NYC Department of
Youth & Community
Development

discover
Opportunities and
Services Near You

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.
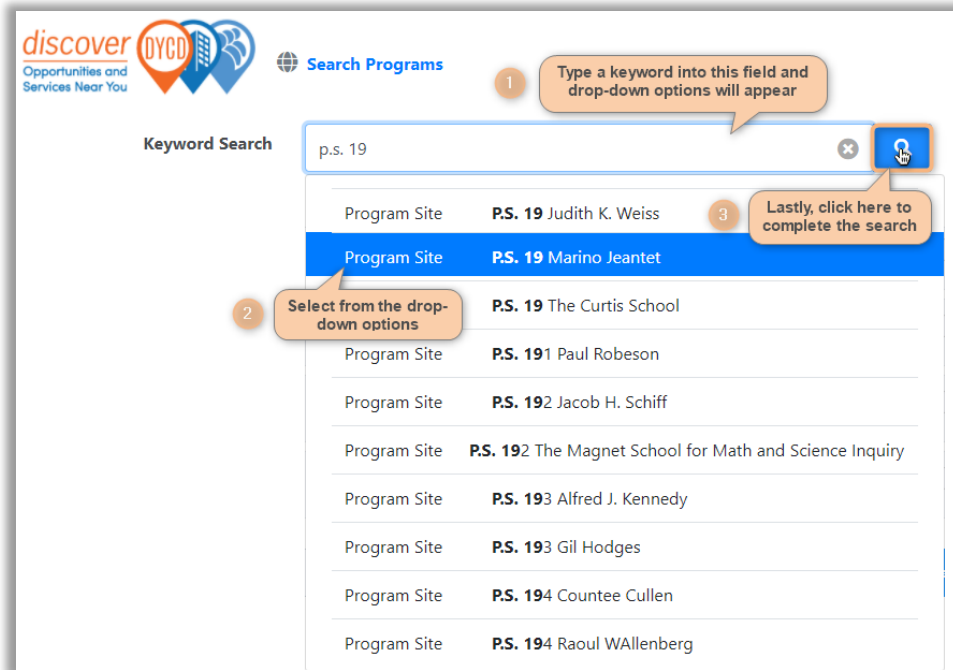
How do I Find DYCD Programs on *discover*DYCD?

You may find DYCD Programs by navigating to the *discover*DYCD homepage at 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].
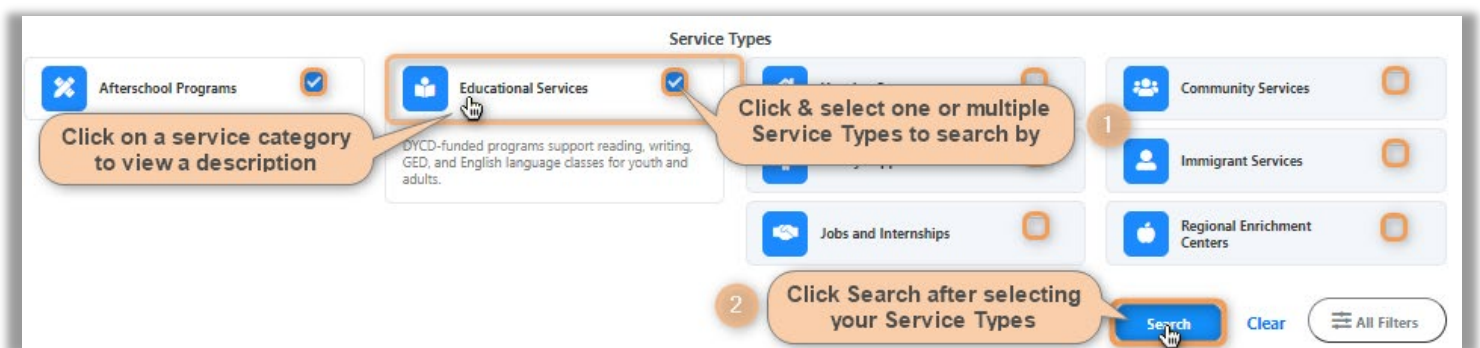
How do I Search for DYCD Programs by Keyword Search?

After clicking on [Search Programs] from the *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.


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.
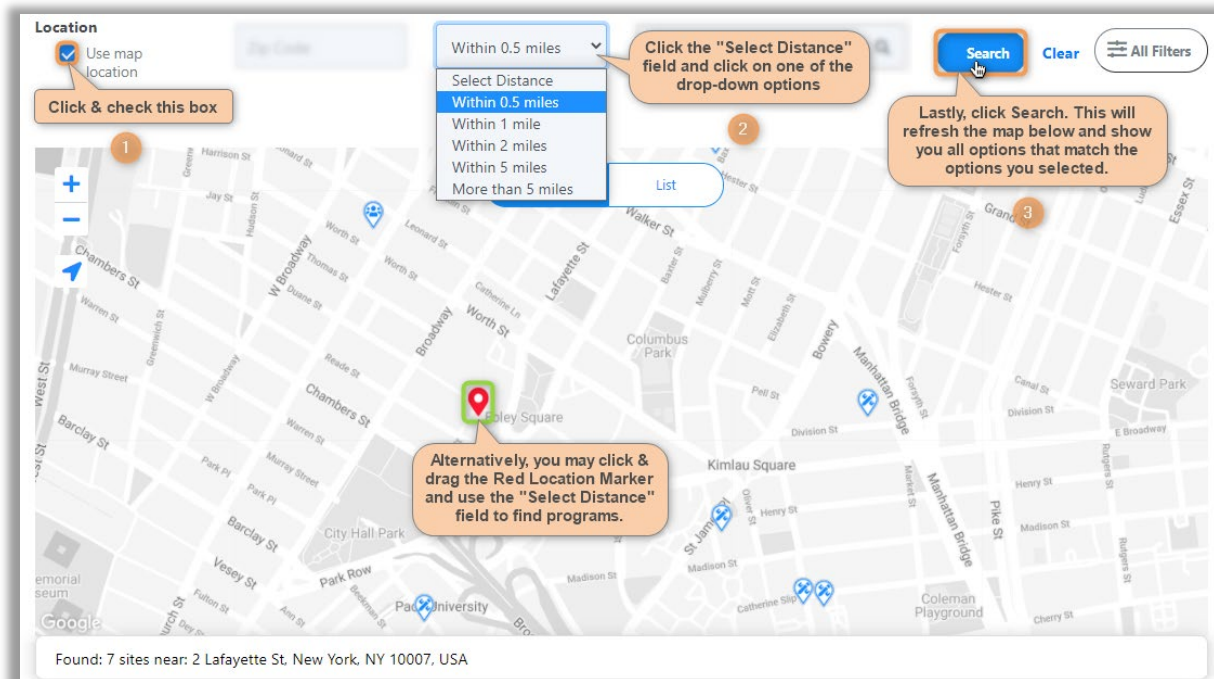
How do I Search for DYCD Programs by Location?

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.
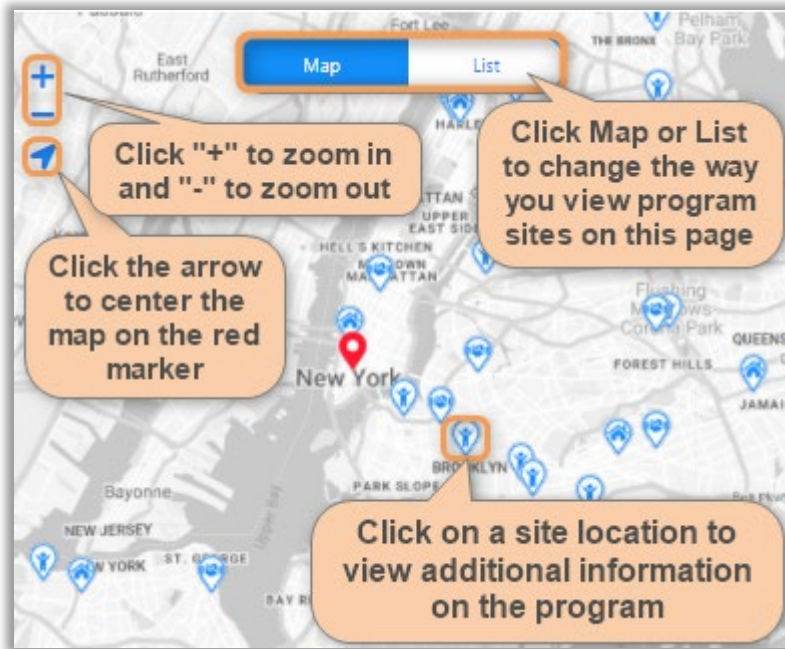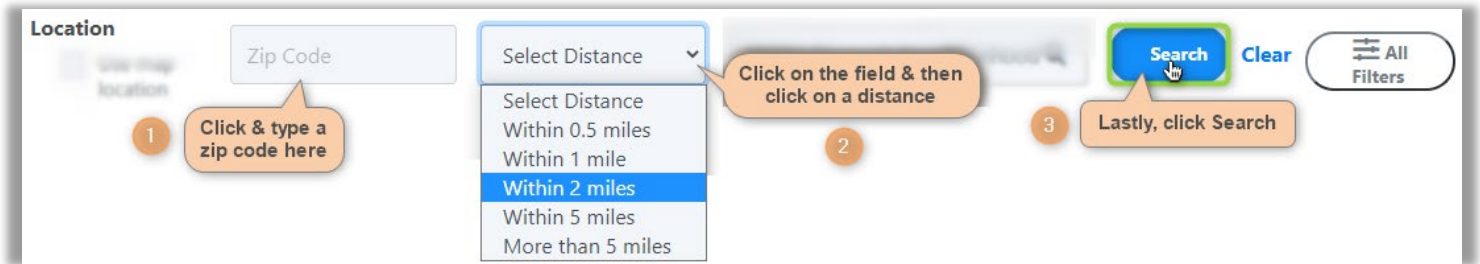

Completing a Search via Map Location + Distance

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, 📍.
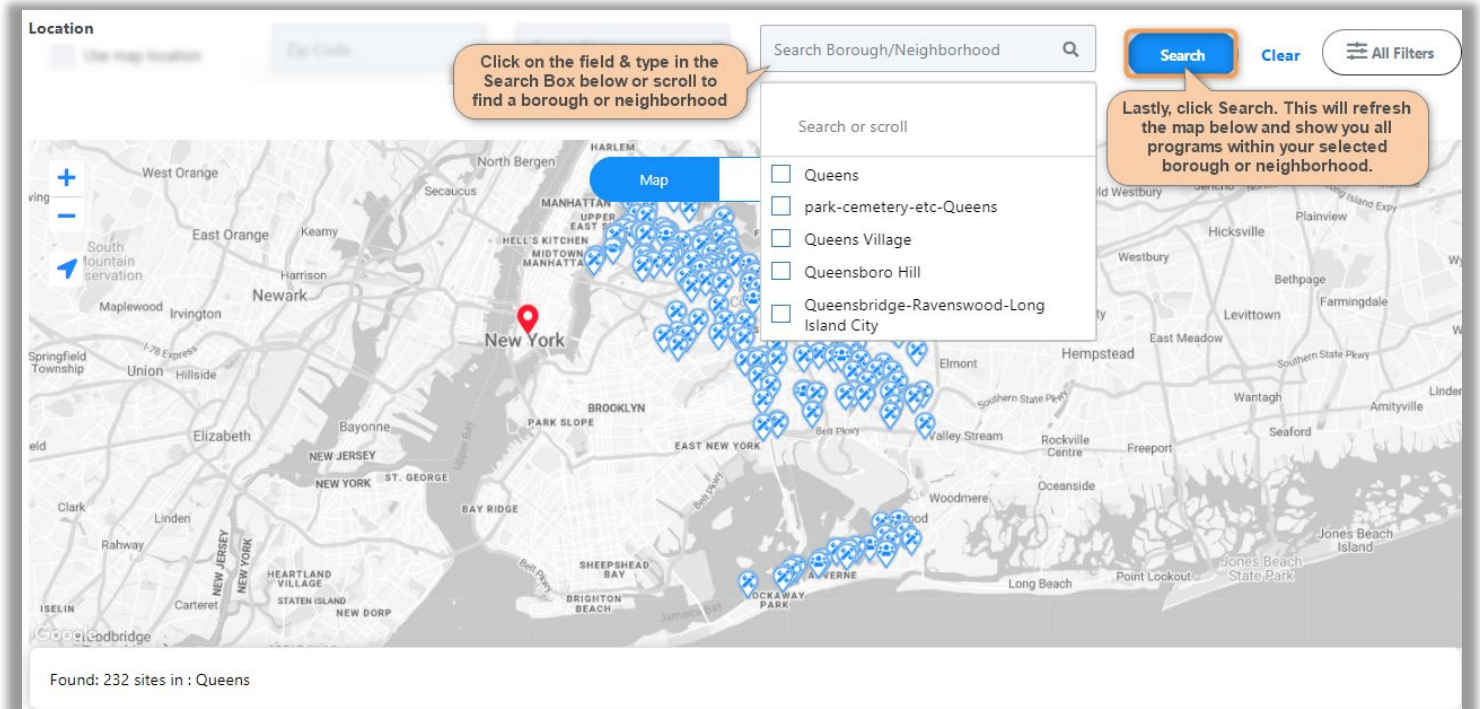
Completing a Search via Zip Code + Distance

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 *discover*DYCD 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 conjunction with all the other available options on the page.
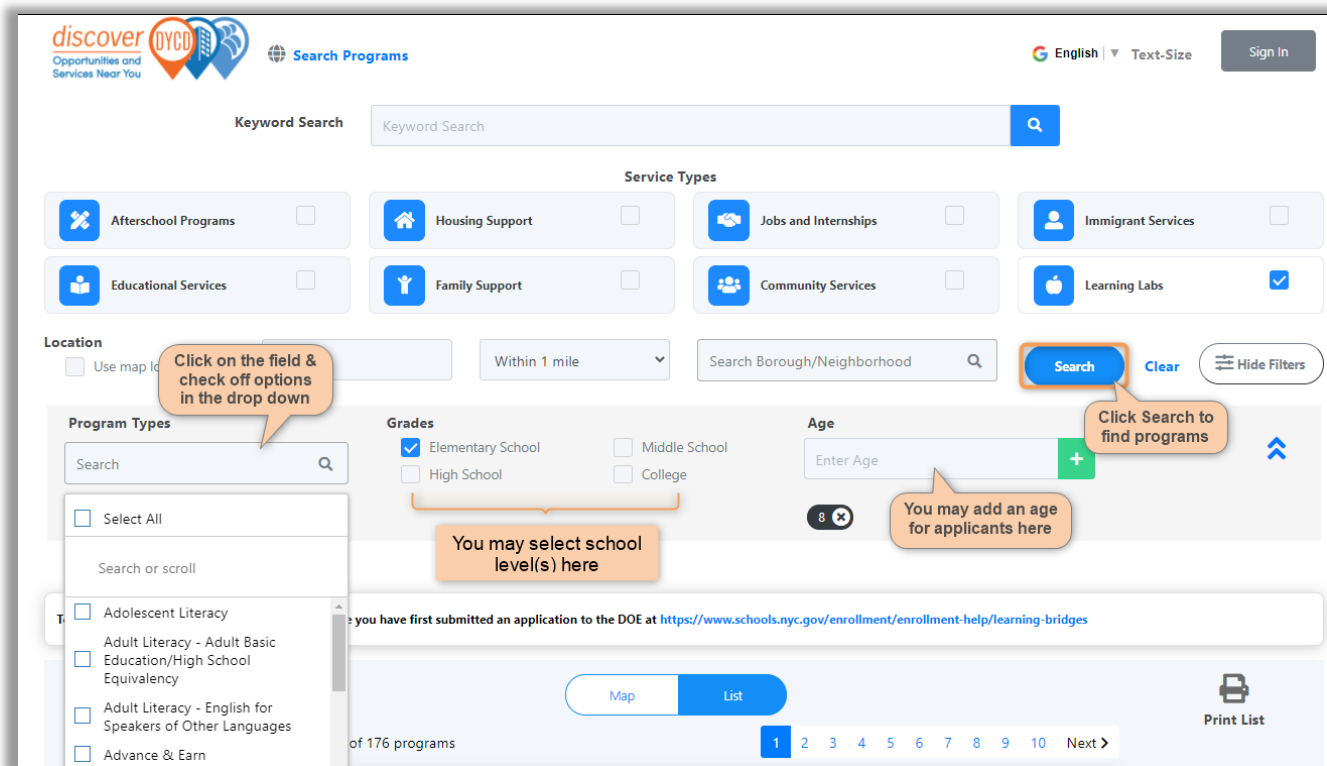
# How do I Apply to DYCD Programs on *discover*DYCD?

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 https://discoverDYCD.dycdconnect.nyc/home and click [Sign In] at the top right of the page.

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.
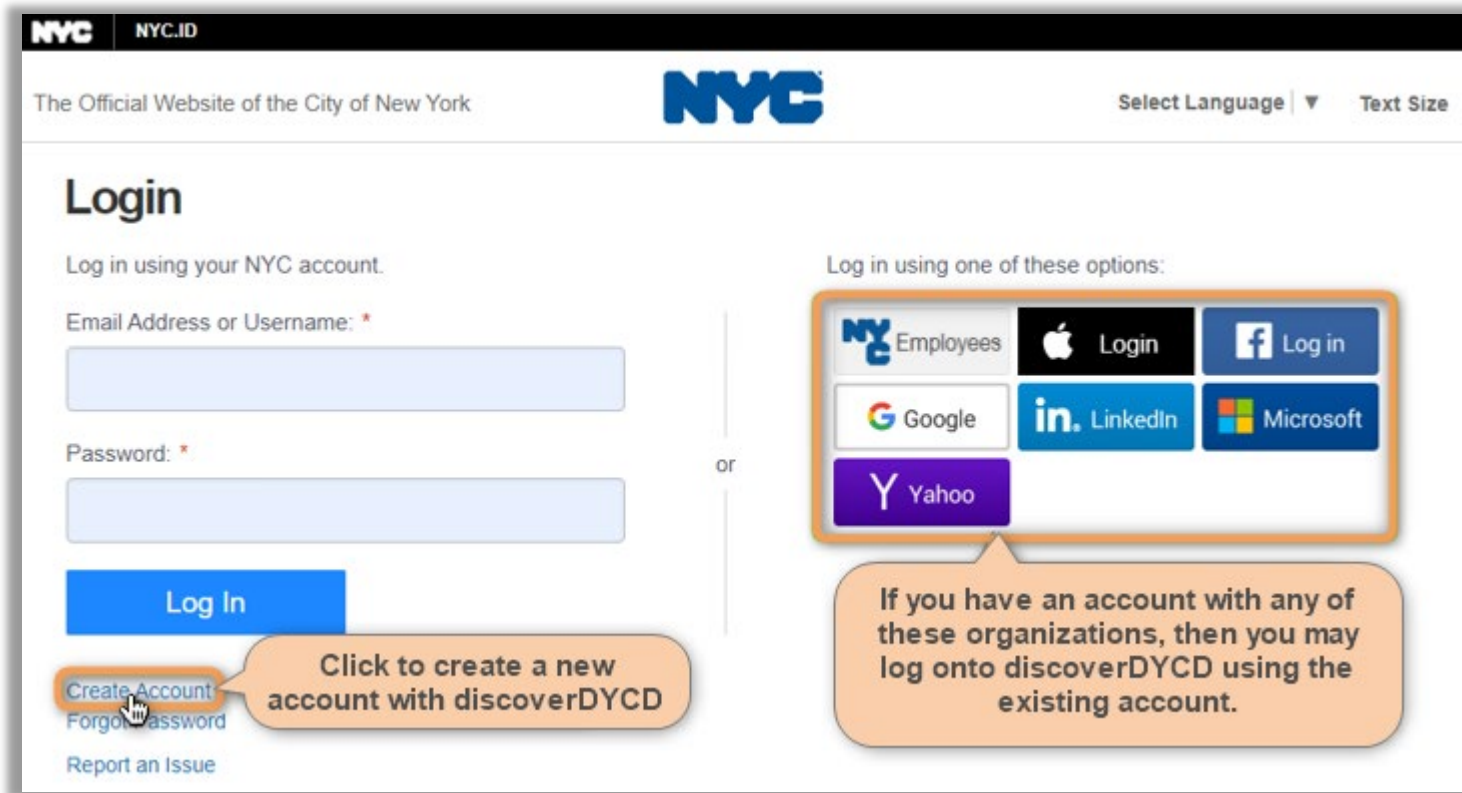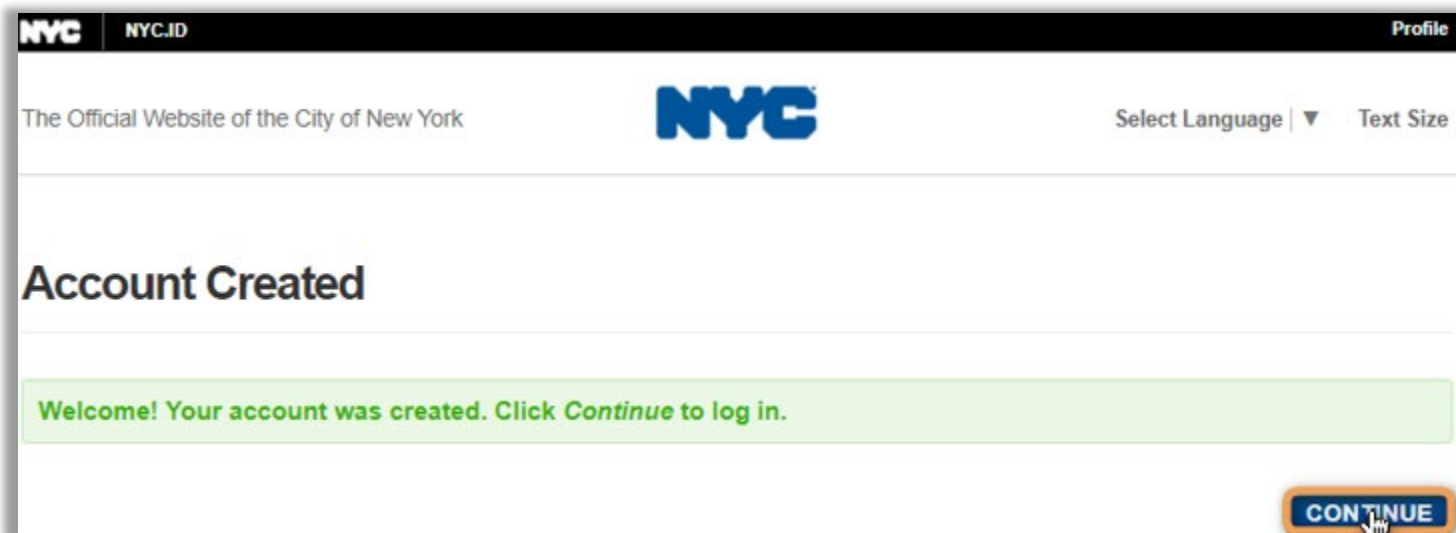

Step 2: Enter an email address, complete all remaining data entry and then click CREATE ACCOUNT at the bottom of the page.
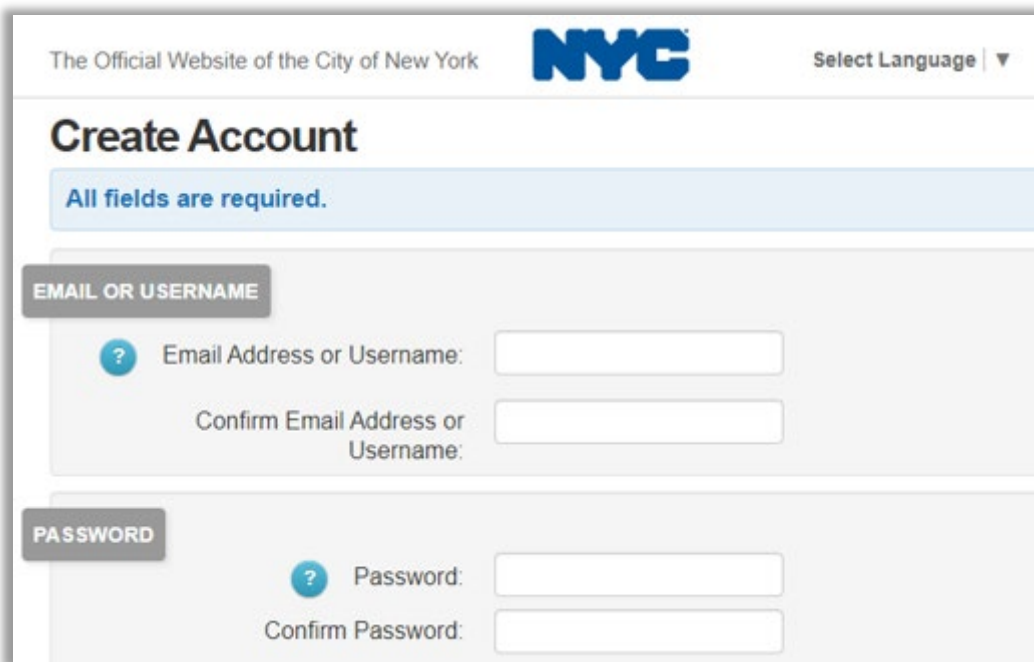
Step 3: After creating an account, click CONTINUE .

Step 4: Return to the 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.

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

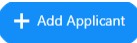## How do I Add Applicants to my *discover*DYCD Account?

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.
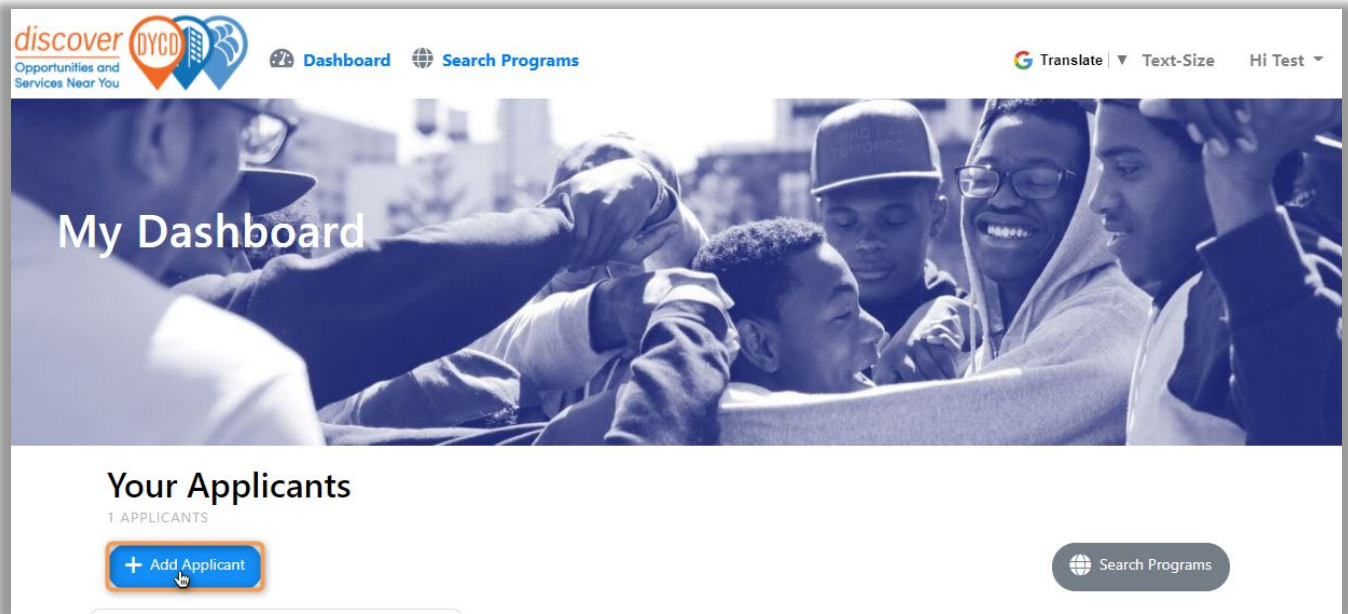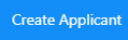
Adding Applicants to your Dashboard

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

discover DYCD
Opportunities and Services Near You
🎛 Dashboard   🌐 Search Programs   G Translate | ▼ Text-Size   Hi Test ▼

NYC Department of Youth & Community Development

**Step 2:** Click ![+ Add Applicant] at the bottom of the page.

Step 3: Complete data entry on the pop-up & click ![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.
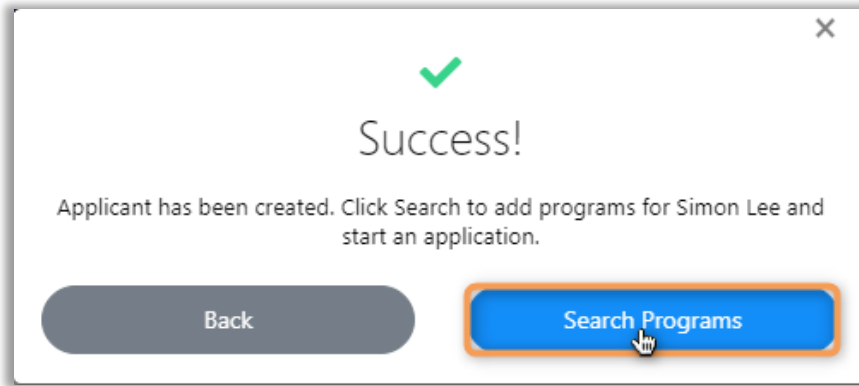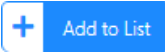

How do I Add DYCD Programs to my Dashboard?

After adding applicants to your *discover*DYCD account you must find DYCD programs using the 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.
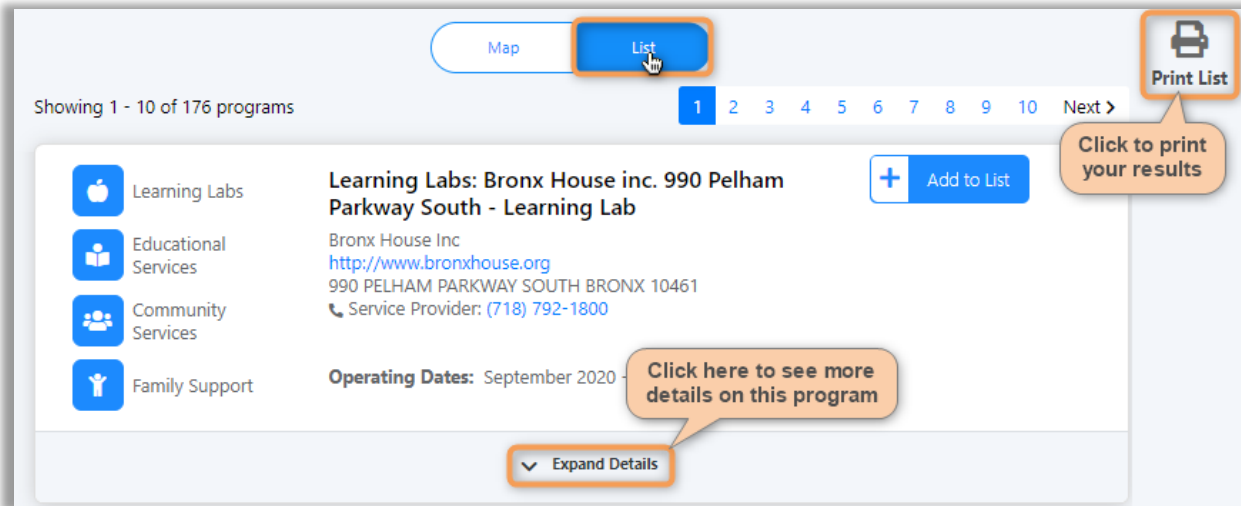
Clicking on Expand Details reveals the Eligibility Requirements of the program. You may further click 🛈 to see all details available on the program site.

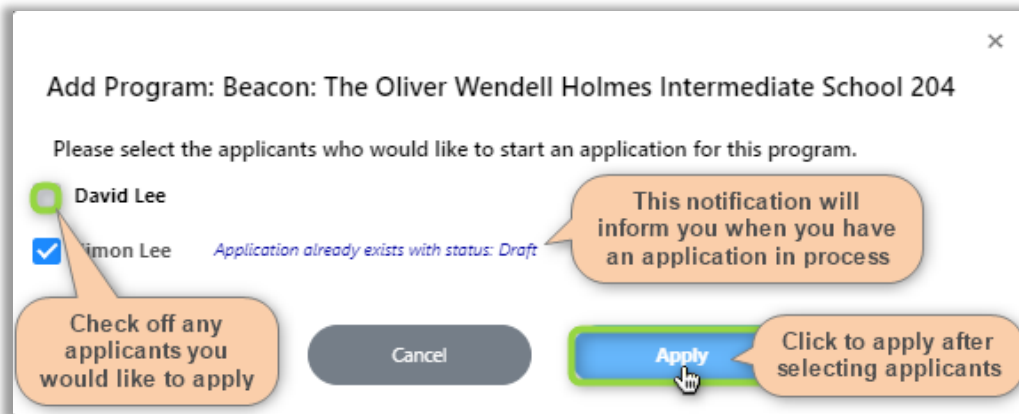# Adding DYCD Programs to your Dashboard

Step 1: Scroll through your search results & click [+ Add to List] for any program of interest.
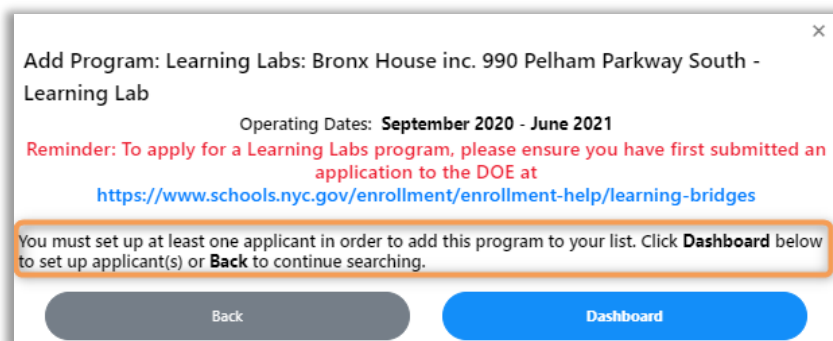**NOTE:** If the button does not appear, then the program site is not accepting online applications.

Step 2: Select applicants for the program & click [Apply].

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

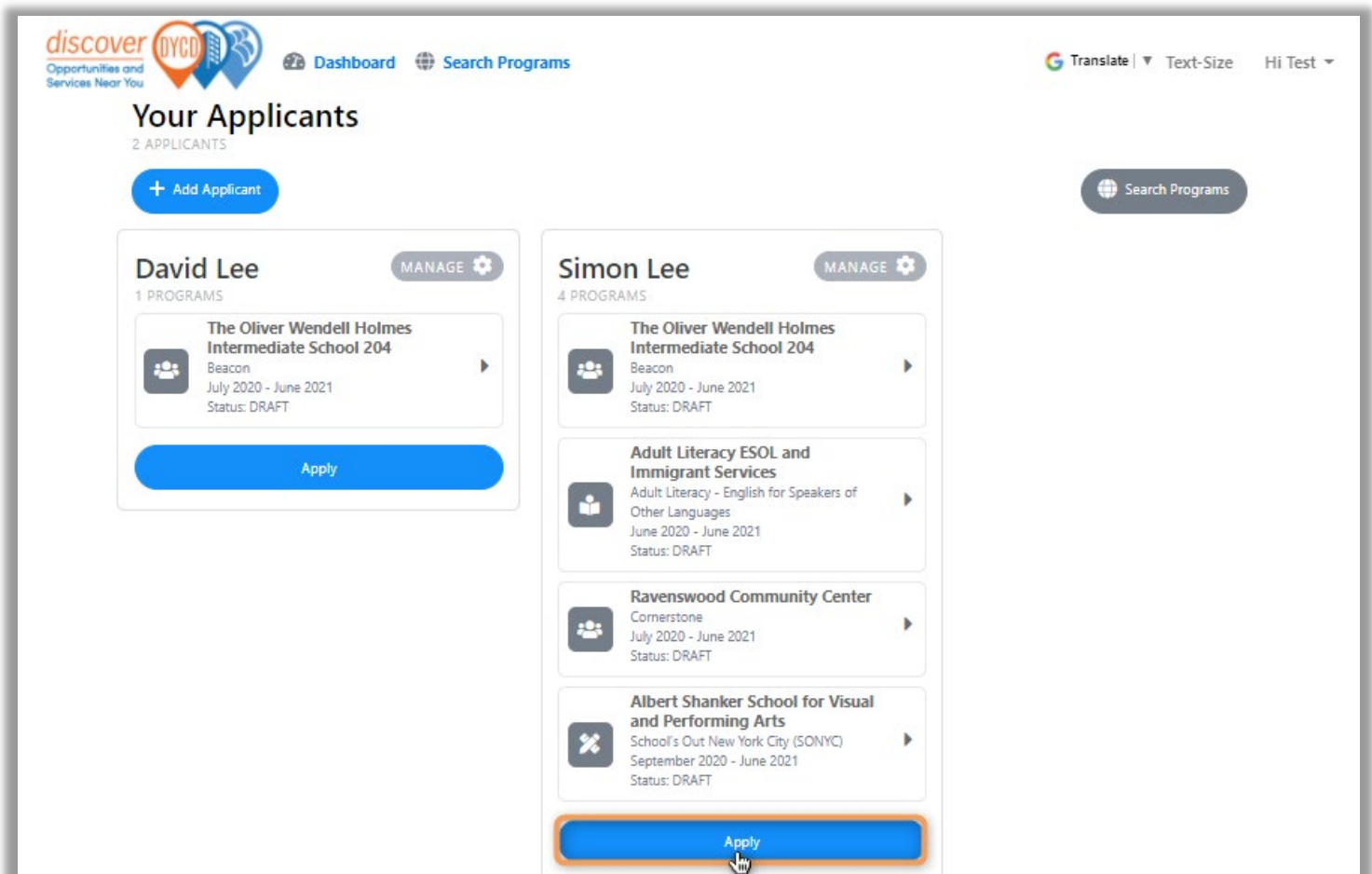Department of Youth & Community Development

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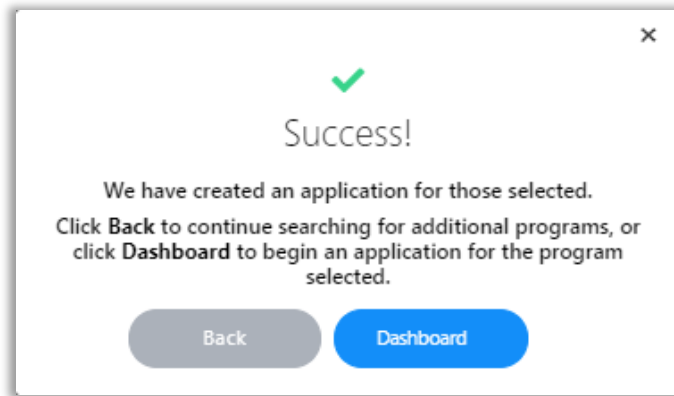
Submitting an Online Application

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.

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


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

Step 4 (Recommended): Click [Continue] to complete a short demographic survey.
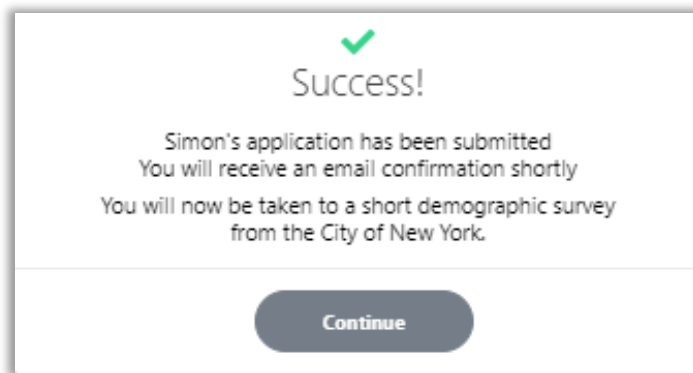
How do I Know if my Online Application was Submitted Correctly?

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.
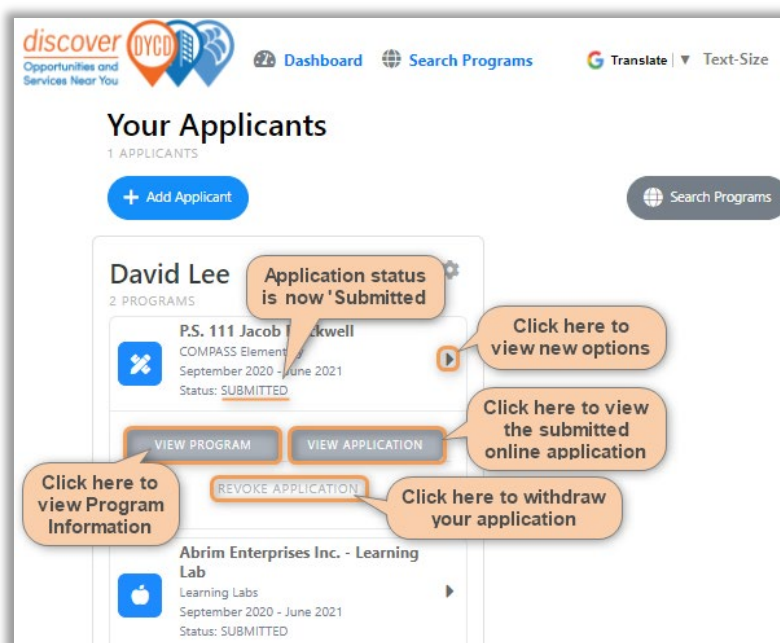
DYCD Community Connect Get Help

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.