



discoverDYCD User Guide



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What is *discover*DYCD?

*discover*DYCD 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 discover*DYCD 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 *discover*DYCD?

You may find DYCD Programs by navigating to the *discover*DYCD homepage at <u>https://discoverdycd.dycdconnect.nyc/home</u>. 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 *discover*DYCD 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 apear and you may select from the options.

Opportunities and Services Near You	Search Programs	Type a keyword into this field and drop-down options will appear
Keyword Search	p.s. 19	∞ 🚱
	Program Site	P.S. 19 Judith K. Weiss 3 Lastly, click here to complete the search
	Program Site	P.S. 19 Marino Jeantet
2 Se	elect from the drop- down options	P.S. 19 The Curtis School
_	Program Site	P.S. 191 Paul Robeson
	Program Site	P.S. 192 Jacob H. Schiff
	Program Site	P.S. 192 The Magnet School for Math and Science Inquiry
	Program Site	P.S. 193 Alfred J. Kennedy
	Program Site	P.S. 193 Gil Hodges
	Program Site	P.S. 194 Countee Cullen
	Program Site	P.S. 194 Raoul WAllenberg

How do I Search for DYCD Programs by Service Types?

After clicking on search Programs from the *discover*DYCD Homepage, you may initiate a program search by Service type by checking the box next a Service Type and then clicking the search button at the bottom right of the page.





How do I Search for DYCD Programs by Location?

After clicking on search Programs from the *discover*DYCD Homepage, you may also search for DYCD Programs by using the map at the bottom of the *discover*DYCD 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, **Q**.





Completing a Search via Zip Code + Distance

You may choose to disregard the Red Location Marker, \mathbf{Q} , 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 *discover*DYCD Homepage, you may initiate an advanced search by clicking states. This will enable additional filters to appear on screen that you may use in conjunction with all the other available options on the page.

Opportunities and Services Near You	grams			G English ▼ Text-Size	Sign In
Keyword Search	Keyword Search			Q	
	s	ervice Types			
Afterschool Programs	Housing Support	Jobs and Inte	ernships	Immigrant Services	
Educational Services	Family Support	Community S	Services	Learning Labs	
Location Use map lo Click on the field & check off options in the drop down	Within 1 mile	✓ Search Borough/Ne	ighborhood Q	Search Clear =	E Hide Filters
Program Types Search Q	Grades Clementary School	Age Middle School Ent College	ter Age	Click Search to find programs	*
Select All Search or scroll	You may select school level(s) here	B I	You may add a for applicants	an age ; here	
T Adolescent Literacy Adult Literacy - Adult Basic Education/High School Eduivalency	ou have first submitted an application to the DC	DE at https://www.schools.nyc.gov/e	enrollment/enrollment-help/lea	rning-bridges	
Adult Literacy - English for Speakers of Other Languages Advance & Earn	Map 176 programs	2 List	3456789	Prir 10 Next >	nt List

How do I Apply to DYCD Programs on *discover*DYCD?

While it is not necessary to have a *discover*DYCD 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 <u>https://discoverDYCD.dycdconnect.nyc/home</u> and click Sign In at the top right of the page.

discover Opportunities and	OVOD B	Search	Programs					G	Tragslate 🔻	Text-Size Sign In
> Select Language	Bulgarian	Esperanto	Haitian Creole	Italian	Latin	Mongolian	The discoverDV	CD page may	he inian	
Afrikaans	Catalan	Estonian	Hausa	Japanese	Latvian	Myanmar (Bur	translated to many la	inguages by o	licking	creating an account
Albanian	Cebuano	Filipino	Hawaiian	Javanese	Lithuanian	Nepali	nere and then the	preferred lang	guage	or to sign in
Amharic	Chichewa	Finnish	Hebrew	Kannada	Luxembourgish	Norwegian	Serbian	Swedish	Uzbek	
Arabic	Chinese (Simplified)	French	Hindi	Kazakh	Macedonian	Odia (Oriya)	Sesotho	Tajik	Vietnamese	ool Programs
Armenian	Chinese (Traditional)	Frisian	Hmong	Khmer	Malagasy	Pashto	Shona	Tamil	Welsh	
Azerbaijani	Corsican	Galician	Hungarian	Kinyarwanda	Malay	Persian	Sindhi	Tatar	Xhosa	
Basque	Croatian	Georgian	Icelandic	Korean	Malayalam	Polish	Sinhala	Telugu	Yiddish	nal Services
Belarusian	Czech	German	Igbo	Kurdish (Kurmanji)	Maltese	Portuguese	Slovak	Thai	Yoruba	
Bengali	Danish	Greek	Indonesian	Kyrgyz	Maori	Punjabi	Slovenian	Turkish	Zulu	
Bosnian	Dutch	Gujarati	Irish	Lao	Marathi	Romanian	Somali	Turkmen		Support



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

NYC.ID		
The Official Website of the City of New York	LVV.	Select Language V Text Size
Login		
Log in using your NYC account.		Log in using one of these options:
Email Address or Username: *		Employees 🖆 Login 📑 Log in
Password *		G Google In. LinkedIn Hicrosoft
	or	Y Yahoo
Log In		If you have an account with any of
Click to create a new		these organizations, then you may
Create Account Forgo assword		existing account.
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 Official Website of the City of New York	Select Language
Create Account	
All fields are required.	
MAIL OR USERNAME	
Email Address or Username:	
Confirm Email Address or Username:	
ASSWORD ? Password:	
Confirm Password	



Step 3: After creating an account, click CONTINUE



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

Login
Log in using your NYC account.
Email Address or Username: *
test2022
Password: *
Log



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: test	2022	
EMAIL ADDRESS PASSWORD NAME	SECURITY QUESTIONS	DEACTIVATE
Your new email address is pendir that was sent to the new email ad username and password. If you h	ng confirmation. To con dress. If you are promp ave not received the er	nfirm your new email address, click on the link in the email pted to login, enter your current email address or mail, check your spam/junk folder.
Usernames cannot be changed. Enter an	email address to replace you	ur 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 *discover*DYCD page, you click on Dashboard.







Step 3: Complete data entry on the pop-up & click Create Applicant

Add a	pplicant
Relationship*	Click & complete each field
Myself My Child Another Person Required	Last Name*
Date of Birth* mm-dd-yyyy	Sex at Birth*
Cancel	Required After completing all fields, click here Create Applicant

NOTE 1: Applicants under the age of 18 that select "Myself" and people who apply for "Another Person" will not see digital consents.

NOTE 2: After creating an applicant, you click MANAGE * to update basic info.



Step 4: 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 *discover*DYCD account you must find DYCD programs using the <u>search options</u> 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.

	Map List Print List
Showing 1 - 10 of 176 programs	1 2 3 4 5 6 7 8 9 10 Next >
Learning Labs	Learning Labs: Bronx House inc. 990 Pelham Parkway South - Learning Lab
Educational Services	Bronx House Inc http://www.bronxhouse.org
Community Services	Service Provider: (718) 792-1800
Family Support	Operating Dates: September 2020 Click here to see more details on this program
	Expand Details

Eligibility Requirements

Participant must be a NYC DOE student in grades K-8, participating in blended learning To apply for a Learning Labs program, please ensure you have first submitted an application to the DOE at https://www.schools.nyc.gov/enrollment/enrollmenthelp/learning-bridges Clicking on **Expand Details** reveals the Eligibility Requirements of the program. You may further click **1** 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.



Step 2: Select applicants for the program & click



Apply

NOTE: If you have not setup any applicants, then you will prompted to add one.





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 then continue with an application to a program you have added to your dashboard with an applicant.





Step 2: Complete data entry on all 6 pages & then click submit at the bottom of the page.

Coportuntier and Coportuntier and Environment Tou	ishboard 🌐 Search Progr	ams Can be used to nav pages of the onlin	G Translate V Text-Size Hi Tony -
Applicant Information	DN Middle Initial	Sections will be outlin in red if any mandato questions are incompl	The second seco
David's Date of Birth 01-01-2012			Abrie Enterprises Inc Learning Lab Learning Lab Reptember 2000 - Aure 2001
David's Size at Birth David's Race * American Indian or Alaskan Nativ Black or African American Native Hawaiian or Other Pacific I White or Caucasian	Male Or Female) ONot S e	Asian Middle Eastern/North African Other	After completing the online application, you may apply to one or multiple DYCD Programs by selecting them here
David's Ethnicity * Hispanic or Latinx Met Himanipror Latinx	~~~~~	~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Add Address Does David have contact int Yes No David's application	is progress bar ate as you com a entrv on the fi	will plete ields Save and Continue Later	be used to navigate ween pages of the aline application line application safter completing all data entry submit

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

	Please confirm the programs you have selected are correct. You may also edit your selection before submitting.
0	The Oliver Wendell Holmes Intermediate School 204 Beacon July 2020 - June 2021
Click to	P.S. 76 William Hallet Adult Literacy - English for Speakers of Other Languages June 2020 - June 2021
deselect programs	Ravenswood - Jacob Riis Settlement Comerstone July 2020 - June 2021
	ALBERT SHANKER SCHOOL FOR VISUAL AND PERFORMING ARTS School's Out New York City (SONYC) September 2020 - June 2021



NOTE: Remember to click the "I'm not a robot."



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. 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.





DYCD Community Connect Get Help

If you have any questions or concerns, please submit a ticket click **Contact Us**, select **Get Help**. For more information, call DYCD Community Connect at 1-800-246-4646 or 1-646-343-6800.



	 J 1-800-246-46 J 1-646-343-68 ⑦ Get Help
	× Get Help
Fill out the information below to g	et help or provide feedback on discoverDYCD
First Name*	Last Name*
Email*	Phone Number
This relates to: *	Request a phone call
Finding a DYCD Service	Applying for a DYCD Service
Please use the space below to prov feedback *	vide a detailed description of your question, issue or

