



discoverDYCD User Guide



Table of Contents

What is <i>discoverDYCD</i>?	3
How do I Access <i>discoverDYCD</i>?	3
Creating a New User Account & Signing In.....	3
How do I Add Applicants to my <i>discoverDYCD</i> Account?	6
Adding Applicants to your Dashboard.....	6
How do I Find DYCD Programs on <i>discoverDYCD</i>?	8
How do I Search for DYCD Programs by Keyword Search?.....	8
How do I Search for DYCD Programs by Service Types?	8
How do I Search for DYCD Programs by Location?	9
<i>Completing a Search via Map Location + Distance</i>	9
<i>Completing a Search via Zip Code + Distance</i>	10
<i>Completing a Search by Borough/Neighborhood</i>	10
How do I Apply to DYCD Programs?	11
Adding DYCD Programs to your Dashboard	11
Submitting an Online Application	13
How do I Know if my Online Application was Submitted Correctly?	16

What is *discover*DYCD?

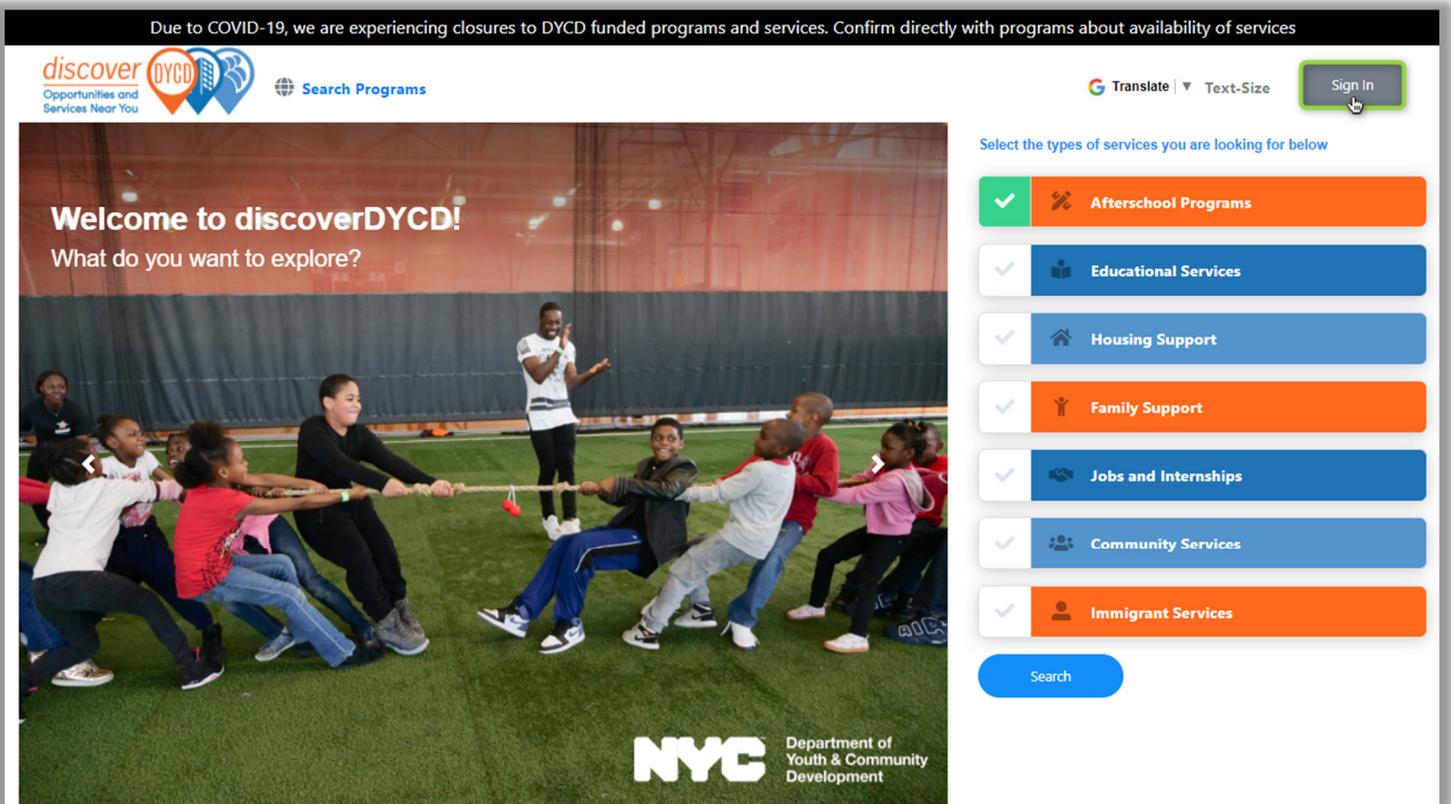
*discover*DYCD is an online application portal that will allow you to find DYCD Programs throughout New York City and submit online applications to participate in them. Completing one online application enables you to apply to multiple DYCD Programs. To apply to programs using the system, you are required to create a *discover*DYCD account, add applicants to the account, add programs you are interested in and submit an online application.

How do I Access *discover*DYCD?

To access *discover*DYCD you must first create an user account or associate an existing account from our partnered organizations.

Creating a New User Account & Signing In

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



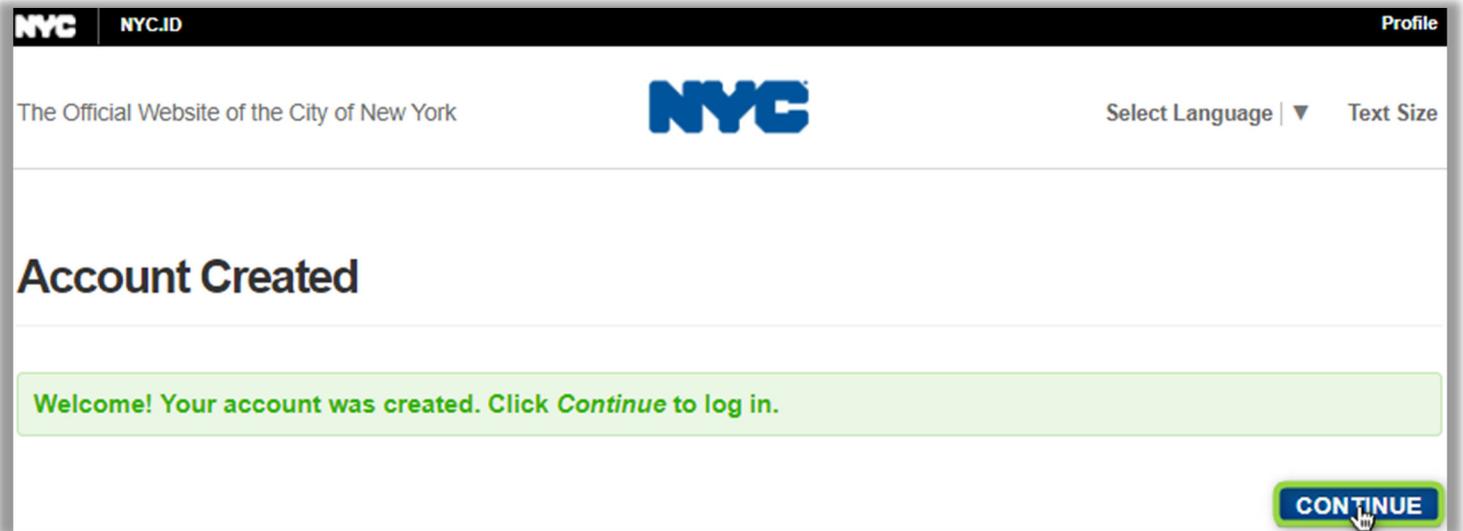
Step 1: Click [Create Account](#) to create a *discoverDYCD* account or login to the portal by linking an existing account from organizations on right.

The screenshot shows the NYC ID Login page. At the top, it says "NYC NYC.ID" and "The Official Website of the City of New York". There are links for "Select Language" and "Text Size". The main heading is "Login". Below it, it says "Log in using your NYC account." There are two input fields: "Email Address or Username: *" and "Password: *". A blue "Log In" button is below the fields. To the right, it says "Log in using one of these options:" and lists several options: "NYC Employees", "Apple Login", "Facebook Log in", "Google", "LinkedIn", "Microsoft", and "Yahoo". A callout box points to these options with the text: "If you have an account with any of these organizations, then you may log onto DiscoverDYCD using the existing account." At the bottom left, there is a "Create Account" link highlighted with a green box and a callout box that says "Click to create a new account with DiscoverDYCD". Below "Create Account" are links for "Forgot Password" and "Report an Issue".

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 NYC ID Create Account page. At the top, it says "NYC NYC.ID" and "The Official Website of the City of New York". There are links for "Select Language" and "Text Size". The main heading is "Create Account". Below it, there is a blue box that says "All fields are required." There are 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:". There are question mark icons next to the labels for each section.

Step 2: After creating an account, click **CONTINUE**.



Step 3: Return to the <https://discoverDYCD.dycdconnect.nyc/home>, click **Sign In** and login using your newly created account.

A screenshot of the NYC website's login form. The title is 'Login'. Below the title, it says 'Log in using your NYC account.' There are two input fields: 'Email Address or Username: *' with the text 'test2022' entered, and 'Password: *' with a masked password represented by seven dots. A blue 'Log In' button is at the bottom of the form.

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.

Account Profile: test2022

EMAIL ADDRESS

PASSWORD

NAME

SECURITY QUESTIONS

DEACTIVATE

Your new email address is pending confirmation. To confirm your new email address, click on the link in the email that was sent to the new email address. If you are prompted to login, enter your current email address or username and password. If you have not received the email, check your spam/junk folder.

Usernames cannot be changed. Enter an email address to replace your username.



New Email Address:

test2022

Confirm New Email Address:

Current Password:

SAVE CHANGES

How do I Add Applicants to my *discover*DYCD Account?

After creating a *discover*DYCD 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.

discover
Opportunities and
Services Near You



Dashboard



Search Programs

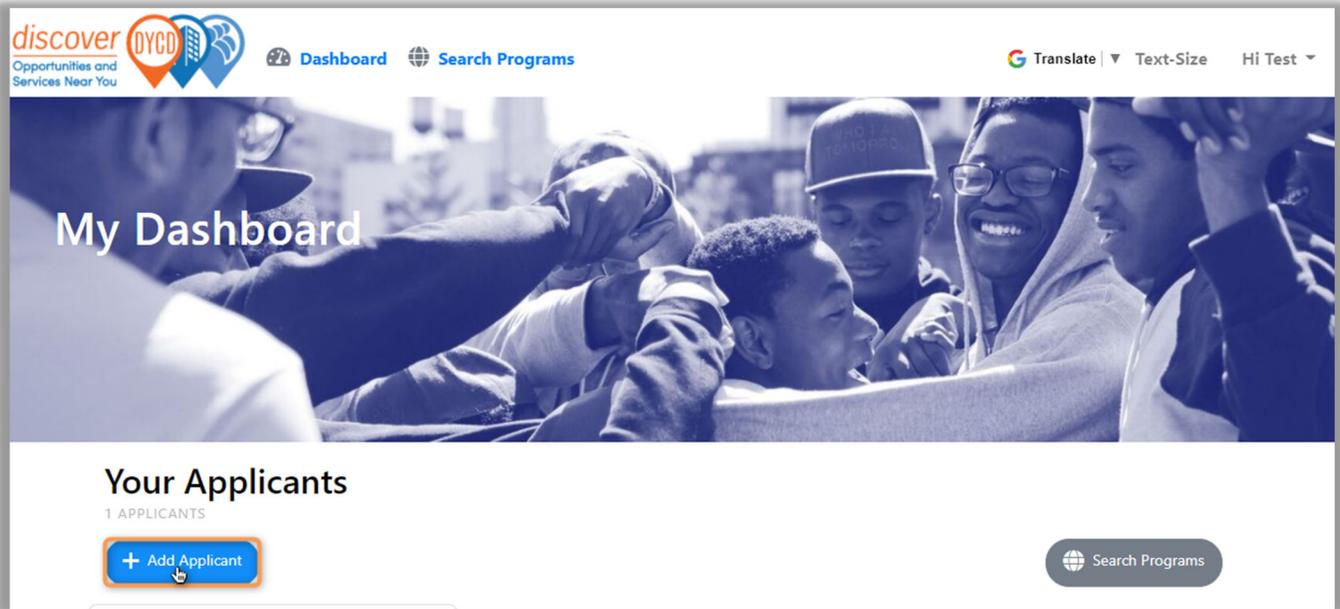


Translate

Text-Size

Hi Test

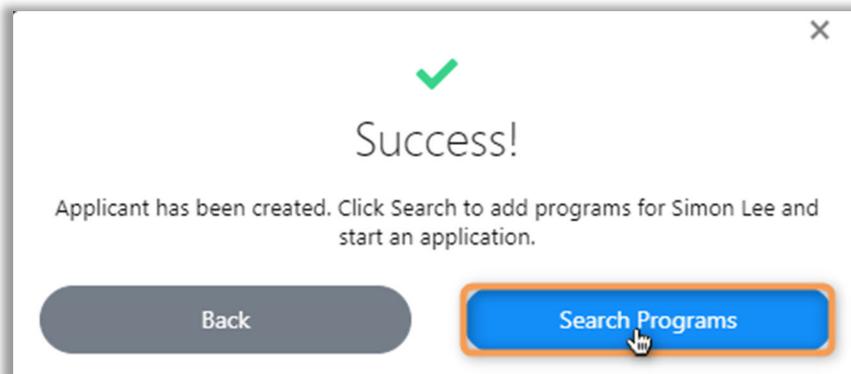
Step 2: Click [+ Add Applicant](#) at the bottom of the page.



Step 3: Complete data entry on the pop-up & click [Create Applicant](#).

A screenshot of a "Add applicant" form. The form has a title "Add applicant" at the top. It contains several required fields: "Relationship*" with a dropdown menu showing "Myself", "My Child", and "Another Person"; "Last Name*" with a text input field; "Date of Birth*" with a text input field containing "mm-dd-yyyy"; and "Sex at Birth*" with a dropdown menu. There are two callout boxes: one pointing to the "Relationship*" dropdown with the text "Click & complete each field", and another pointing to the "Create Applicant" button with the text "After completing all fields, click here". At the bottom left is a "Cancel" button, and at the bottom right is a blue "Create Applicant" button with a white plus sign.

Step 3: After creating an applicant, click [Search Programs](#) on the pop up to find DYCD programs.



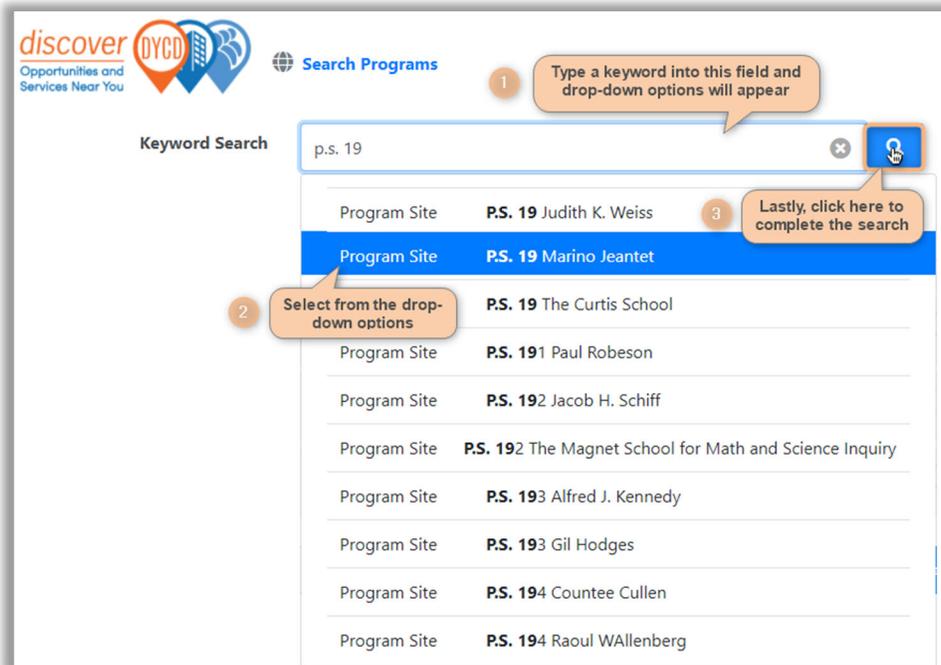
How do I Find DYCD Programs on *discoverDYCD*?

After creating a *discoverDYCD* account and adding applicants to your Dashboard, you will need to find DYCD Programs and add them to the list of programs that you are interested in applying to. You may find programs by clicking on  [Search Programs](#) at the top of any DiscoverDYCD page.



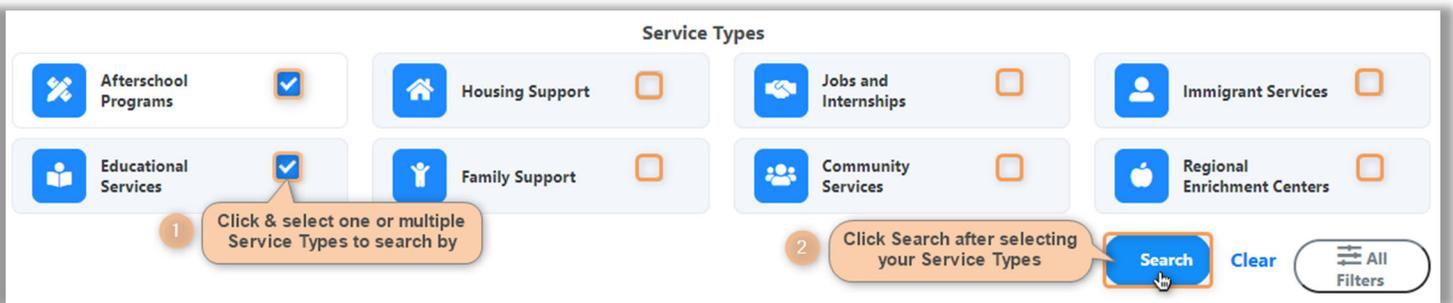
How do I Search for DYCD Programs by Keyword Search?

You may initiate a keyword search by typing the name of a program site, an activity name, program features and more. As you type, drop-down options will appear and you may select from the options.



How do I Search for DYCD Programs by Service Types?

You may initiate a program search by Service type by checking the box next a Service Type and then clicking the search button towards the middle of the page.



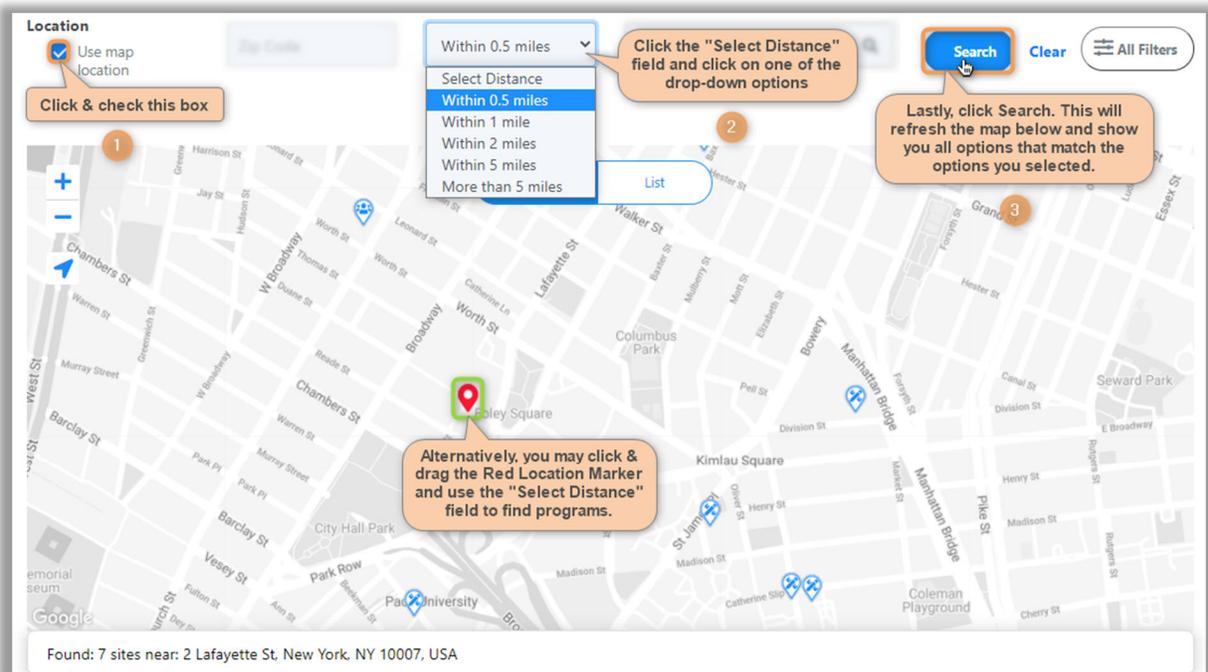
How do I Search for DYCD Programs by Location?

You may search for DYCD Programs by using the map at the bottom of the *discoverDYCD* Search Programs page.



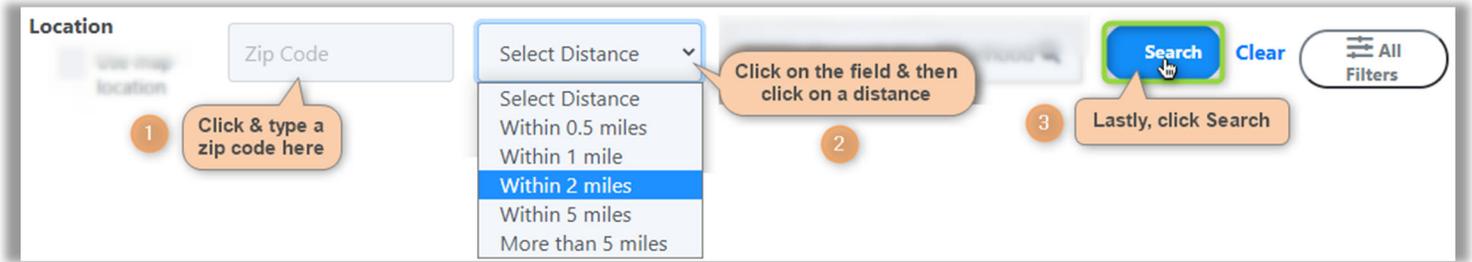
Completing a Search via Map Location + Distance

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, 📍.



Completing a Search via Zip Code + Distance

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

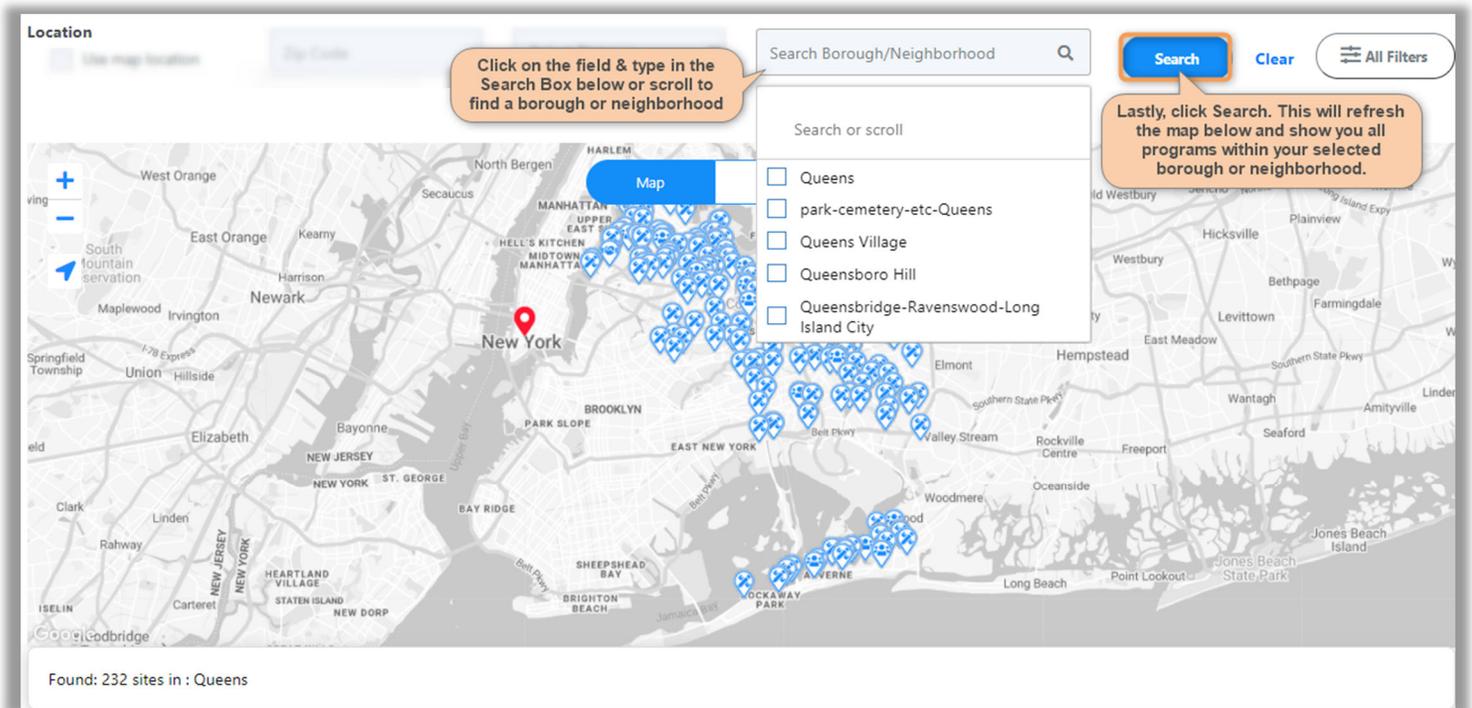


The screenshot shows the search interface with the following elements and annotations:

- Location** section with a **Zip Code** input field. An annotation with a circled '1' says: "Click & type a zip code here".
- A **Select Distance** dropdown menu is open, showing options: "Select Distance", "Within 0.5 miles", "Within 1 mile", "Within 2 miles" (highlighted), "Within 5 miles", and "More than 5 miles". An annotation with a circled '2' says: "Click on the field & then click on a distance".
- A **Search** button is highlighted with a green box. An annotation with a circled '3' says: "Lastly, click Search".
- A **Clear** button and an **All Filters** button are also visible.

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.

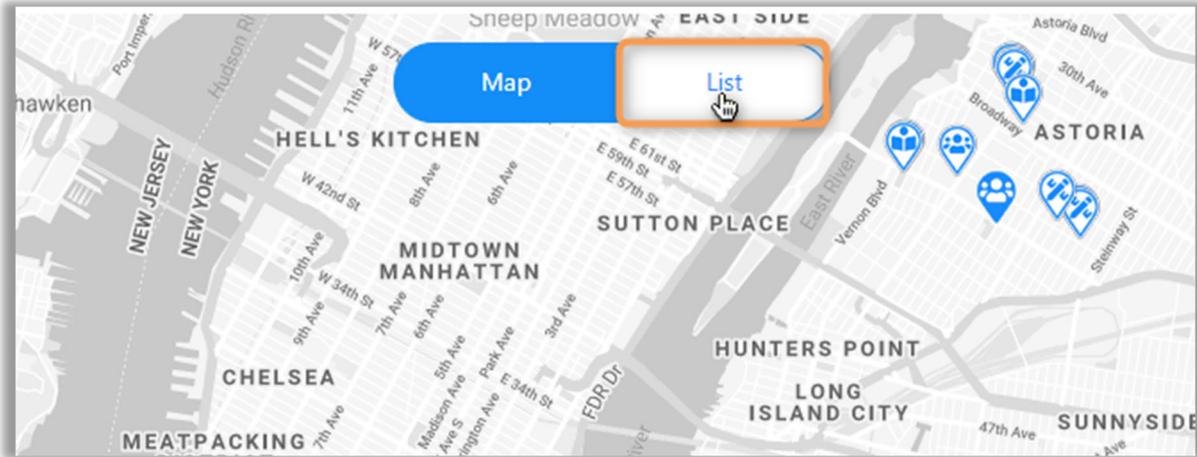


The screenshot shows the search interface with a map of New York City and the following elements and annotations:

- Location** section with a **Zip Code** input field and a **Search Borough/Neighborhood** search box. An annotation with a circled '1' says: "Click on the field & type in the Search Box below or scroll to find a borough or neighborhood".
- The **Search Borough/Neighborhood** dropdown menu is open, showing a list of boroughs with checkboxes: "Queens", "park-cemetery-etc-Queens", "Queens Village", "Queensboro Hill", and "Queensbridge-Ravenswood-Long Island City".
- A **Search** button is highlighted with an orange box. An annotation with a circled '2' says: "Lastly, click Search. This will refresh the map below and show you all programs within your selected borough or neighborhood.".
- A **Map** button is visible on the map.
- The map shows a red location marker over New York City and numerous blue location markers across the city.
- At the bottom, a status bar reads: "Found: 232 sites in : Queens".

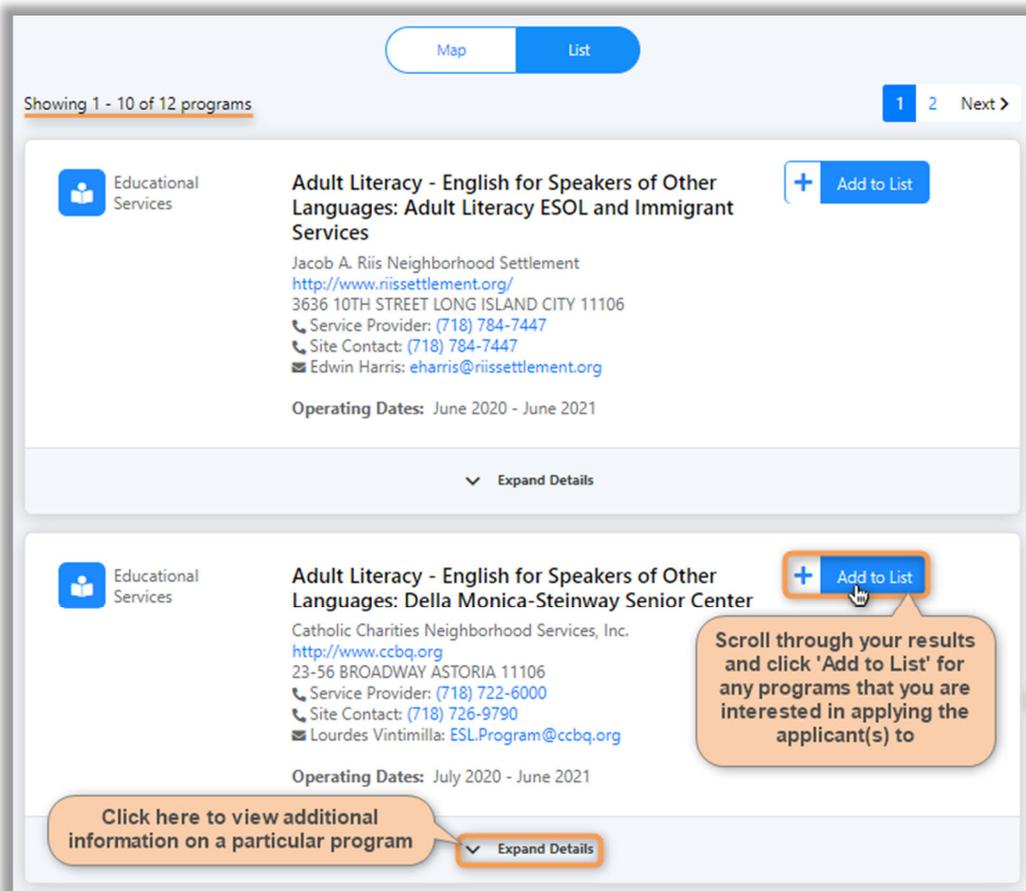
How do I Apply to DYCD Programs?

After finding DYCD programs, it is helpful to view the results in List form. To apply to a DYCD program, you must add programs to your dashboard and submit online applications for applicants on the account.

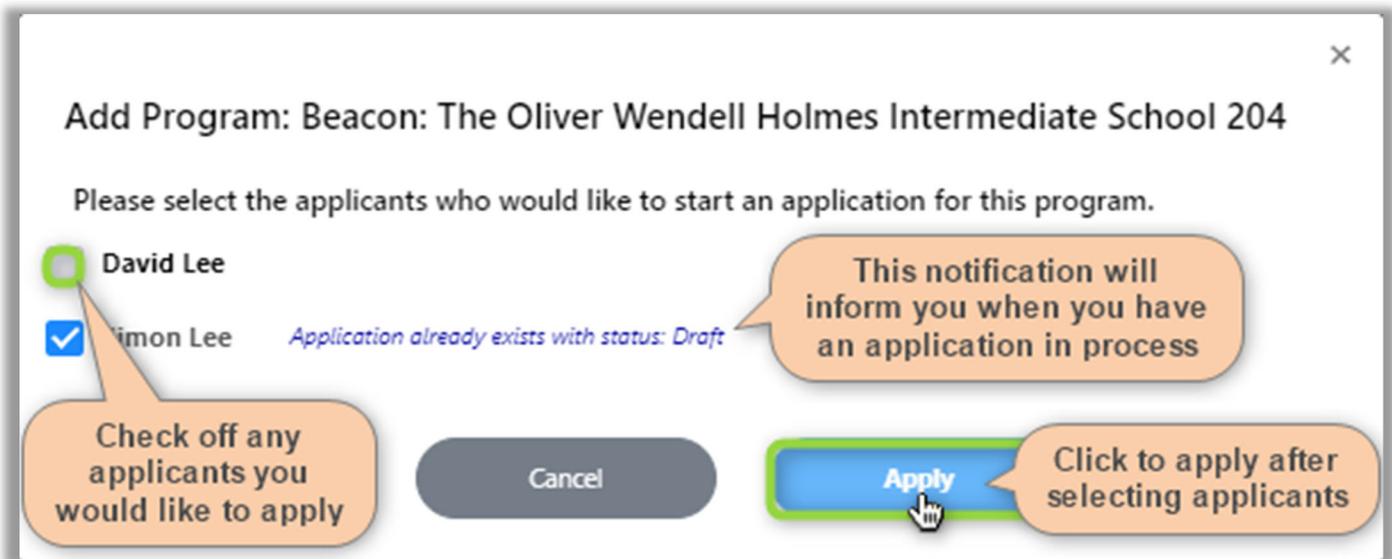


Adding DYCD Programs to your Dashboard

Step 1: Scroll through your search results & click  for any program of interest.



Step 2: Select applicants for the program & click .



Add Program: Beacon: The Oliver Wendell Holmes Intermediate School 204

Please select the applicants who would like to start an application for this program.

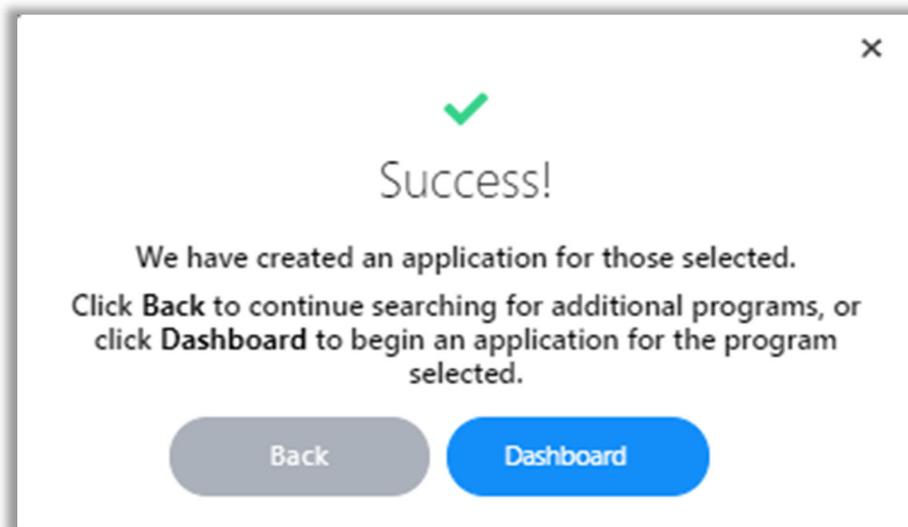
- David Lee
- Simon Lee *Application already exists with status: Draft*

Callouts:

- Check off any applicants you would like to apply
- This notification will inform you when you have an application in process
- Click to apply after selecting applicants

Buttons: Cancel, Apply

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



Success!

We have created an application for those selected.
Click **Back** to continue searching for additional programs, or click **Dashboard** to begin an application for the program selected.

Buttons: Back, Dashboard

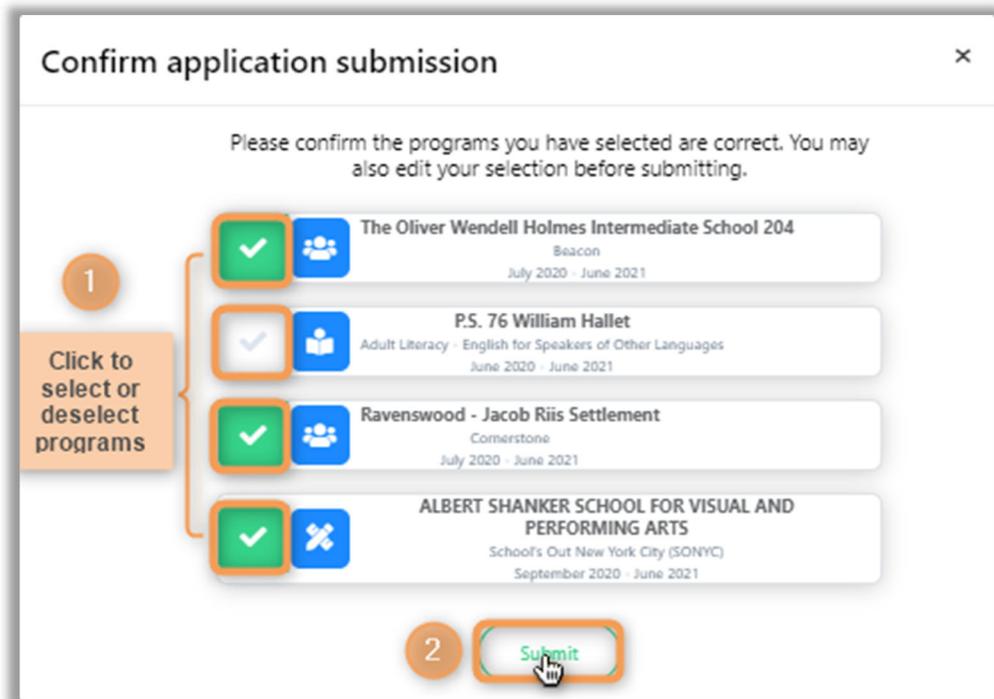
Submitting an Online Application

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.

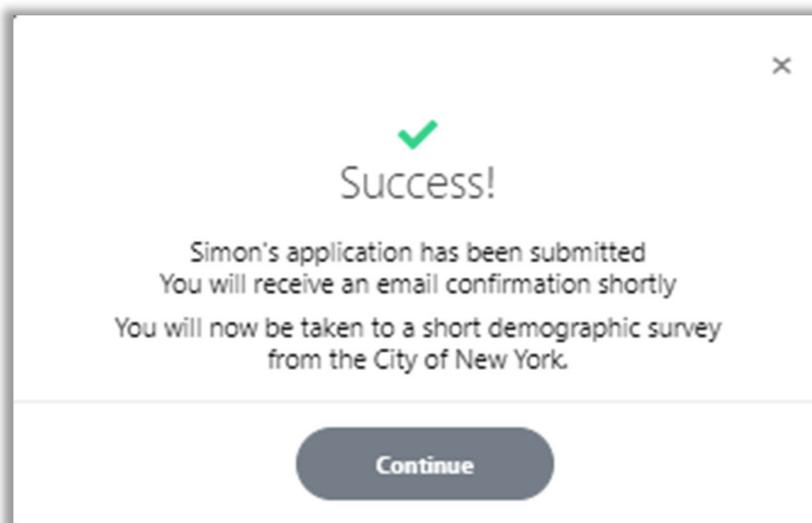
The screenshot shows a web dashboard titled "Your Applicants" with the "discover OYCD" logo and navigation links for "Dashboard" and "Search Programs". The page displays two applicant profiles:

- David Lee** (1 PROGRAM):
 - Program: The Oliver Wendell Holmes Intermediate School 204, Beacon, July 2020 - June 2021, Status: DRAFT.
 - Button: Apply
- Simon Lee** (4 PROGRAMS):
 - Program 1: The Oliver Wendell Holmes Intermediate School 204, Beacon, July 2020 - June 2021, Status: DRAFT.
 - Program 2: Adult Literacy ESOL and Immigrant Services, Adult Literacy - English for Speakers of Other Languages, June 2020 - June 2021, Status: DRAFT.
 - Program 3: Ravenswood Community Center, Cornerstone, July 2020 - June 2021, Status: DRAFT.
 - Program 4: Albert Shanker School for Visual and Performing Arts, School's Out New York City (SONYC), September 2020 - June 2021, Status: DRAFT.
 - Button: Apply (highlighted with a mouse cursor)

Step 3: Confirm the DYCD Programs that you are applying to.



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 receive an email confirmation that your application was submitted. Additionally, you may navigate to your Dashboard to view the Application Status. You will also 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 with the following details:

- Header:** 'discover DYCD Opportunities and Services Near You', 'Dashboard', 'Search Programs', 'Translate', 'Text-Size', 'Hi Test'.
- Section:** 'Your Applicants' with '2 APPLICANTS'.
- Buttons:** '+ Add Applicant' and 'Search Programs'.
- Applicant 1: David Lee (1 PROGRAMS)**
 - Program: 'The Oliver Wendell Holmes Intermediate School 204' (Beacon, July 2020 - June 2021, Status: DRAFT).
 - Button: 'Apply'.
- Applicant 2: Simon Lee (4 PROGRAMS)**
 - Program 1: 'The Oliver Wendell Holmes Intermediate School 204' (Beacon, July 2020 - June 2021, Status: SUBMITTED). Callouts: 'Application status is now 'Submitted'', 'Click to view additional options' (pointing to a play button icon), and 'New options appear after submitting an application' (pointing to a box containing 'VIEW PROGRAM', 'VIEW APPLICATION', and 'REVOKE APPLICATION' buttons).
 - Program 2: 'Adult Literacy ESOL and Immigrant Services' (Adult Literacy - English for Speakers of Other Languages, June 2020 - June 2021, Status: DRAFT).
 - Program 3: 'Ravenswood Community Center' (Cornerstone, July 2020 - June 2021, Status: SUBMITTED).
 - Program 4: 'Albert Shanker School for Visual and Performing Arts' (School's Out New York City (SONYC), September 2020 - June 2021, Status: SUBMITTED).
 - Button: 'Apply'.