

Assigning Access to Workscopes in Participant Tracking

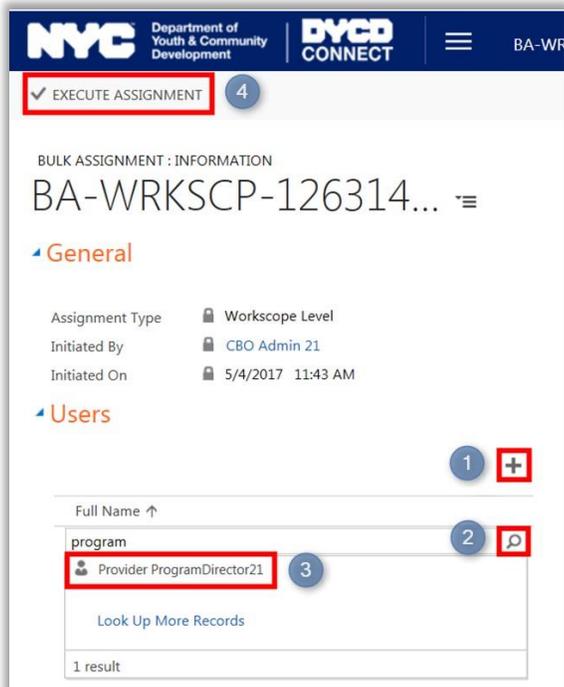
It is primarily the responsibility of the CBO Admin to assign the appropriate users access to workscopes.

Log in to DYCD Connect and Participant Tracking. Go to the Workscopes view:

Click the  icon Click on “Main Menu” Select “Workscopes”

- 1 On the Workscope Grid, highlight one or more workscopes to assign to a user by [clicking the check mark](#) to the left of the Workscope Name column. Select “CBO Assignment” icon.

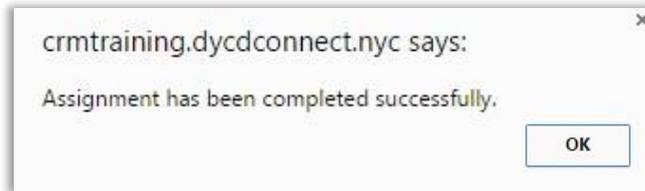
2



A new window will open which allows you to search all users within your CBO to assign access.

- 1 Click on the  icon to add a new user.
- 2 Enter User's Name in the Search box & click on 
- 3 Select the Program Director.
- 4 Click on the [Execute Assignment](#) button.

Upon successful assignment, the following prompt will appear:

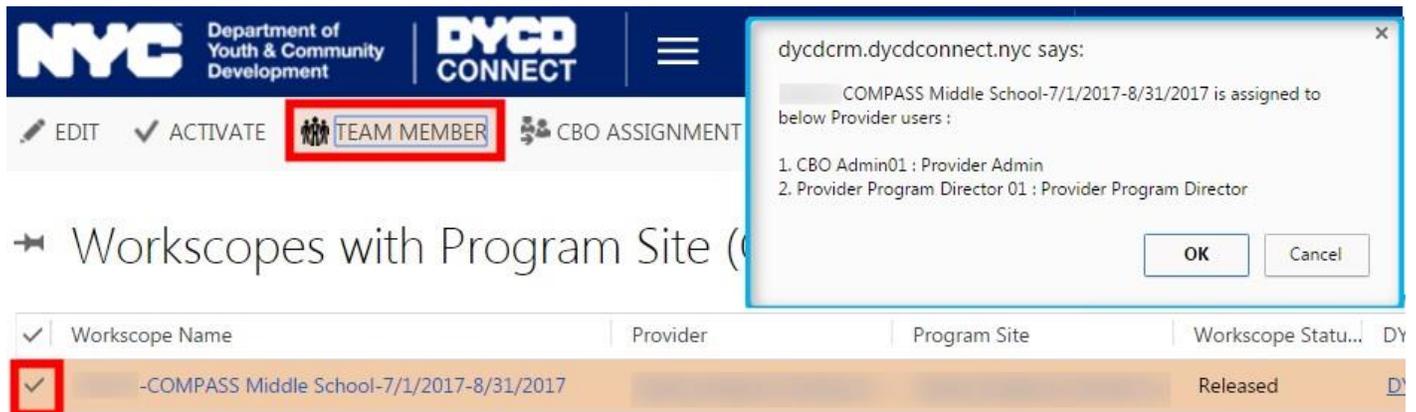


User(s) should be able to access and edit the workscope assigned.

✓ *Note: Access is assigned by workscope, not by contract. Therefore, if you assign access to a summer workscope, you will also need to assign access for the school year workscope if necessary.*

Confirming Access to Workscopes

To view the list of users who have access to a workscope, highlight the workscope and [click on the Team Member icon](#). A pop-up notification will appear with a list of Provider users who have access to the workscope. The Team Member icon can also be accessed when a workscope is open.



The screenshot shows the NYC Department of Youth & Community Development (DYCD) Connect interface. The 'TEAM MEMBER' icon is highlighted with a red box. A pop-up dialog box from dycdcrm.dycdconnect.nyc is open, displaying the following information:

dycdcrm.dycdconnect.nyc says:
COMPASS Middle School-7/1/2017-8/31/2017 is assigned to below Provider users :
1. CBO Admin01 : Provider Admin
2. Provider Program Director 01 : Provider Program Director
OK Cancel

Workscope Name	Provider	Program Site	Workscope Statu...	DY
✓ -COMPASS Middle School-7/1/2017-8/31/2017			Released	DY

✓ *Note: You cannot edit or add users from this screen. You must follow the CBO Assignment process.*

DYCD Connect Help Center

For any issues, submit a ticket through the [Help Center](#) on the DYCD Connect homepage.

Users should expect a response within 1 business day.

DYCD RESOURCE CENTER

DYCD Connect is the main resource center to help organizations communicate and coordinate with the communities they serve.

**DYCD WEBSITE**

View DYCD's public website for information about our funded programs.

**CAPACITY BUILDING**

DYCD invests in building the capacity of nonprofit organizations as a strategy to help ensure that youth and families receive high-quality services.

**HELP CENTER**

Having trouble? Send a message to our support team through the Help Center.

**F.A.Q**

Read Frequently Asked Questions to learn more about DYCD Connect.

DYCD HELP CENTER

The DYCD help center is where you can find resources to help with the technical and operational issues you may come across. Here you can contact DYCD support directly or look into additional resources and guides that can help you move forward with your tasks.

 first name	Enter your first name	 last name	Enter your last name
 phone	Enter your phone number	 email	Enter your e-mail address
 organization	Select an Organization		
 program area	Select a Program Area	 program type	Select a Program Type

I am a DYCD employee

Select if you need operational or technical help:

NEED TECHNICAL ASSISTANCE? <p>If you are having a technical issue related to logging in, accessing your services, or experiencing a bug, contact the technical help desk</p>	NEED OPERATIONAL ASSISTANCE? <p>Having trouble performing your existing operations using the new systems and tools within DYCD connect? Get in touch with a program specialist</p>
---	---

Detailed Description: