



Discover DYCD Student Registration **Step by Step Instructions**



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Welcome to the registration tutorial for **Discover DYCD.**

To begin your student's enrollment in our program, you must first complete the registration form. In this guide, we have provided you with step-by-step instructions to easily navigate and complete the registration process.

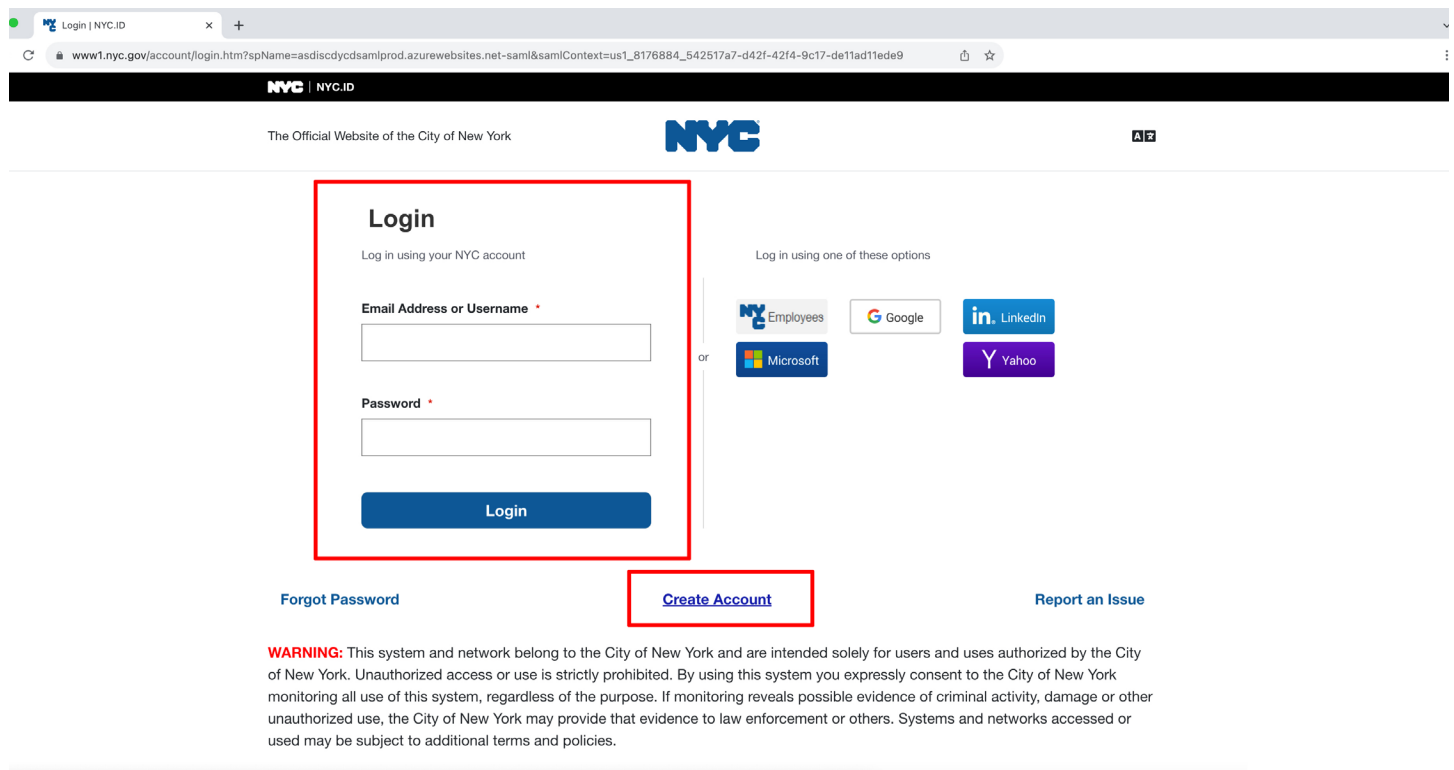
If you have any questions, please reach out to your Program's Director.

Next Page to Begin →

Step 1: Visit DYCD Connect

In your browser, type in

<https://discoverdycd.dycdconnect.nyc/home>



The screenshot shows the NYC ID login page. The browser address bar displays the URL: www1.nyc.gov/account/login.htm?spName=asdiscdycdsamlprod.azurewebsites.net-saml&samlContext=us1_8176884_542517a7-d42f-42f4-9c17-de11ad11ede9. The page header includes the NYC logo and the text "The Official Website of the City of New York". The main content area features a "Login" section with a red box around the "Email Address or Username" and "Password" input fields, and a "Login" button. To the right, there are social login options for Employees, Google, LinkedIn, Microsoft, and Yahoo. Below the login form, there are links for "Forgot Password", "Create Account" (highlighted with a red box), and "Report an Issue". A "WARNING" message is displayed at the bottom of the page.

Login
Log in using your NYC account

Email Address or Username *

Password *

Login

Log in using one of these options

NYC Employees Google LinkedIn Microsoft Yahoo

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

WARNING: This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage or other unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks accessed or used may be subject to additional terms and policies.

Step 2: Sign-In or Create an Account

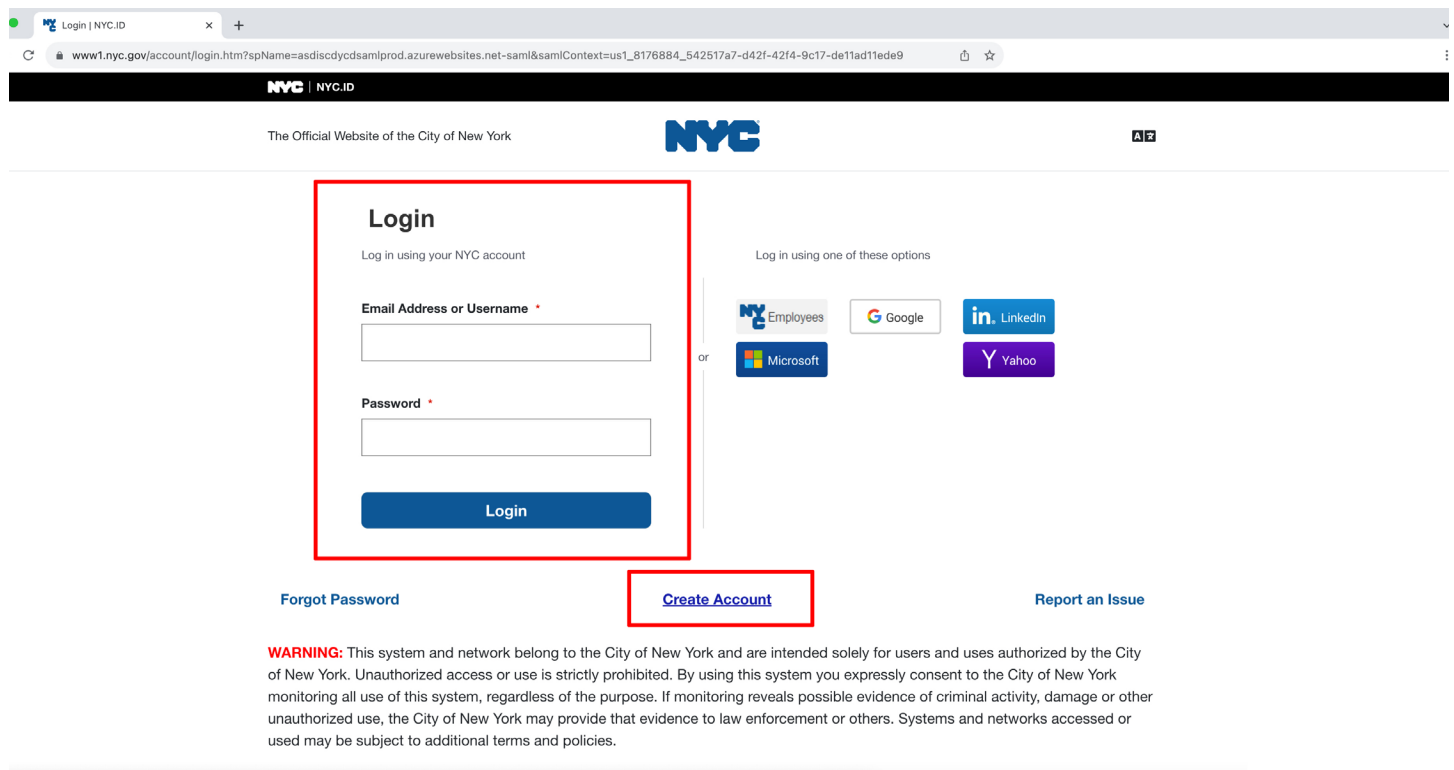
Look for the “Sign In” button.

If you already have an account:

If you already have an account, sign in and move on to the next step.

If you don't have an account:

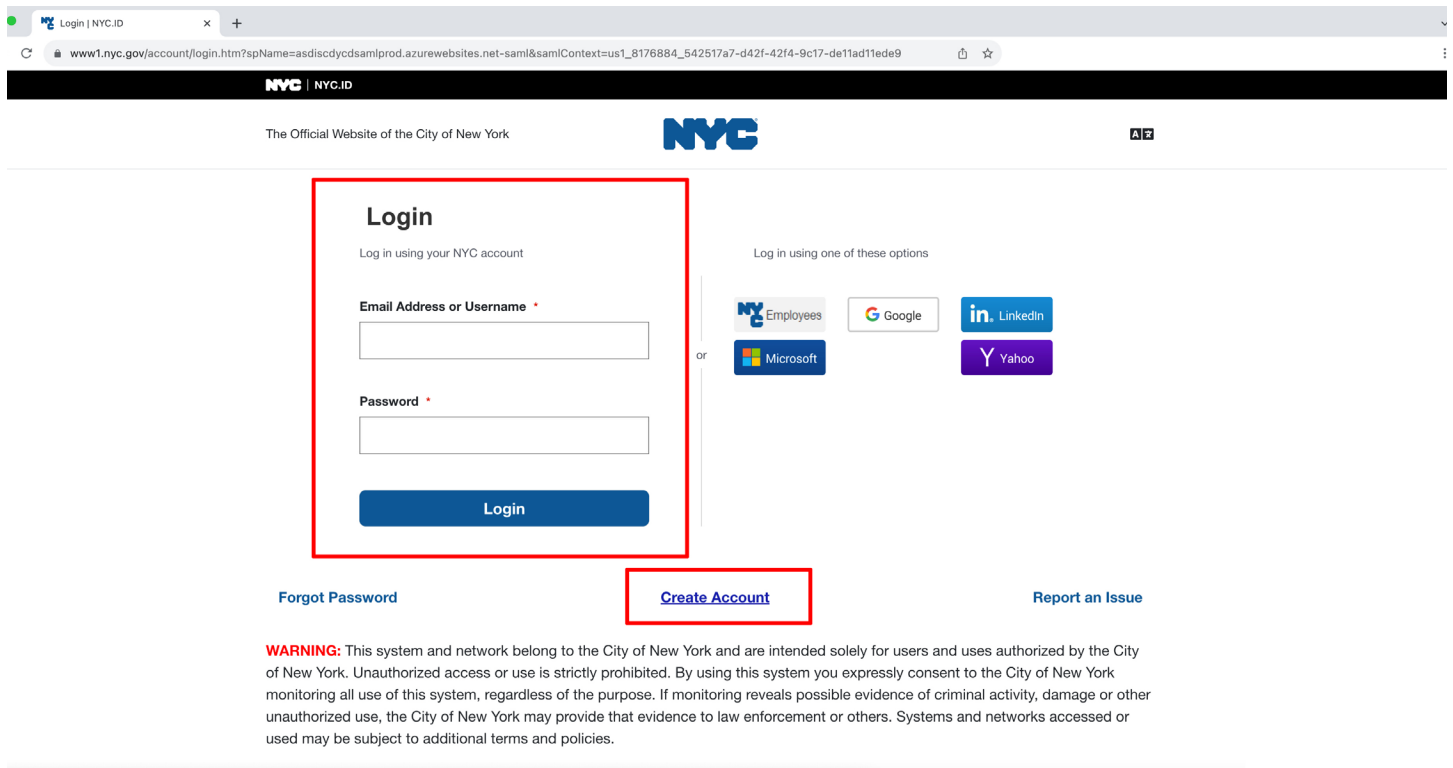
Click on create account. Follow the prompts and enter the appropriate information.



The screenshot shows the NYC ID login page. The browser address bar displays the URL: www1.nyc.gov/account/login.htm?spName=asdiscdycdsamlprod.azurewebsites.net-saml&samlContext=us1_8176884_542517a7-d42f-42f4-9c17-de11ad11ede9. The page header includes the NYC logo and the text "The Official Website of the City of New York". The main content area features a "Login" section with a red border around the input fields. The "Login" section includes the text "Log in using your NYC account" and two input fields: "Email Address or Username" and "Password". Below these fields is a blue "Login" button. To the right of the "Login" section is a "Log in using one of these options" section with buttons for "NYC Employees", "Google", "LinkedIn", "Microsoft", and "Yahoo". Below the "Login" section are three links: "Forgot Password", "Create Account" (highlighted with a red box), and "Report an Issue". At the bottom of the page is a "WARNING" section with the following text: "WARNING: This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage or other unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks accessed or used may be subject to additional terms and policies."

Step 3: Create an Applicant

Create a profile for your student.



The screenshot shows the NYC ID login page. A red box highlights the 'Login' section, which includes the text 'Log in using your NYC account', input fields for 'Email Address or Username' and 'Password', and a 'Login' button. Another red box highlights the 'Create Account' link at the bottom. The page also features social login options (NYC Employees, Google, LinkedIn, Microsoft, Yahoo) and a 'Report an Issue' link. A warning message is displayed at the bottom.

Login
Log in using your NYC account

Email Address or Username *

Password *

Login

Log in using one of these options

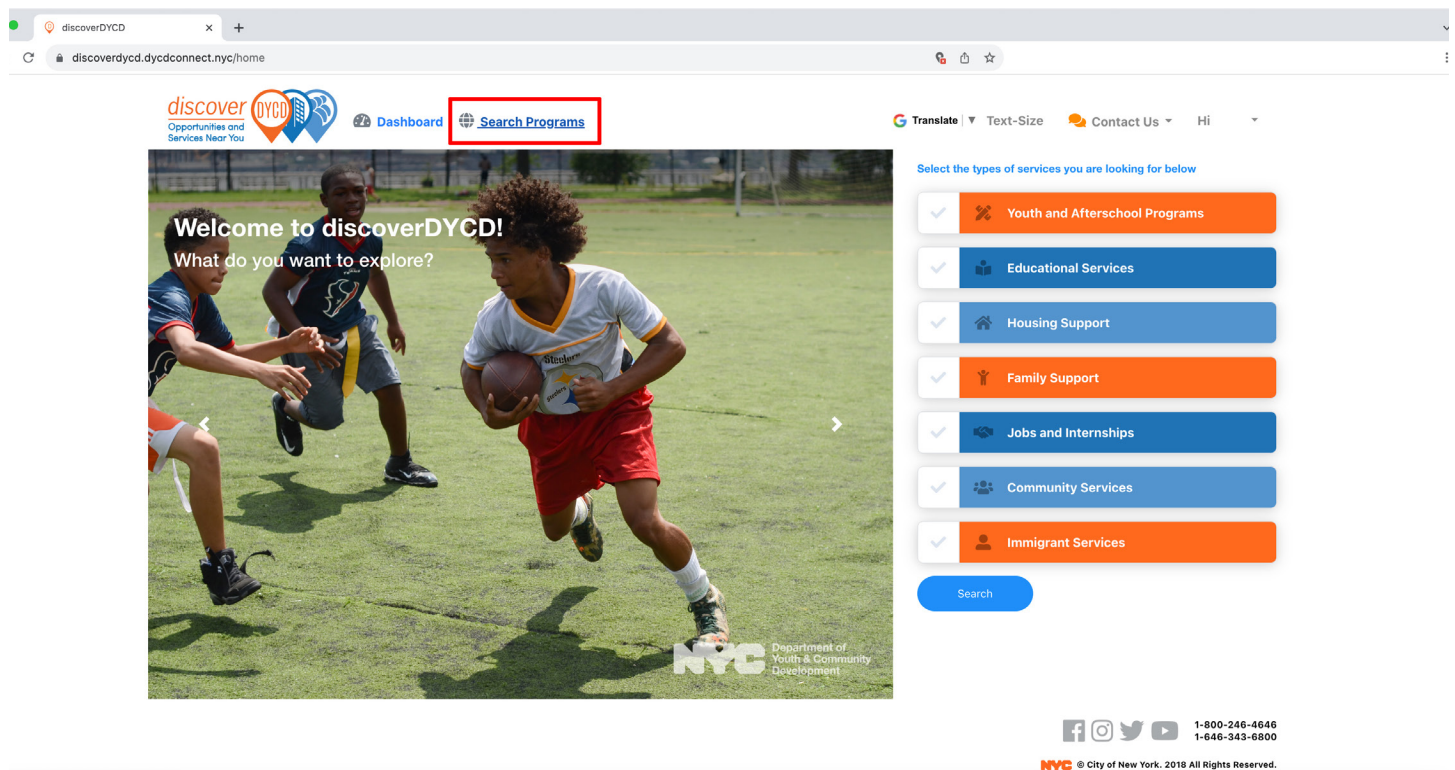
NYC Employees Google LinkedIn Microsoft Yahoo

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

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Step 4: Search Programs

Once you've created an applicant, click on the search programs link.

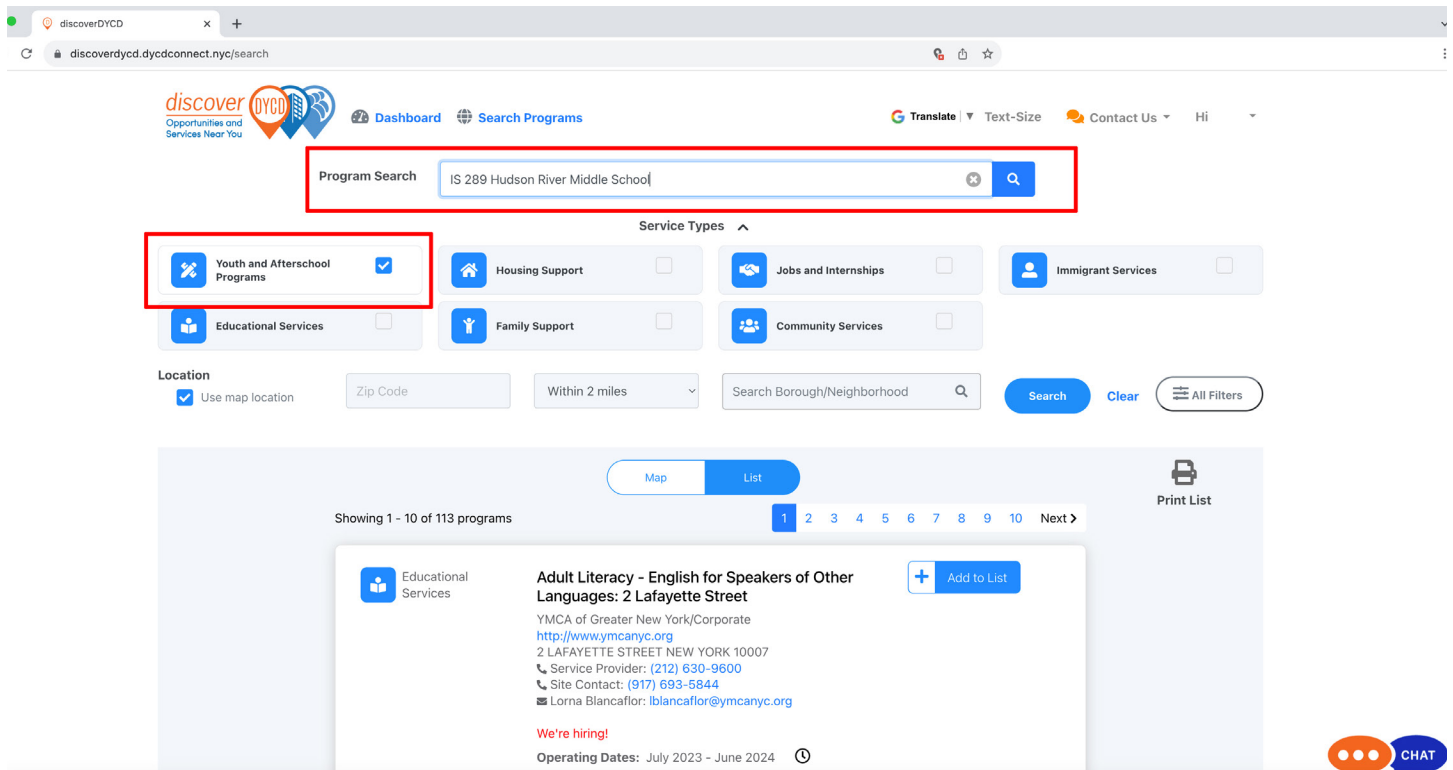


Step 5: Search and Add Program

Once you arrive to the program selection screen, click the checkbox next to youth and afterschool programs.

After you have checked the box, go to the program searchbar and enter the name of program you wish to enroll and register for.

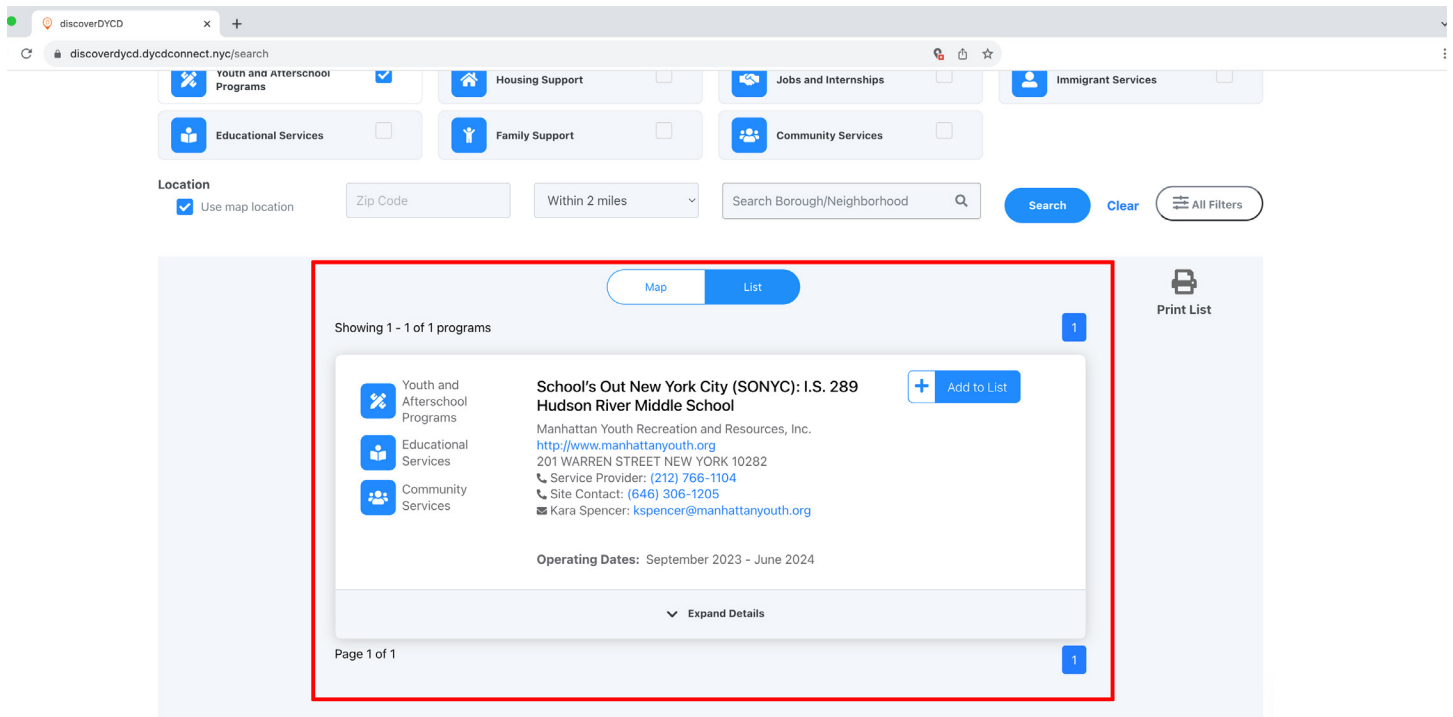
Then, click the search icon to enter your search.



The screenshot shows the 'discoverDYCD' website interface. At the top, there's a navigation bar with 'Discover DYCD Opportunities and Services Near You', 'Dashboard', and 'Search Programs'. A 'Program Search' bar contains the text 'IS 289 Hudson River Middle School'. Below this, under 'Service Types', the 'Youth and Afterschool Programs' checkbox is checked. Other service types like 'Housing Support', 'Jobs and Internships', 'Immigrant Services', 'Educational Services', 'Family Support', and 'Community Services' are also listed with unchecked checkboxes. The 'Location' section includes a 'Use map location' checkbox, a 'Zip Code' field, a 'Within 2 miles' dropdown, and a 'Search Borough/Neighborhood' field. A 'Search' button is present. Below the search bar, there's a 'Map' and 'List' toggle, and a 'Print List' button. The results section shows 'Showing 1 - 10 of 113 programs'. The first result is 'Adult Literacy - English for Speakers of Other Languages: 2 Lafayette Street' by the 'YMCA of Greater New York/Corporate'. It includes contact information and a 'We're hiring!' notice. A 'CHAT' button is visible in the bottom right corner.

Step 6: Add Your Program

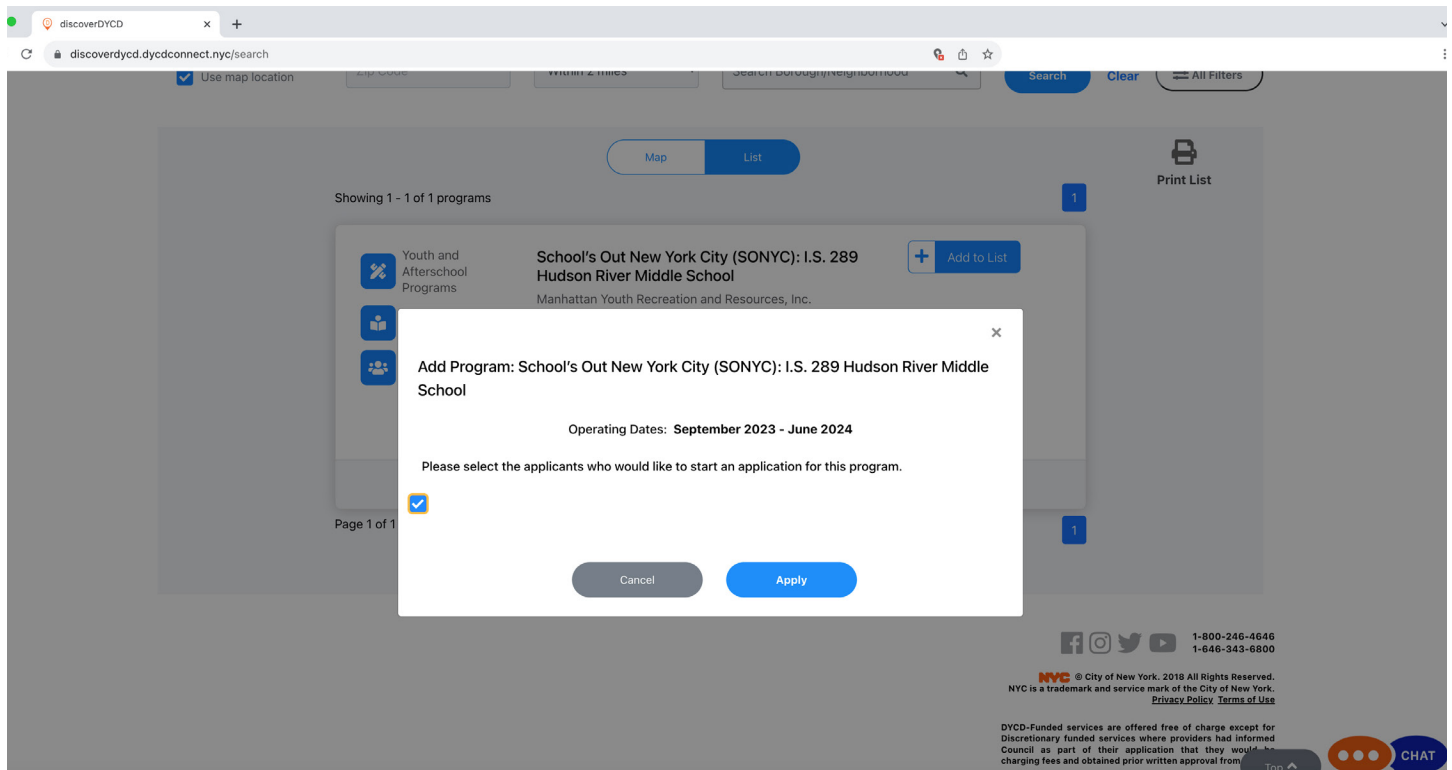
A list will pop up. Find your program, then click on button that has a plus icon with the words “Add To List”.



Step 6: Add Your Student

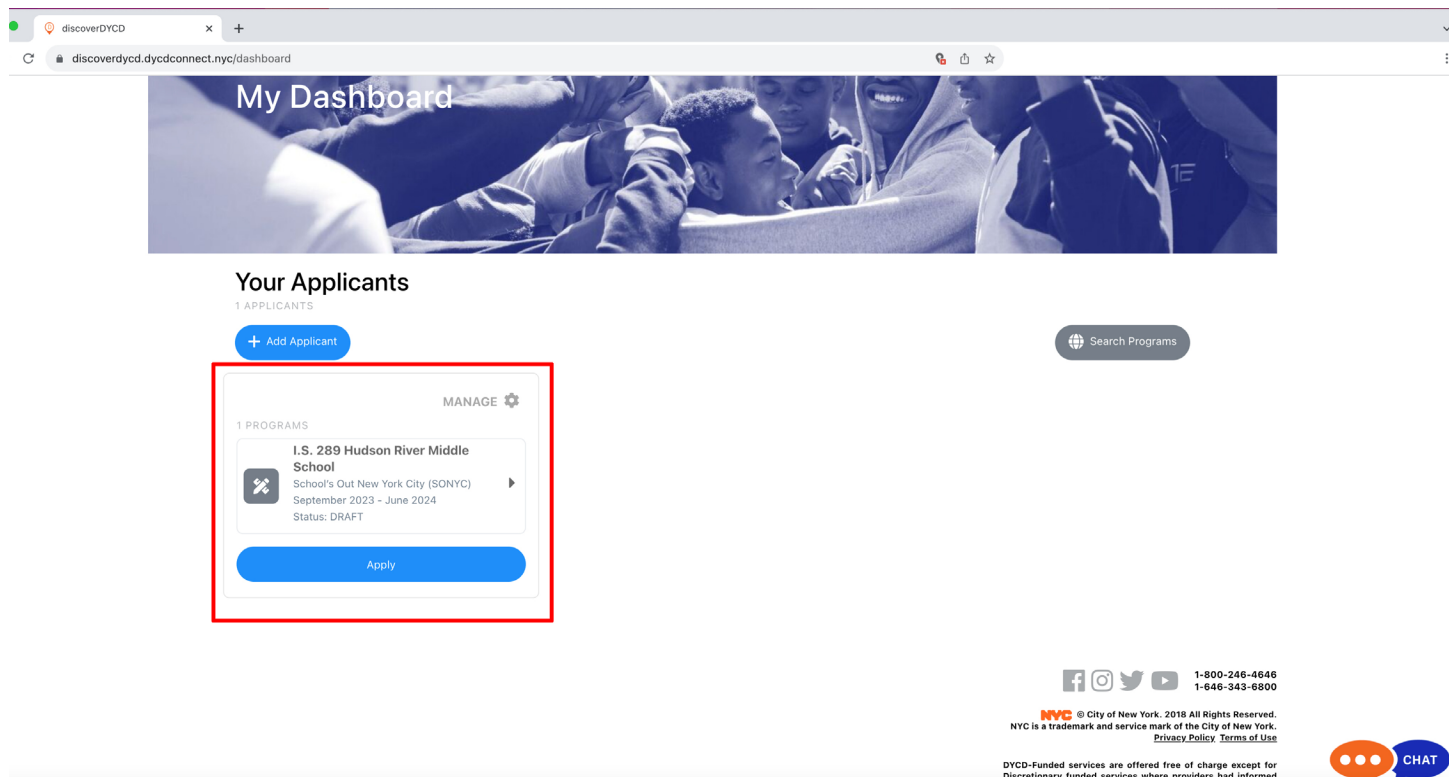
A message box will pop up.

Click on the checkbox next to the student you wish to register, then click the button that says “Apply”. Follow the prompts.



Step 6: Add Your Student

When you arrive back to the applicants page, look for your student, then click on the button that says “Apply”. Follow the prompts and fill out the registration form.

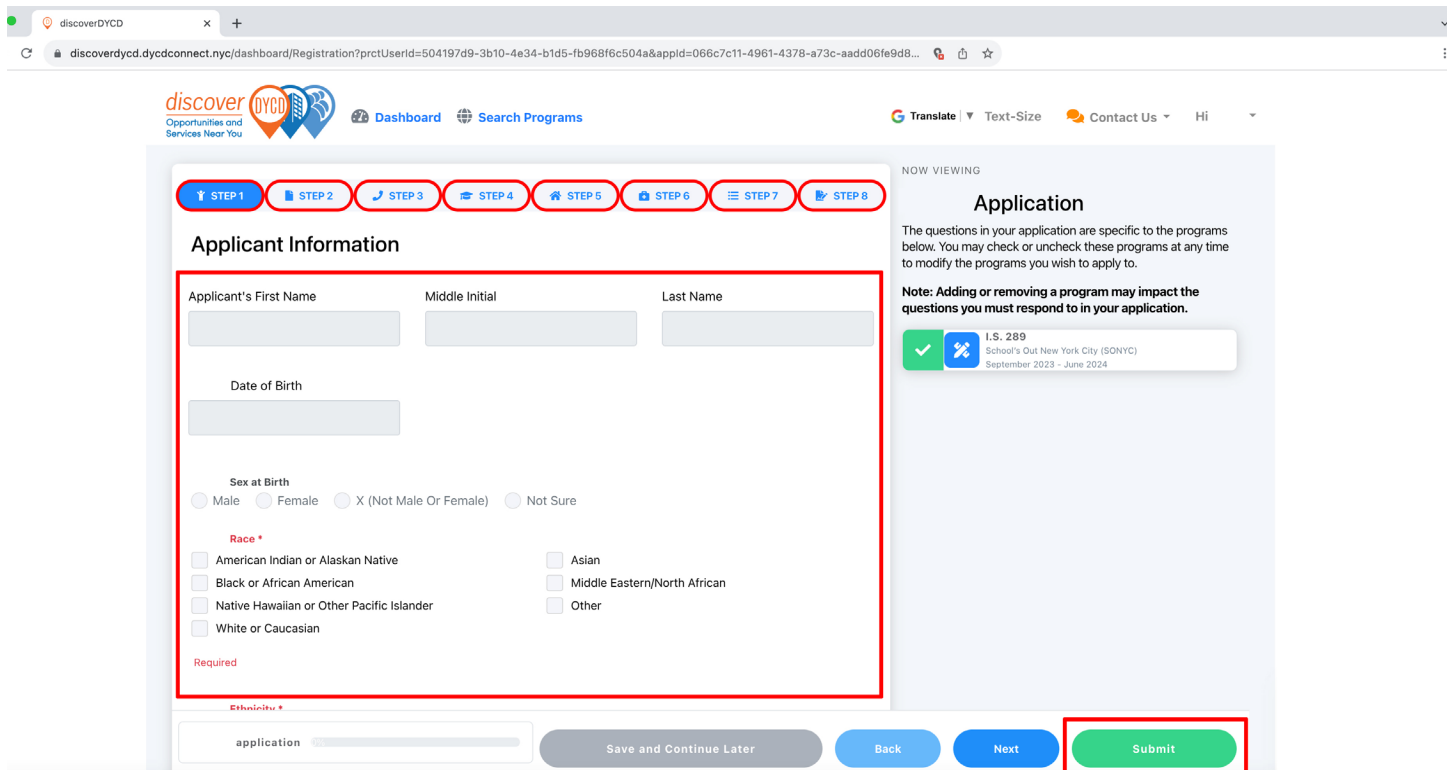


The screenshot shows the 'My Dashboard' page of the discoverDYCD application. Under the 'Your Applicants' section, there is a list of programs. One program, 'I.S. 289 Hudson River Middle School', is highlighted with a red box. Below the program name, it says 'School's Out New York City (SONYC)', 'September 2023 - June 2024', and 'Status: DRAFT'. A blue 'Apply' button is located at the bottom of the program card.

Step 7: Complete Your Registration

When you have reviewed and completed the form, click submit.

Your DYCD Application has now been submitted.



The screenshot shows the Discover DYCD Student Registration interface. At the top, there is a navigation bar with the Discover DYCD logo, a Dashboard link, and a Search Programs link. Below this, a progress bar shows steps 1 through 8, with Step 7 highlighted. The main form area is titled "Applicant Information" and contains several fields: Applicant's First Name, Middle Initial, Last Name, Date of Birth, Sex at Birth (Male, Female, X (Not Male Or Female), Not Sure), and Race (American Indian or Alaskan Native, Black or African American, Native Hawaiian or Other Pacific Islander, White or Caucasian, Asian, Middle Eastern/North African, Other). A red box highlights the "Applicant Information" section. To the right of the form, there is a "NOW VIEWING" section titled "Application" with a note: "The questions in your application are specific to the programs below. You may check or uncheck these programs at any time to modify the programs you wish to apply to." Below this, there is a list of programs, including "I.S. 289 School's Out New York City (SONYC)" with a green checkmark. At the bottom of the form, there is a "Save and Continue Later" button, a "Back" button, a "Next" button, and a "Submit" button. The "Submit" button is highlighted with a red box.



Thank You For Your Student Registration.

Check your email for updates from
Manhattan Youth and your Program's Director.