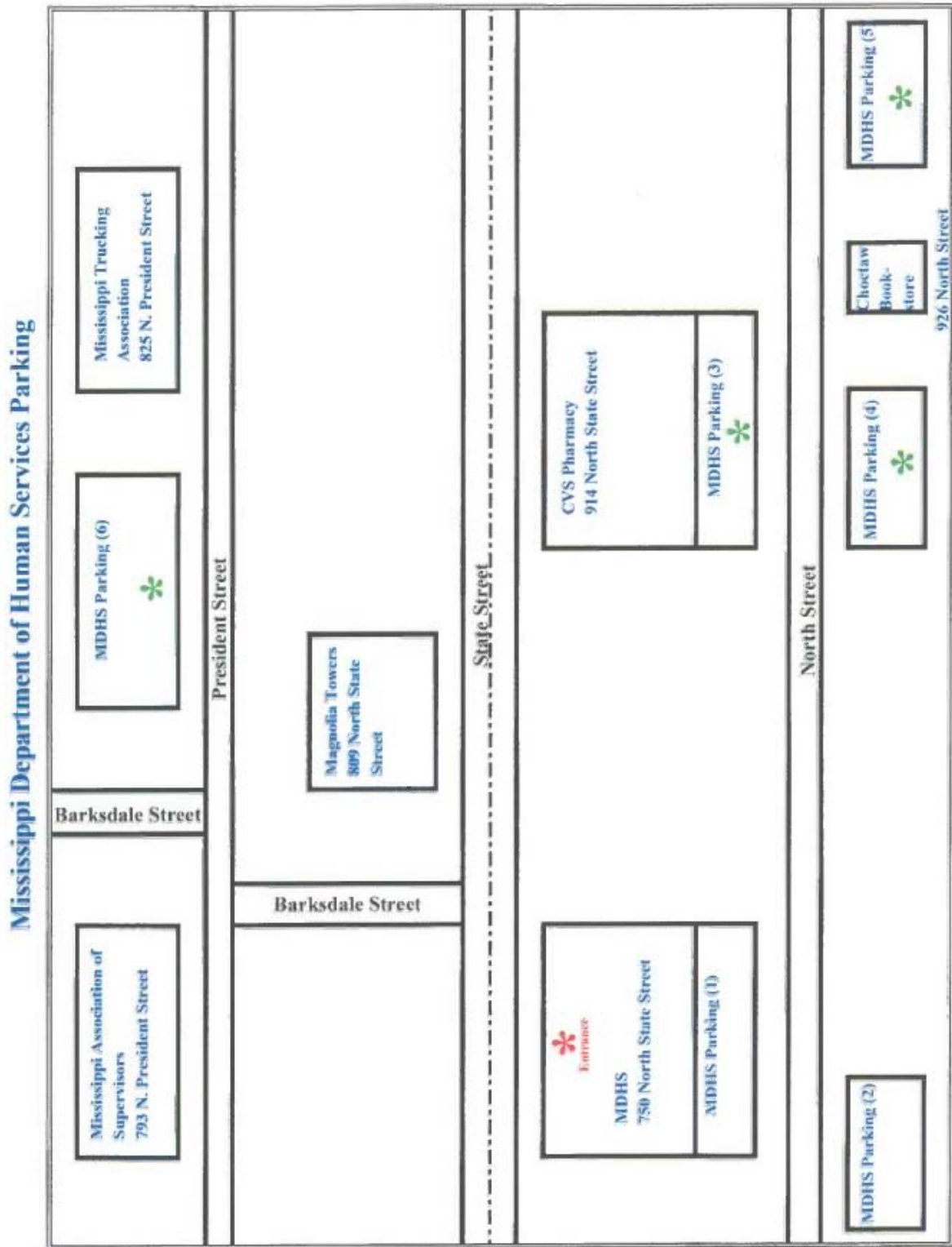
EXPIRES: December 31, 2014

Mississippi Department of Human Services Parking Permit

Please place this in your windshield if you are attending training at Department of Human Services.

MDHS
Parking
MAGIC Training
April 29-June 20, 2014

Department of Human Services Parking Diagram




NORTHERN Region

Agency	Mississippi Department of Transportation, Batesville, District 2 Headquarters		
Address	Training Center 150 Hwy 51 North Batesville, MS 38606		
Main Phone Number	662-563-4541		
Training Room	PC Lab Training		
Directions:	<p>From I-55 North:</p> <ul style="list-style-type: none"> • Take exit 243B to merge onto MS-6 W/US-278 W toward Batesville 1.7 mile. • Turn right onto US-51 S 446 ft. • Destination will be on the right. <p>The door will be unlocked during the day.</p>		
Map	Click to view the Google Map .		
Parking	<p>Options:</p> <ul style="list-style-type: none"> • Parking is limited. • Students will park in front of the building. 		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	8:00 AM	Time Building Closes	5:00 PM

Agency	North Mississippi Regional Center		
Address	967 Regional Center Drive Oxford, MS 38655		
Main Phone Number	662-234-1476		
Training Room	Room D102 Auditorium		
Directions	<p>From I-55 N near Batesville.</p> <ul style="list-style-type: none"> • Take exit 243A to merge onto Hwy 6 E/MS-6 E/Rte 6 E/State 6 E/State Hwy 6 E/State Route 6 E/US-278 E toward Oxford. • Take MS-7 exit toward Water Valley/Holly Springs. • Turn right onto MS-7 S. turn left onto Regional Center Dr. • Destination will be on the left. 		
Map	Click to view the Google Map .		
Parking	There should be reserved parking available around the building.		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	7:30 AM	Time Building Closes	

SOUTHERN Region

Agency	Mississippi Department of Transportation, District 6 Headquarters		
Main Phone Number	601-544-6511		
Training Room	PC Lab and Overview Room		
Address	6356 Highway 49 North Hattiesburg, MS 39401		
Directions	MDOT District 6 is located on Highway 49 North.		
Map	Click to view the Google Map .		
Parking			<p>The recommended parking area is on the left side of the building next to the Auditorium. There is limited parking in the front of the building. In addition, students can also park behind the main office.</p>
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	7:30 AM	Time Building Closes	
Additional IT Information	<ul style="list-style-type: none"> If the equipment malfunctions or there is a setup needed the IT Staff will be available at all times during the day. 		
In case of Emergency	Contact Christopher Shields at 601-544-9342		

COASTAL Region

Agency	Marine Resources, Biloxi, MS		
Address	1141 Bayview Ave Biloxi, MS 39530		
Main Phone Number	228-374-5000		
Training Room	Computer Lab, Suite 205		
Map	Click to view the Google Map .		
Parking	Options: <ul style="list-style-type: none"> • Parking is available on the North side of the building (bay side). • Parking permits are not required. 		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean, nice, and to protect the computer equipment, the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	8:00 AM	Time Building Closes	

Agency	DFA Auditorium		
Address	1141 Bayview Ave, Biloxi, MS 39530		
Main Phone Number	228-436-0925		
Map	Click to view the Google Map .		
Parking	<ul style="list-style-type: none"> • Parking is available on the North side of the building (bay side). • A parking permits is not required. • Northwest parking lot or West parking lot – free for all, get a spot. 		
Additional Instructions	<ul style="list-style-type: none"> • Students may be requested to sign-in when entering the building. • Enter through the door by the large drive-through overhang. • From there, walk straight back and onto an elevator to the 2nd floor. • The classes will be held in Suite 205 on the second floor. 		
Food/Drink	The agency has graciously allowed the use of their facility for MAGIC Training. To ensure that we leave the facility clean and nice the MAGIC Project Team is asking that you do not drink or eat in the facility.		
Time Building Opens	8:00AM	Time Building Closes	5:00PM
Additional Training Information	Students/trainers must go through security and get signed in – there is only one entrance to the building.		