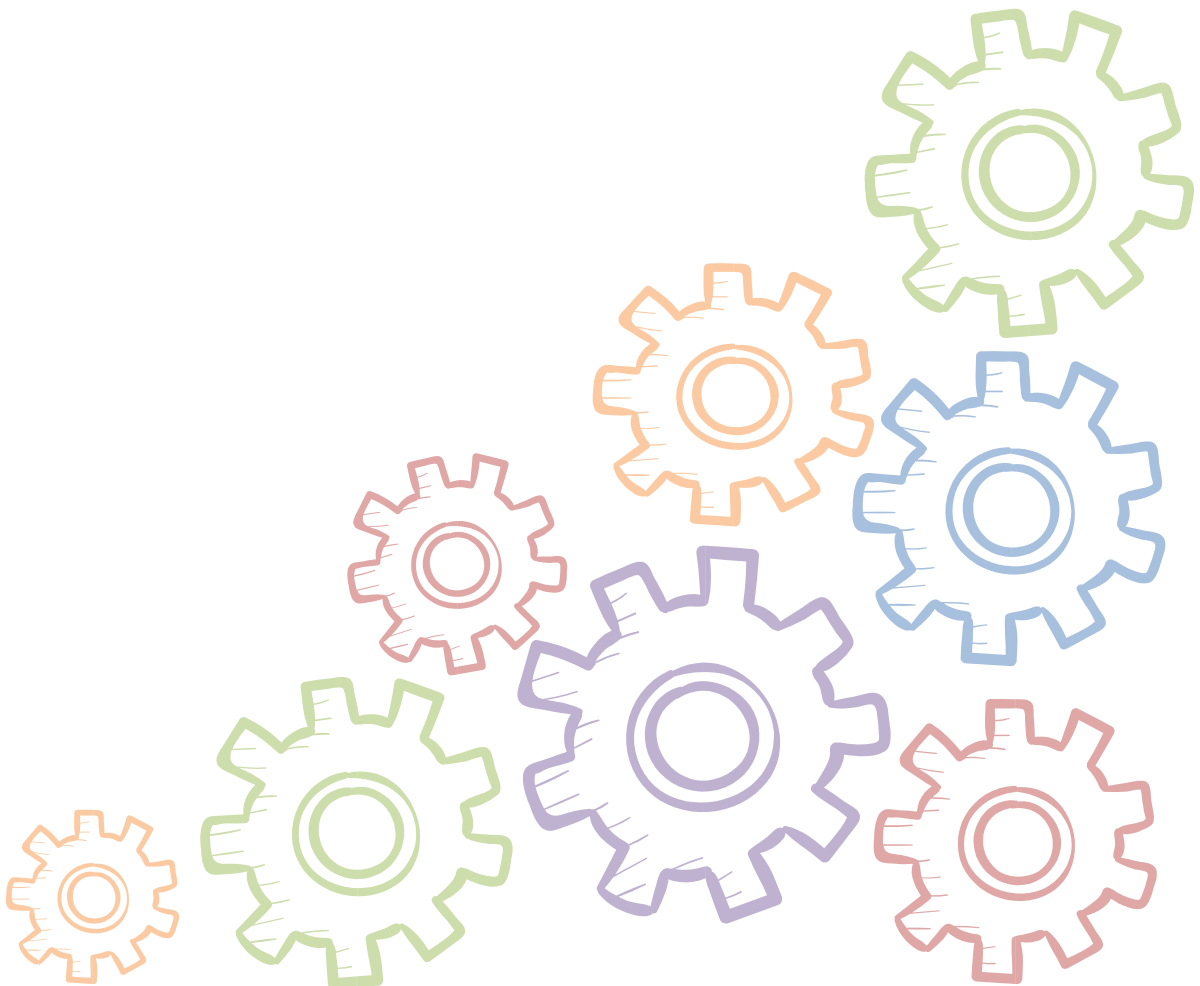




Department of  
Youth & Community  
Development



## *Applying for DYCD Programs via discoverDYCD*



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# What is discoverDYCD?

DiscoverDYCD is a web platform that enables the public to search for and apply to DYCD Programs throughout New York City. After finding a program of interest, prospective applicants can choose to create a discoverDYCD account to apply to programs directly. Completing one online application enables an applicant to apply to multiple DYCD Programs.

## How do I Find DYCD Programs on discoverDYCD?

You may find DYCD Programs by navigating to the discoverDYCD homepage at <https://discoverdycd.dycdconnect.nyc/home>. This page allows you to initiate a DYCD Program search by selecting a type of service and clicking search. Translated pages are available at the top right of the page. Additional search options can be accessed by clicking “Search Programs”.



## How do I Search for DYCD Programs by Keyword Search?

After clicking on “Search Programs” from the discoverDYCD Homepage, you may initiate a keyword search by typing the name of a program site, an activity name, or program features and more. As you type, drop-down options will appear and you may select from the options.

The screenshot shows the 'Program Search' section of the discoverDYCD website. At the top left is the 'discover DYCD' logo with the tagline 'Opportunities and Services Near You'. To the right is a 'Search Programs' button. Below this is a search input field containing 'PS 19'. A callout '1' points to the input field with the text 'Type a keyword into this field and drop-down options will appear'. Below the input field is a list of search results, each starting with 'Program Site'. The third result, 'PS 19 Marino Jeantet', is highlighted in blue. A callout '2' points to this result with the text 'Select from the drop-down options'. To the right of the search input field is a magnifying glass icon. A callout '3' points to this icon with the text 'Lastly, click here to complete the search'. The search results list includes: 'College Readiness Pro...', 'PS 19 Judith K. Weiss', 'PS 19 Marino Jeantet', 'PS 19 The Curtis School', 'PS 191 Paul Robeson', 'PS 191 Paul Robeson - Summer Rising (17K191)', and 'PS 192 Jacob H. Schiff - Summer Rising (06M192)'.

## How do I Search for DYCD Programs by Service Types?

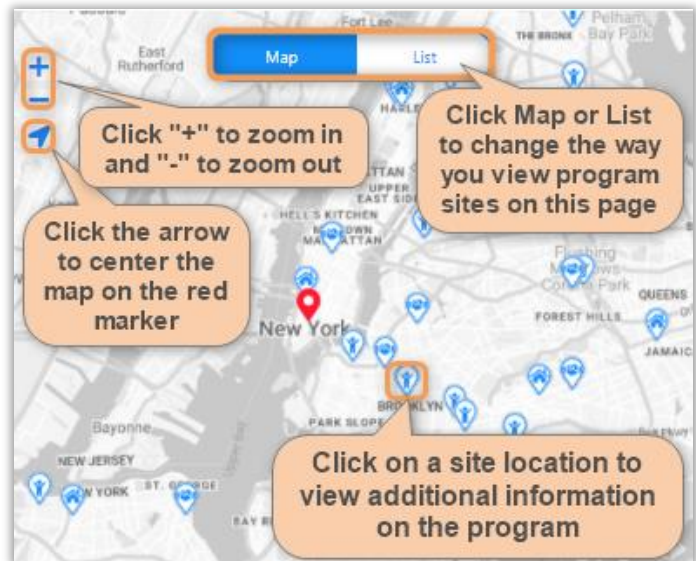
After clicking on “Search Programs” from the discoverDYCD Homepage, you may search for programs by Service type by checking the box next a Service Type and then clicking on “Search” at the bottom right of the page.

The screenshot shows the 'Service Types' filter section of the discoverDYCD website. It features several service categories, each with a blue icon and a checkbox. 'Afterschool Programs' and 'Educational Services' have their checkboxes checked. A callout '1' points to the 'Educational Services' checkbox with the text 'Click & select one or multiple Service Types to search by'. Below this is a description: 'DYCD-funded programs support reading, writing, GED, and English language classes for youth and adults.' A callout '2' points to the 'Search' button at the bottom right with the text 'Click Search after selecting your Service Types'. Other service types shown include 'Community Services', 'Immigrant Services', 'Regional Enrichment Centers', and 'Jobs and Internships'. There are also 'Clear' and 'All Filters' buttons.


## How do I Search for DYCD Programs by Location?

After clicking on “Search Programs” from the discoverDYCD Homepage, you may also search for DYCD Programs by using the map at the bottom of the discoverDYCD Search Programs page.

Click on the “Map” button and then use your cursor to click & drag the map or ctrl + scroll to zoom in and out. Alternatively, you can use the buttons on the map.



## Completing a Search via Map Location + Distance

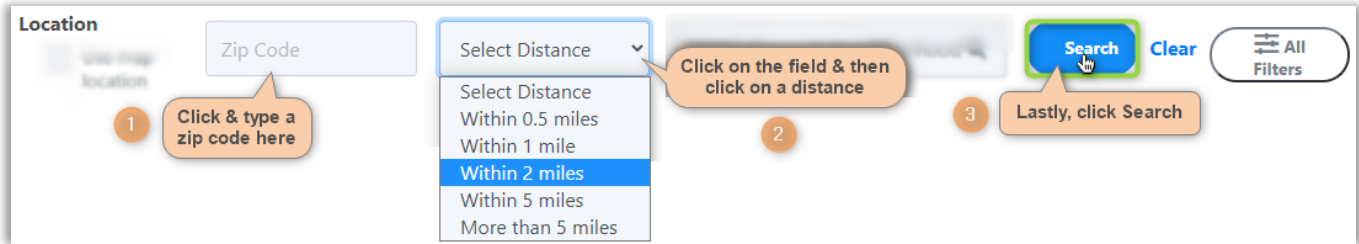
You may search by Map Location by checking the Use Map Location box and filtering by distance. This will search for programs near the Red Location Marker, . You may click and hold on the Red Location Marker to drag it.





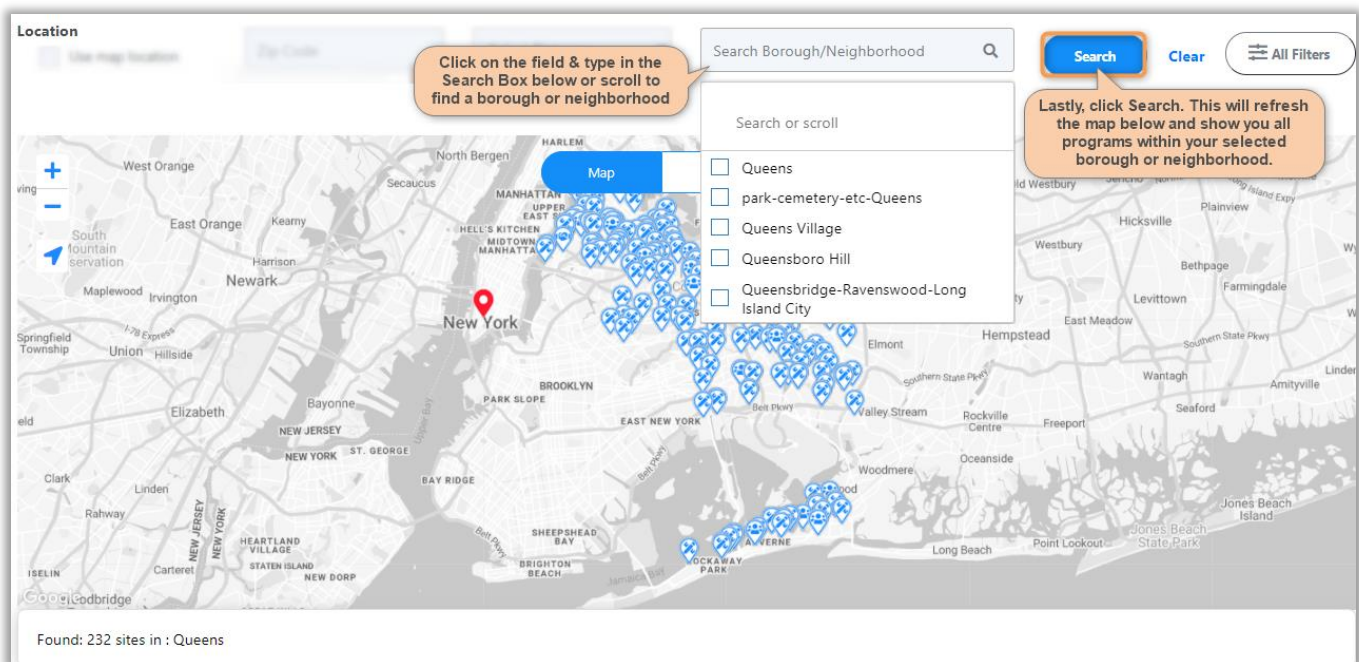
## Completing a Search via Zip Code + Distance

You may choose to disregard the Red Location Marker, , and search by Zip Code & distance.



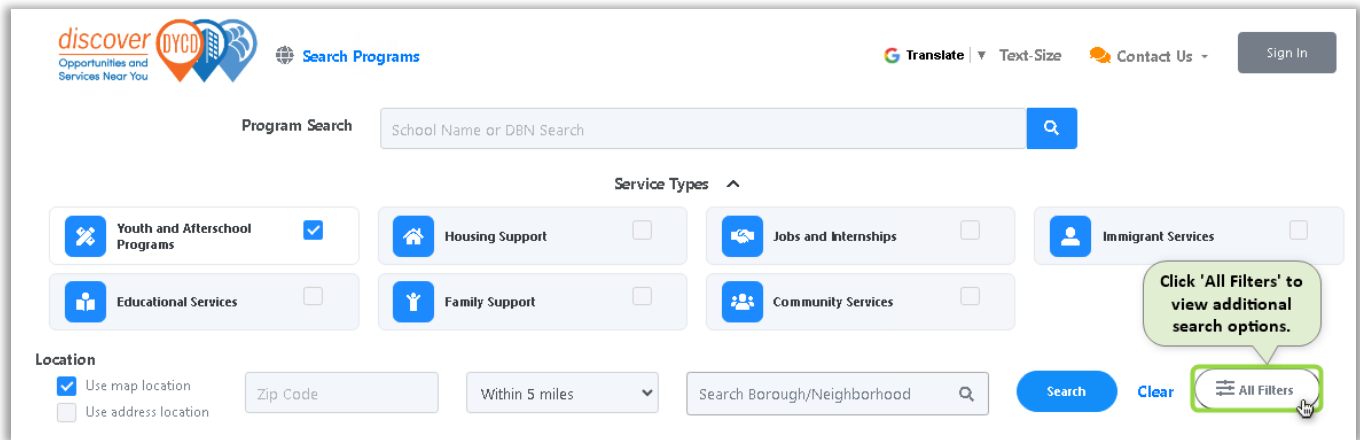
## Completing a Search by Borough/Neighborhood

If unsure of your desired zip code, you may also choose to search by borough or neighborhood and use the zoom feature as well as clicking & dragging the map to find programs.

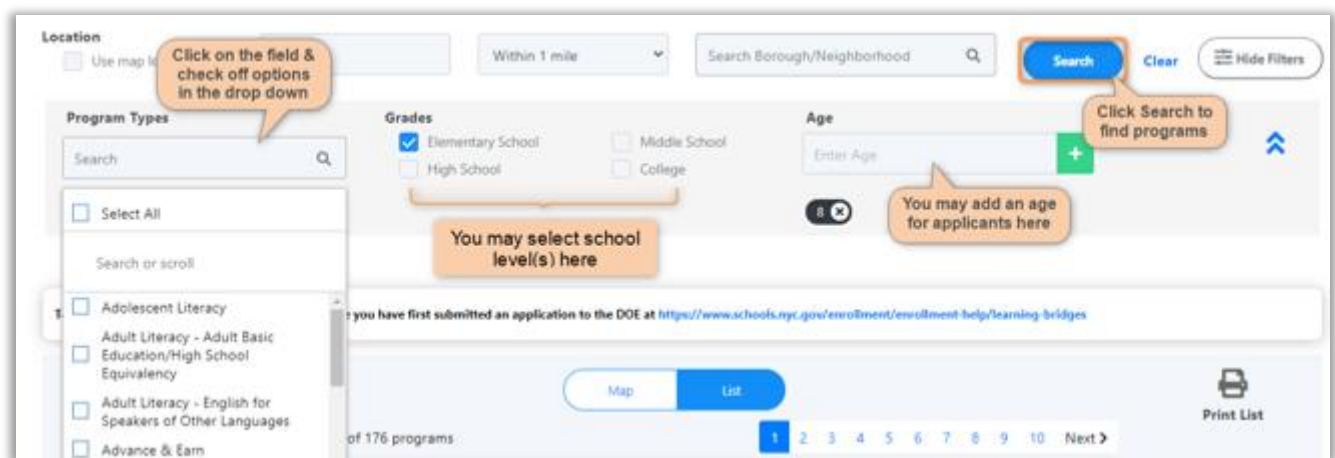


## How do I Search for DYCD Programs Using an Advanced Search?

After clicking on “Search Programs” from the discoverDYCD Homepage, you may initiate an advanced search by clicking “All Filters”.



This will enable additional filters to appear on screen that you may use in addition to all the other available options on the page.

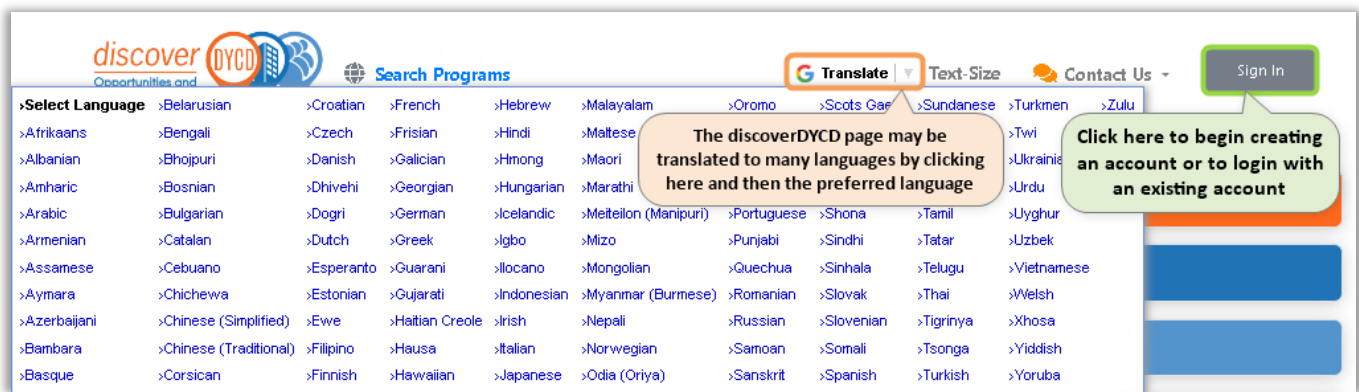


# How do I Apply to DYCD Programs on discoverDYCD?

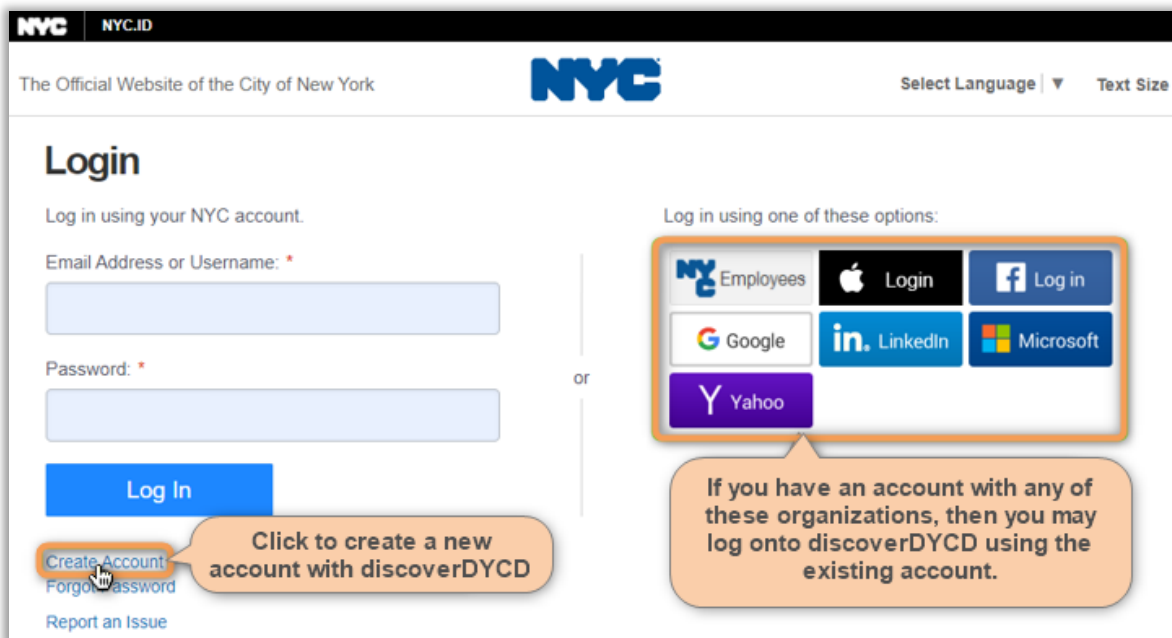
While it is not necessary to have a discoverDYCD account to search for DYCD Programs, it is required to apply to them. You may create an user account or associate an existing account from our partnered organizations. After, you must add applicant profiles to your dashboard, add DYCD programs of interest and complete an online application to apply.

## Creating a New User Account & Signing In

Visit <https://discoverDYCD.dycdconnect.nyc/home> and click “Sign In” at the top right of the page.

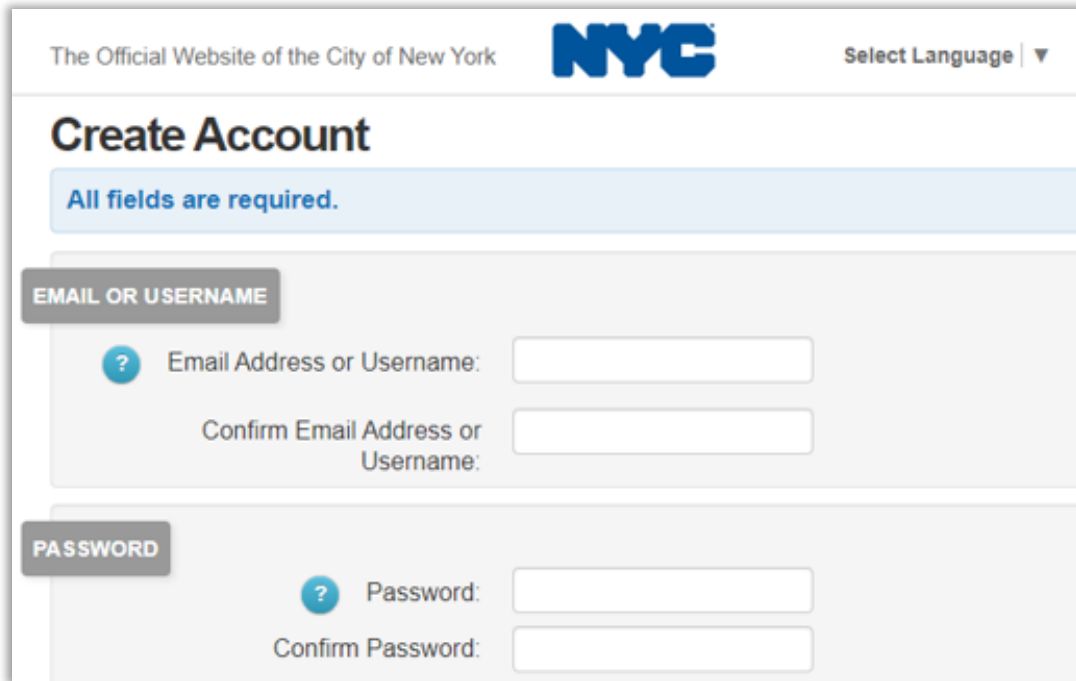


**Step 1:** Click “Create Account” to create a discoverDYCD account or login to the portal by linking an existing account from organizations on right.



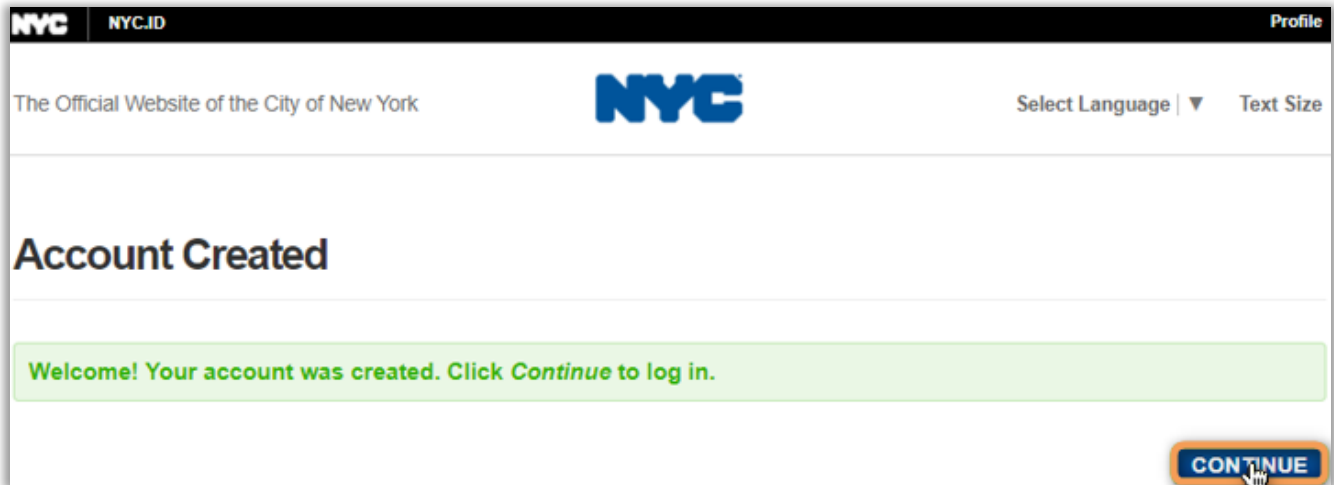


**Step 2:** Enter an email address, complete all remaining data entry and then click “Create Account” at the bottom of the page.



The screenshot shows the 'Create Account' page on the NYC website. At the top, it says 'The Official Website of the City of New York' and 'NYC'. There is a 'Select Language' dropdown menu. The main heading is 'Create Account'. Below this, a blue box contains the text 'All fields are required.' The form is divided into two sections: 'EMAIL OR USERNAME' and 'PASSWORD'. The 'EMAIL OR USERNAME' section has two input fields: 'Email Address or Username:' and 'Confirm Email Address or Username:'. The 'PASSWORD' section has two input fields: 'Password:' and 'Confirm Password:'. Each input field has a question mark icon to its left.

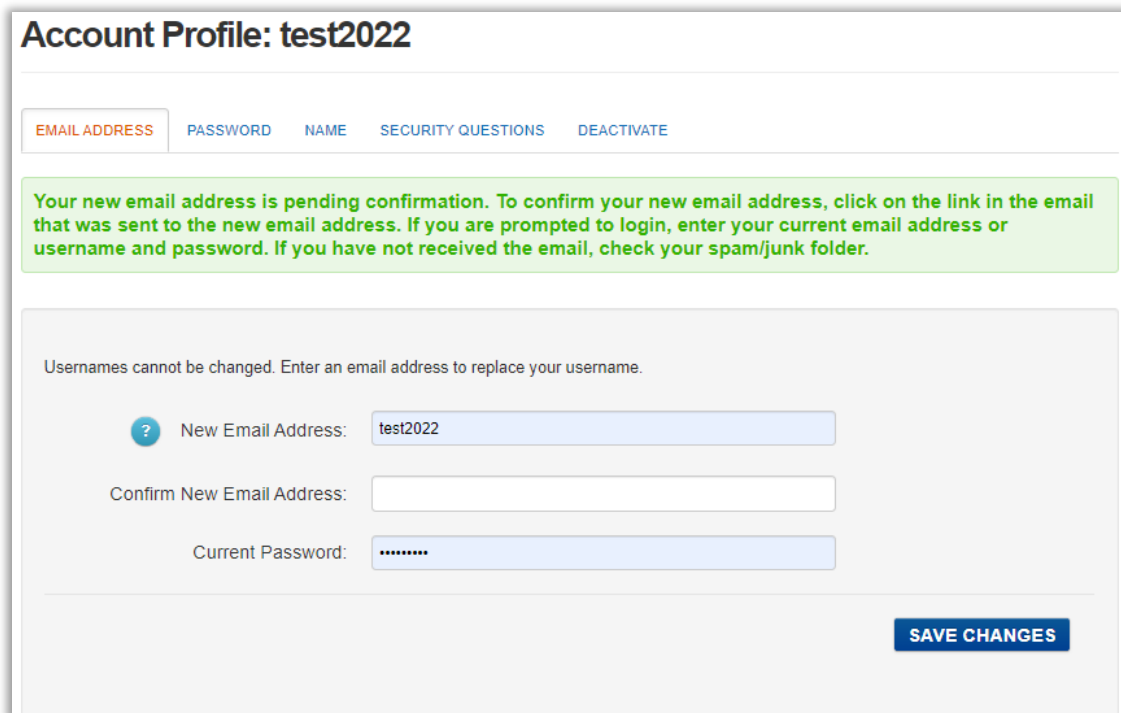
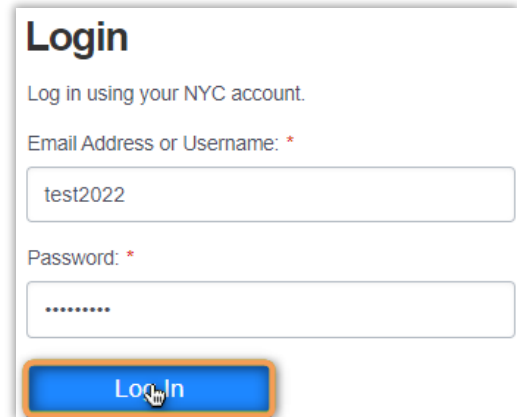
**Step 3:** After creating an account, click “Continue”.



The screenshot shows the 'Account Created' confirmation page on the NYC website. At the top, it says 'The Official Website of the City of New York' and 'NYC'. There is a 'Select Language' dropdown menu and a 'Text Size' link. The main heading is 'Account Created'. Below this, a green box contains the text 'Welcome! Your account was created. Click Continue to log in.' At the bottom right, there is a blue button with the text 'CONTINUE' and a mouse cursor pointing to it.

**Step 4:** Return to <https://discoverDYCD.dycdconnect.nyc/home>, click “Sign In” and login using your newly created account.

Upon your first login, you will be requested to confirm your email address. If you created an account with only a user name, you will be asked for an email address and then have to confirm it via email in order to proceed with login.

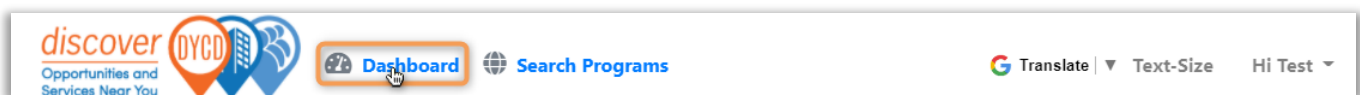


## How do I Add Applicants to my discoverDYCD Account?

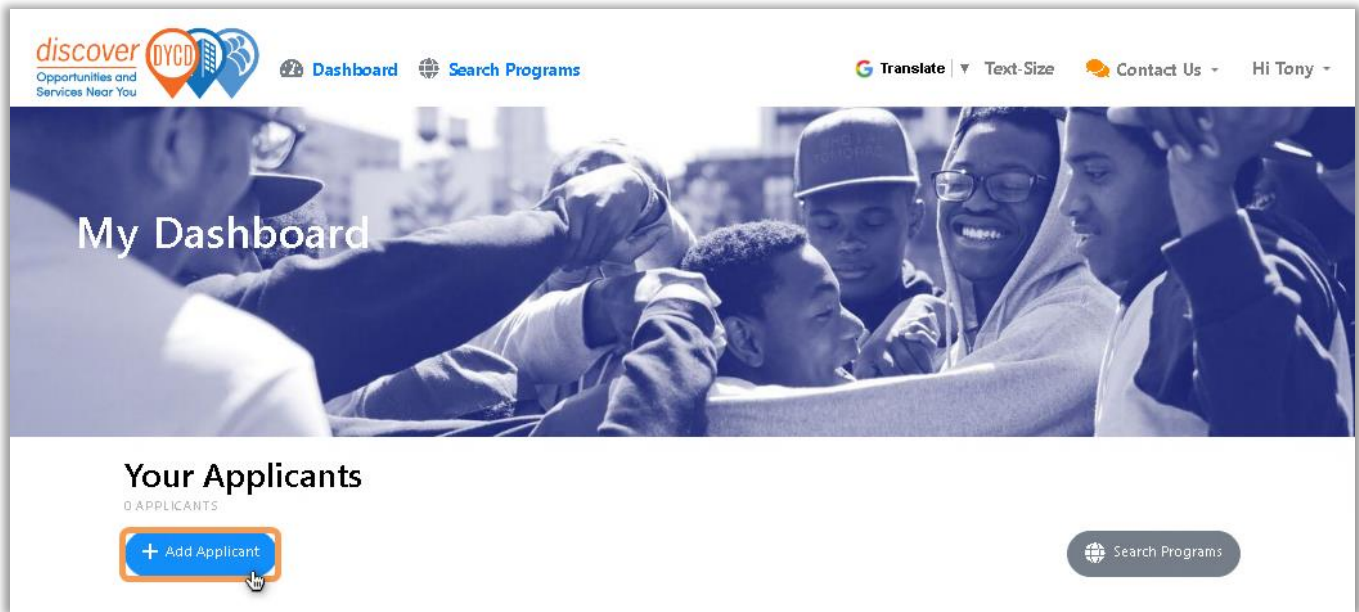
After creating a discoverDYCD account, you will need to add applicants (yourself, your child or another person) to your Dashboard. This tells us who is applying to DYCD Programs.

### Adding Applicants to your Dashboard

**Step 1:** From the top of any discoverDYCD page, you click on Dashboard.



**Step 2:** Click “+Add Applicant” at the bottom of the page.



**Step 3:** Complete data entry on the pop-up & click “Create Applicant”.

Note that applicants under the age of 18 that select “Myself” and people who apply for “Another Person” will not see digital consents. If you need to update this information, After creating an applicant, you can click “Manage” to update basic info.

**Add applicant**

Relationship\*  
Myself  
My Child  
Another Person  
Required

Last Name\*  
Required

Date of Birth\*  
mm-dd-yyyy  
Required

Sex at Birth\*  
Required

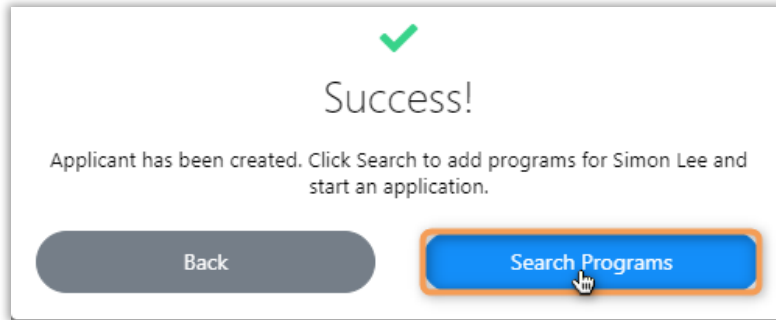
Cancel

Create Applicant

Click & complete each field

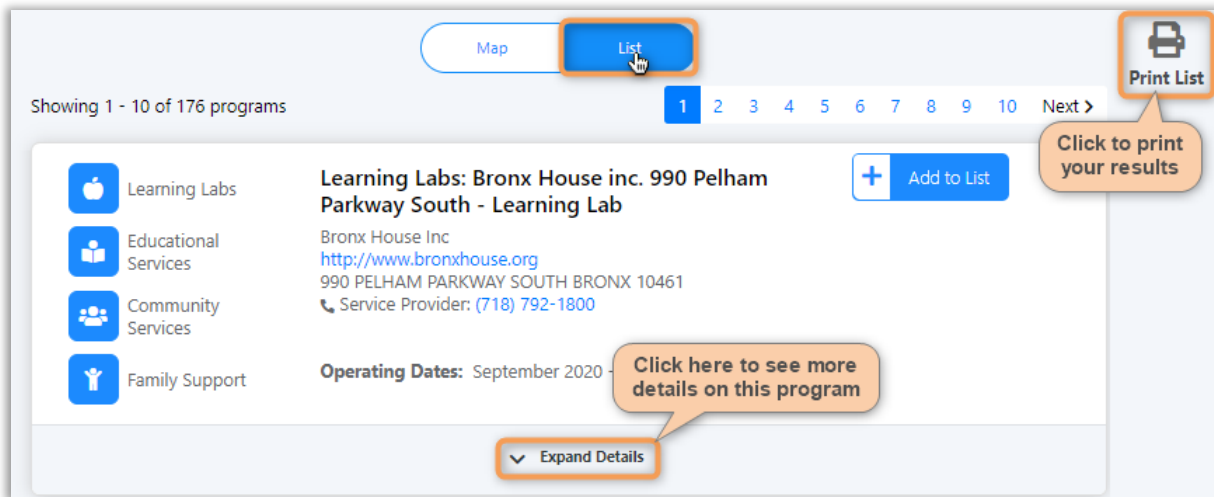
After completing all fields, click here

**Step 3:** After creating an applicant, click “Search Programs” on the pop up to find DYCD programs.

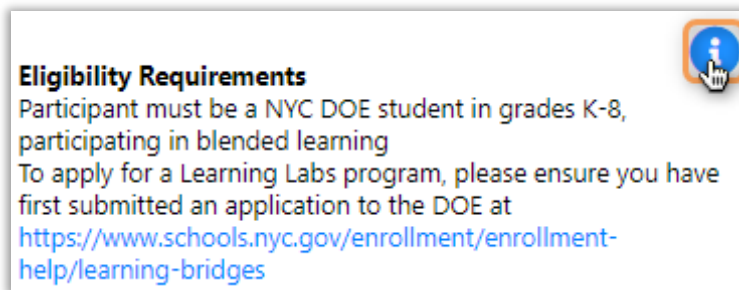


### How do I Add DYCD Programs to my Dashboard?

After adding applicants to your discoverDYCD account you must find DYCD programs using the [search options](#) listed earlier. Viewing the search results in List form is a convenient way to ensure that your applicants are eligible for the program you are interested in.



Clicking on “Expand Details” reveals the Eligibility Requirements of the program. You may further click [i](#) to see all details available on the program site.

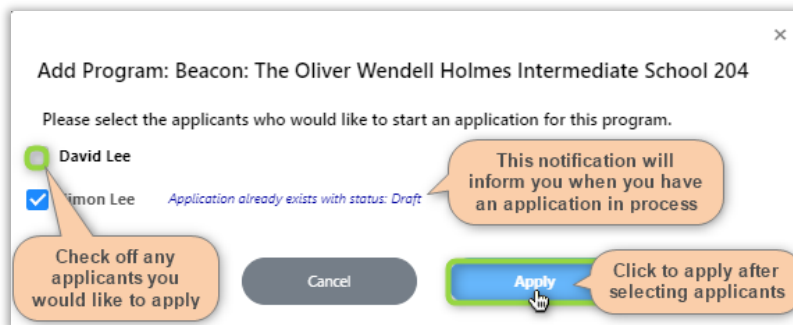


## Adding DYCD Programs to your Dashboard

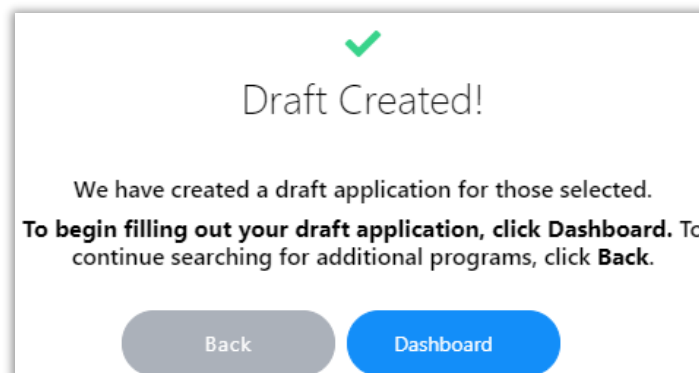
**Step 1:** Scroll through your search results & click “+Add to List” for any program of interest. Note if the button does not appear, then the program site is not accepting online applications at this time.



**Step 2:** Select applicants for the program & click “Apply.”

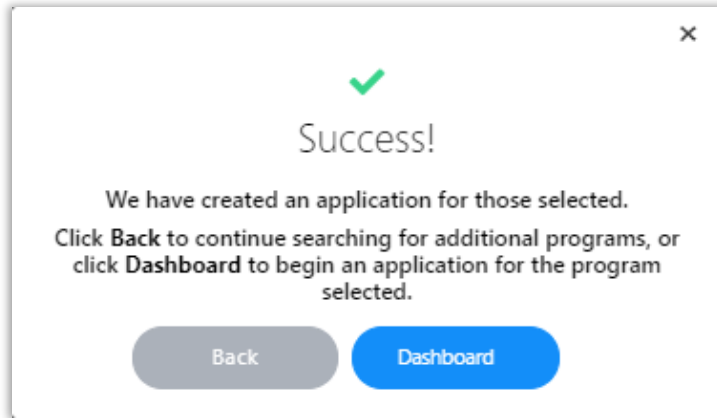


If you have not setup any online applications, then a draft application will be created.



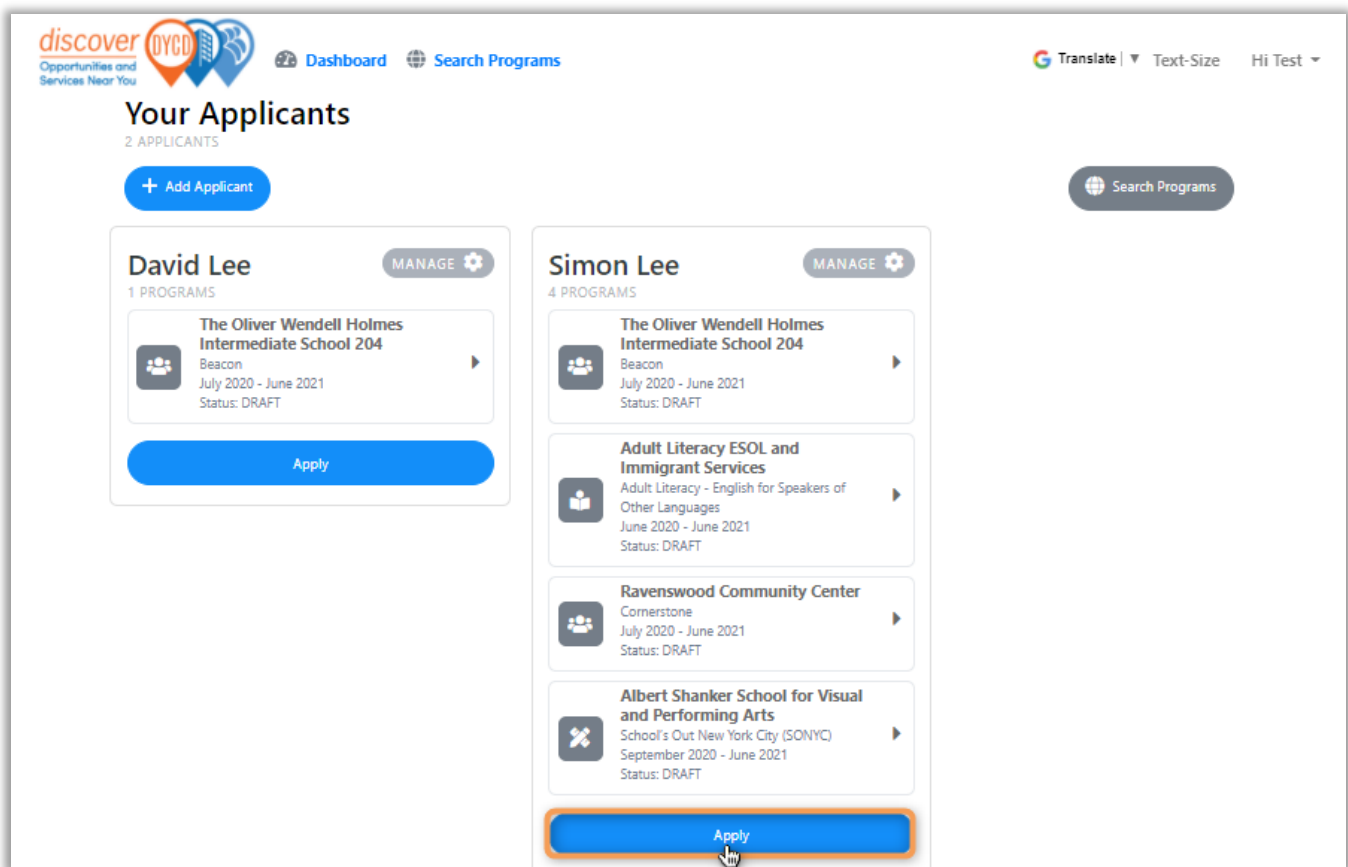


**Step 3:** You may return to your results to add more DYCD Programs or click Dashboard to continue with the application process.



### Submitting an Online Application

**Step 1:** From your Dashboard, click on Apply the continue with an application to a program you have added to your dashboard with an applicant.

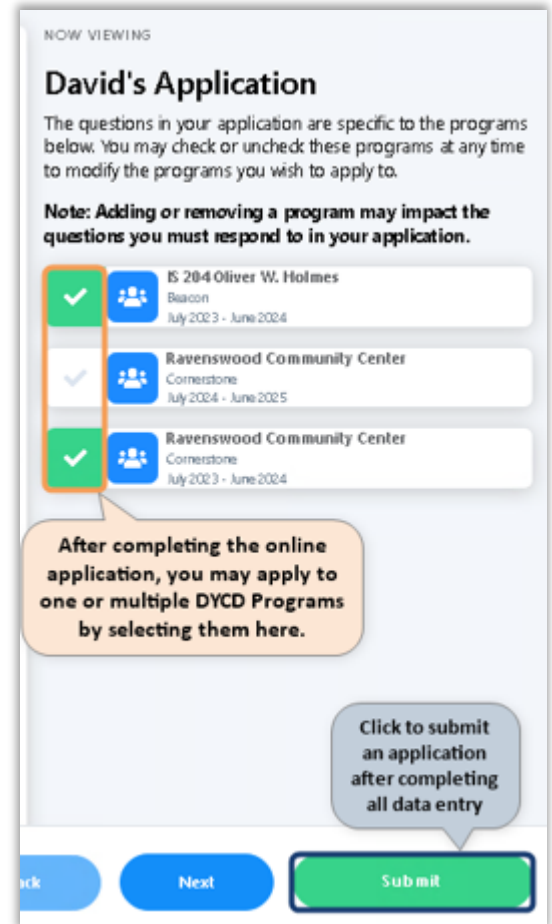
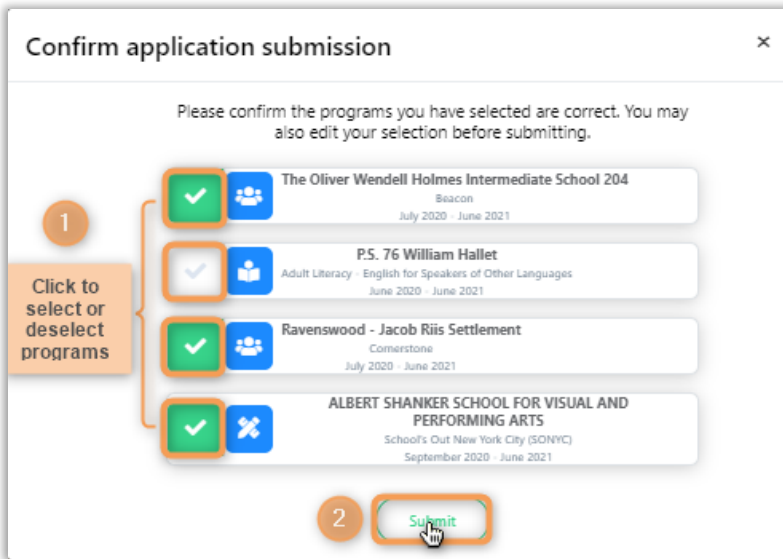


**Step 2:** Complete data entry on each section of the application by clicking on fields to select from the available options and typing data into the fields.

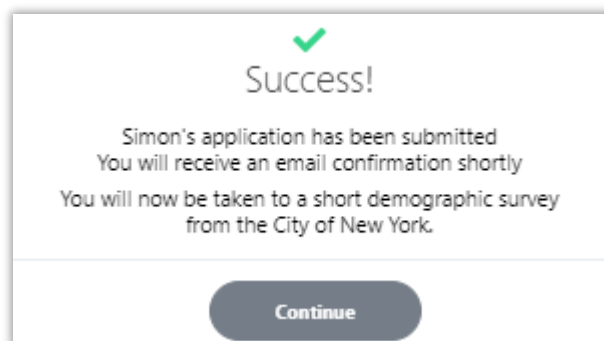
The screenshot shows a web application interface for 'Applicant Information'. At the top, a progress bar contains eight steps: STEP 1, STEP 2, STEP 3, STEP 4, STEP 5, STEP 6, STEP 7, and STEP 8. STEP 5 is highlighted with a red border and a house icon, indicating the current step. Below the progress bar, the form is titled 'Applicant Information'. It contains several input fields: 'Applicant's First Name' (containing 'David'), 'Middle Initial' (containing 'Middle Initial'), 'Last Name' (containing 'Parker'), and 'David's Date of Birth' (containing '07-09-2012'). Below these fields are radio buttons for 'David's Sex at Birth' (Male, Female, X (Not Male Or Female), Not Sure) and a list of checkboxes for 'David's Race and Ethnicity (Select all that apply)\*'. The 'Asian' checkbox is checked. Below this is another list of checkboxes for 'If of Asian origin, please select from the following (Select All That Apply)\*', with 'South Korean' checked. A callout bubble points to the race/ethnicity list with the text 'Click to select from available options for each required field.' Another callout bubble points to the progress bar with the text 'This progress bar updates as you complete data entry on each Step.' A third callout bubble points to the top navigation bar with the text 'You can click on any Step to navigate to that section of the application.' At the bottom of the form, there is a progress indicator for 'David's application' showing 48% completion, a 'Save and Continue Later' button, and a 'Back' button.

**Step 3:** On the right side of the page, select the the DYCD Programs that you would like to apply to. Then, click “Submit” at the bottom right corner of the page.

**Step 4:** Confirm the DYCD Programs that you are applying to. Then, click “Submit” at the bottom of the page.



**Step 4 (Recommended):** Click “Continue” to complete a short demographic survey.



# How do I Know if my Online Application was Submitted Correctly?

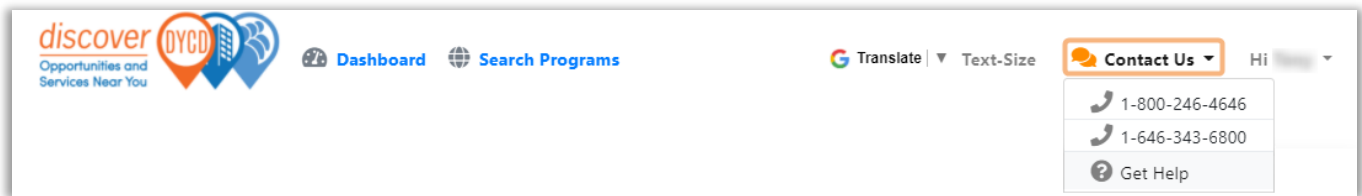
After submitting your online application you will immediately receive an email confirmation that your application was submitted. A program team member will then review your application's eligibility and contact you to confirm interest and collect additional information. If an application is declined, then you will receive an email informing you and your Dashboard will be updated to include a reason for the decline.

You may navigate to your Dashboard anytime to view the Application Status. Additionally, you will receive an email to notify you of any status updates. From the Dashboard you have the ability to revoke your online application if you decide that you are no longer interested in a DYCD Program.

The screenshot shows the 'Your Applicants' dashboard for a user named David Lee. The dashboard includes a header with the 'discover DYCD' logo, navigation links for 'Dashboard' and 'Search Programs', and utility links for 'Translate' and 'Text-Size'. Below the header, there is a '+ Add Applicant' button and a 'Search Programs' button. The main content area displays a list of two programs. The first program is 'P.S. 111 Jacob J. Eckwell' with a status of 'SUBMITTED'. The second program is 'Abrim Enterprises Inc. - Learning Lab' with a status of 'SUBMITTED'. Callouts provide instructions: 'Application status is now 'Submitted'' points to the status text; 'Click here to view new options' points to a play button icon; 'Click here to view the submitted online application' points to the 'VIEW APPLICATION' button; 'Click here to view Program Information' points to the 'VIEW PROGRAM' button; and 'Click here to withdraw your application' points to the 'REVOKE APPLICATION' button.

# Getting Help from DYCD Community Connect

If you have any questions or concerns, please call DYCD Community Connect at 1-800-246-4646 or 1-646-343-6800. Alternatively, you may submit a ticket or help request by clicking on “Contact Us,” and then “Get Help.”



### Get Help

Fill out the information below to get help or provide feedback on discoverDYCD

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Required	Required
Email*	Phone Number
<input type="text"/>	<input type="text"/>
Invalid pattern	Please use the XXX-XXX-XXXX format
<input type="checkbox"/> Request a phone call	
<b>This relates to: *</b>	
<input type="checkbox"/> Finding a DYCD Service	<input type="checkbox"/> Applying for a DYCD Service
Choose at least one	
<b>Please use the space below to provide a detailed description of your question, issue or feedback *</b>	
<input type="text"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>