



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.

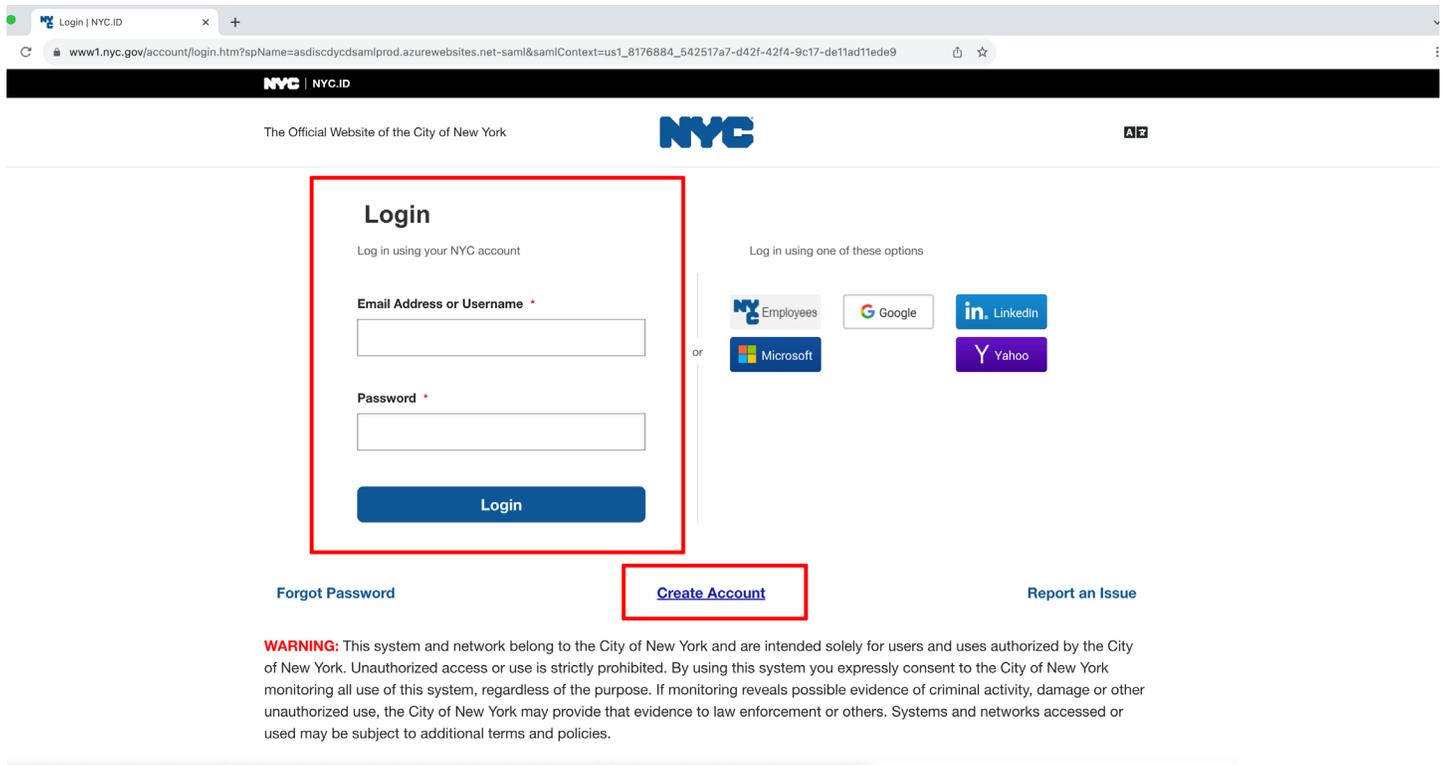
If you have any questions, please reach out to your Program's Director.

Next Page to Begin →

Step 1: Visit DYCD Connect

In your browser, type in

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



The screenshot shows a web browser window displaying the NYC ID login page. The browser's address bar shows the URL: www1.nyc.gov/account/login.htm?spName=asdscdycdsamlprod.azurewebsites.net-saml&samlContext=us1_8176884_542517a7-d42f-42f4-9c17-de11ad11ede9. The page header includes "NYC | NYC.ID" and "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, there is a "Log in using one of these options" section with five social login buttons: "NY Employees", "Google", "in. LinkedIn", "Microsoft", and "Yahoo". Below the "Login" section, there are three links: "Forgot Password", "Create Account" (highlighted with a red box), and "Report an Issue". At the bottom of the page, there 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 2: Sign-In or Create an Account

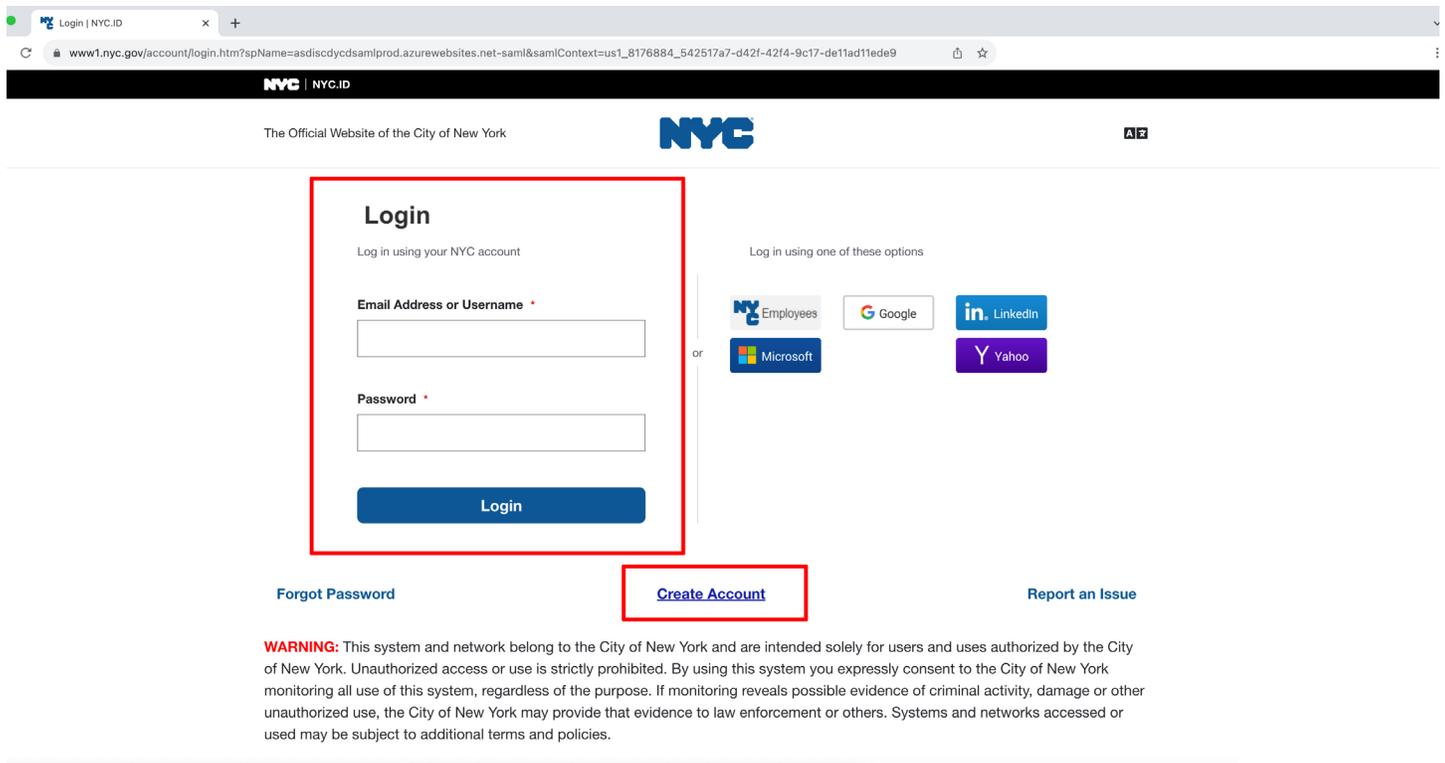
Look for the “Sign In” button.

If you already have an account:

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

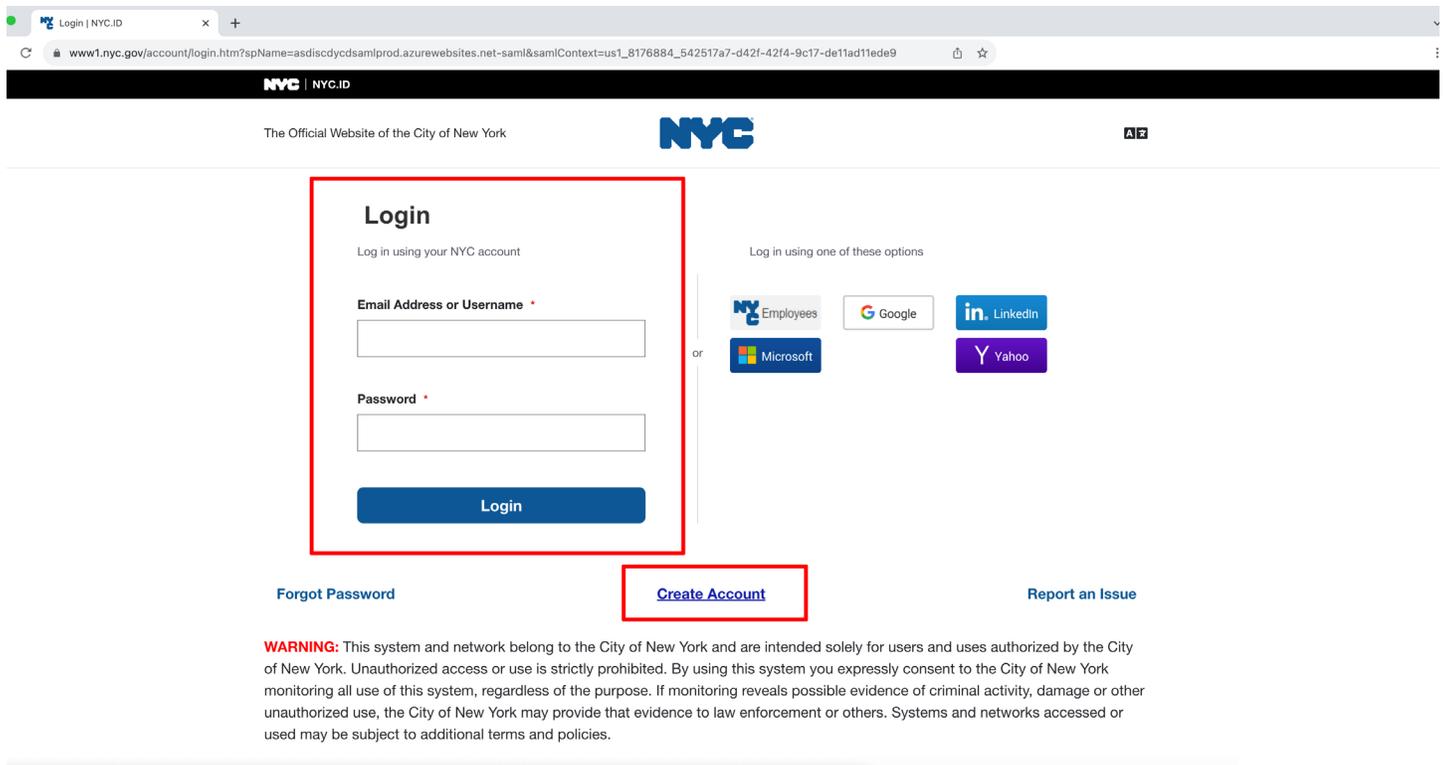
If you don’t have an account:

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



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' form, which includes fields for 'Email Address or Username' and 'Password', and a 'Login' button. Below the form, a red box highlights the 'Create Account' link. Other elements include the NYC logo, navigation links like 'Forgot Password' and 'Report an Issue', and a warning message at the bottom.

Login
Log in using your NYC account

Email Address or Username *

Password *

Login

Log in using one of these options

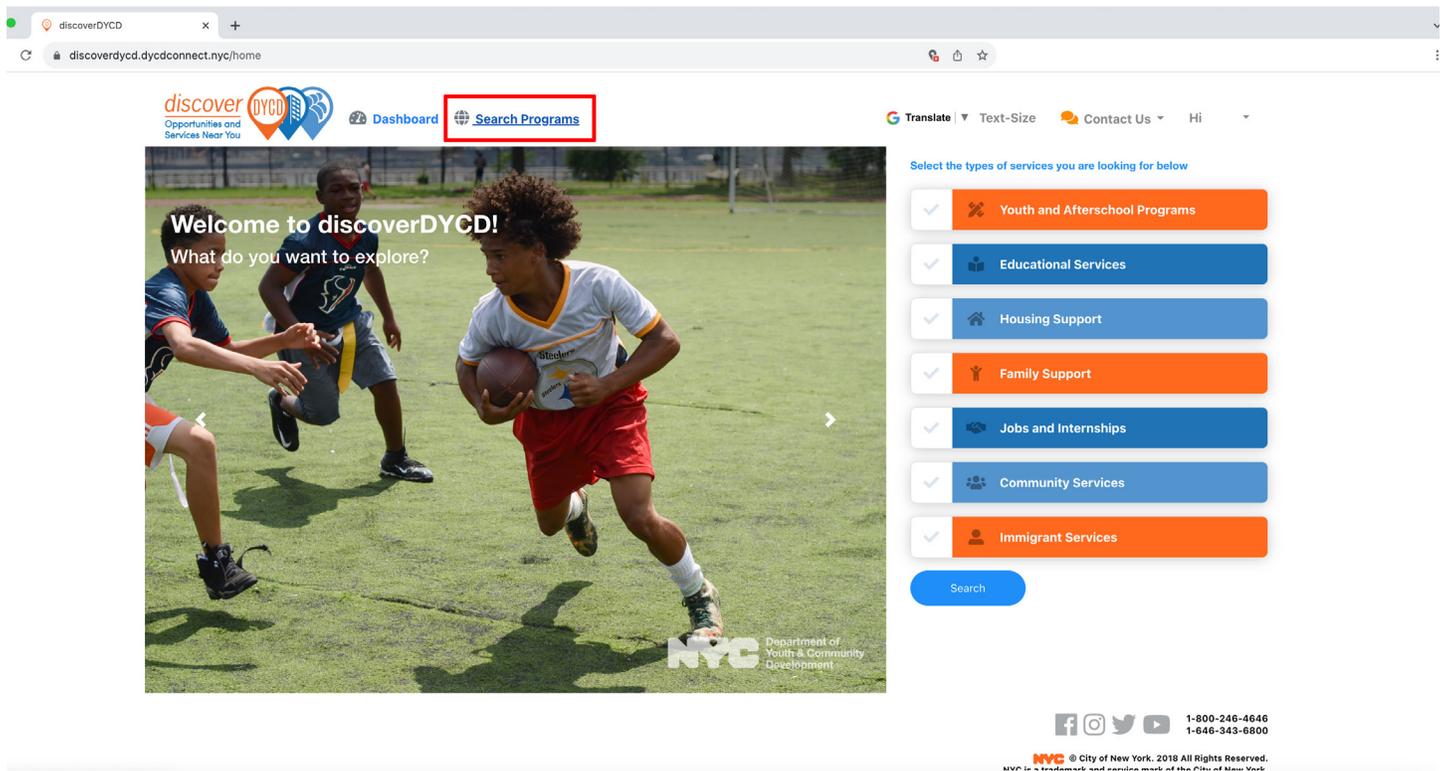
NY Employees | Google | LinkedIn | Microsoft | Yahoo

[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.

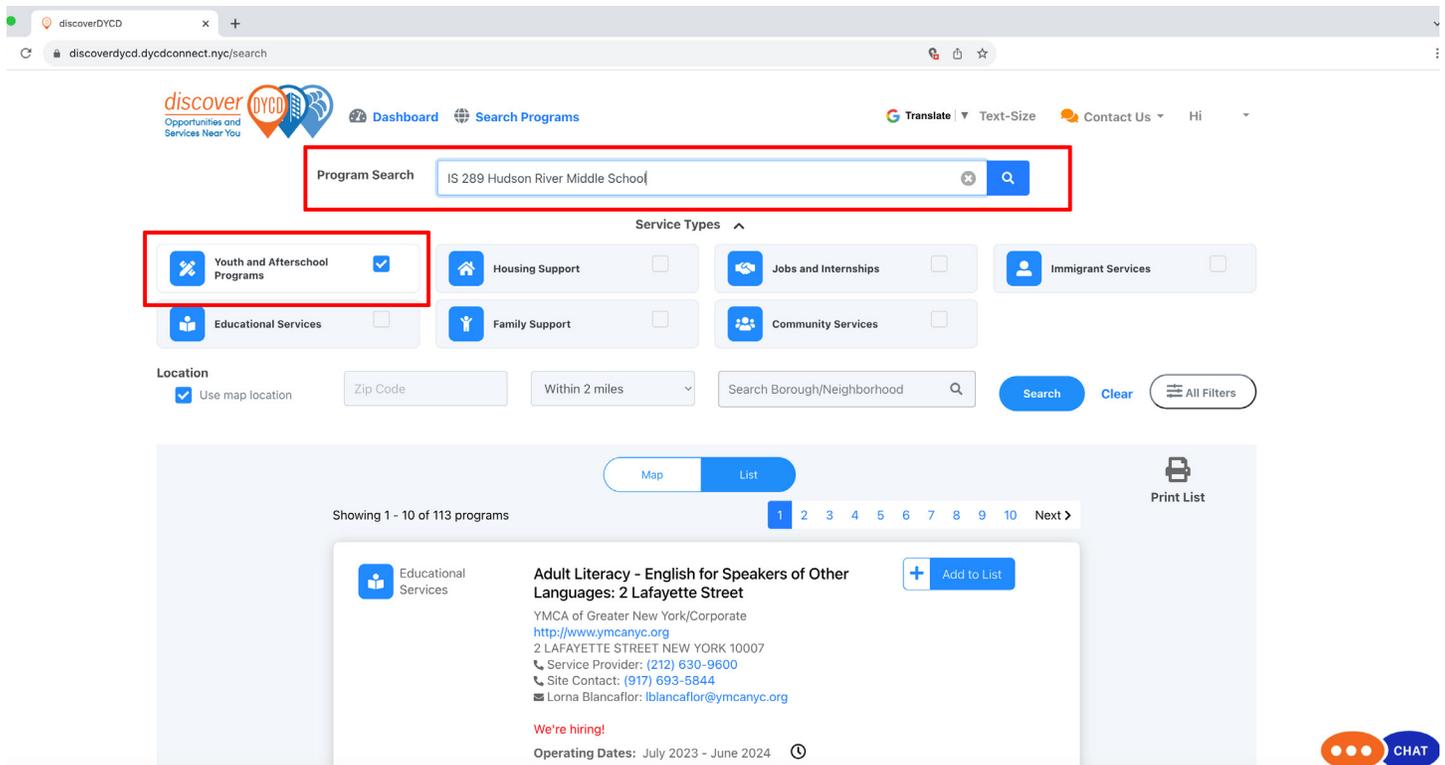


Step 5: Search and Add Program

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.

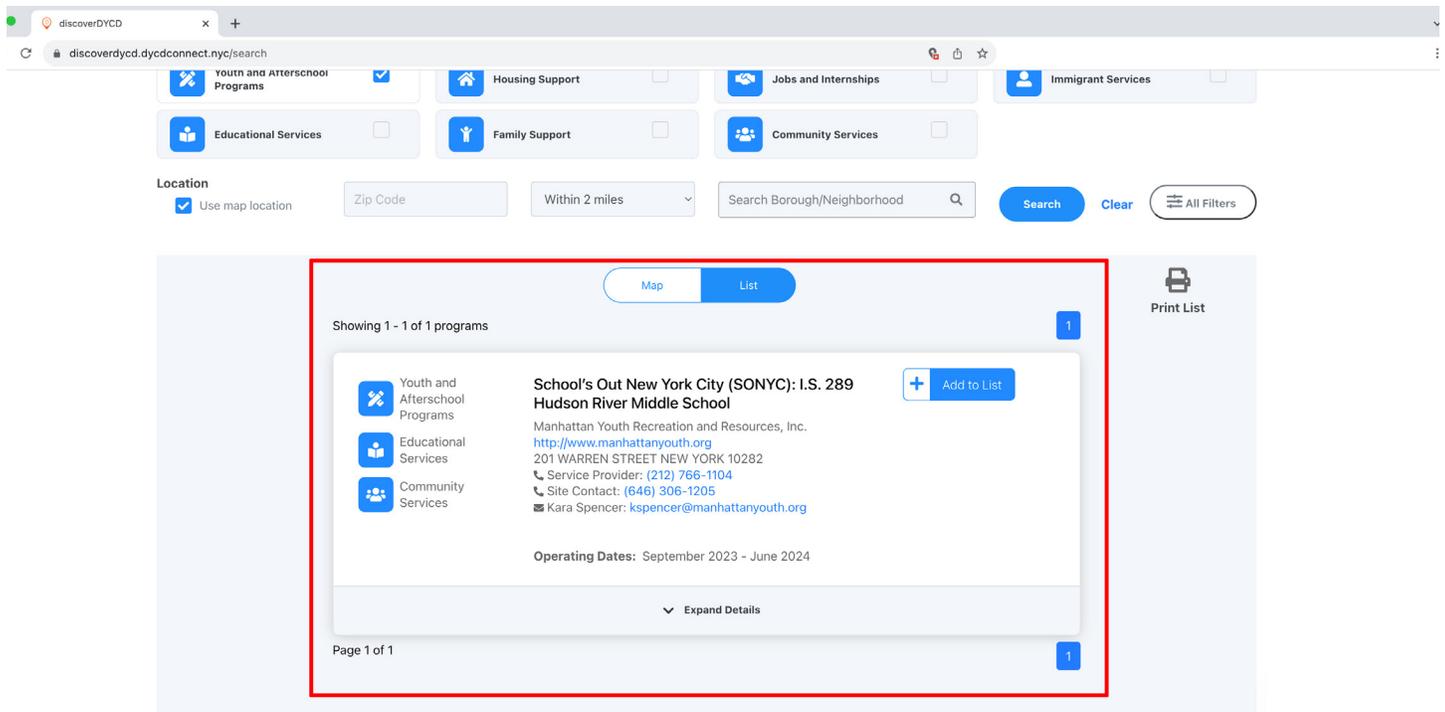
Then, click the search icon to enter your search.



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

Step 6: Add Your Program

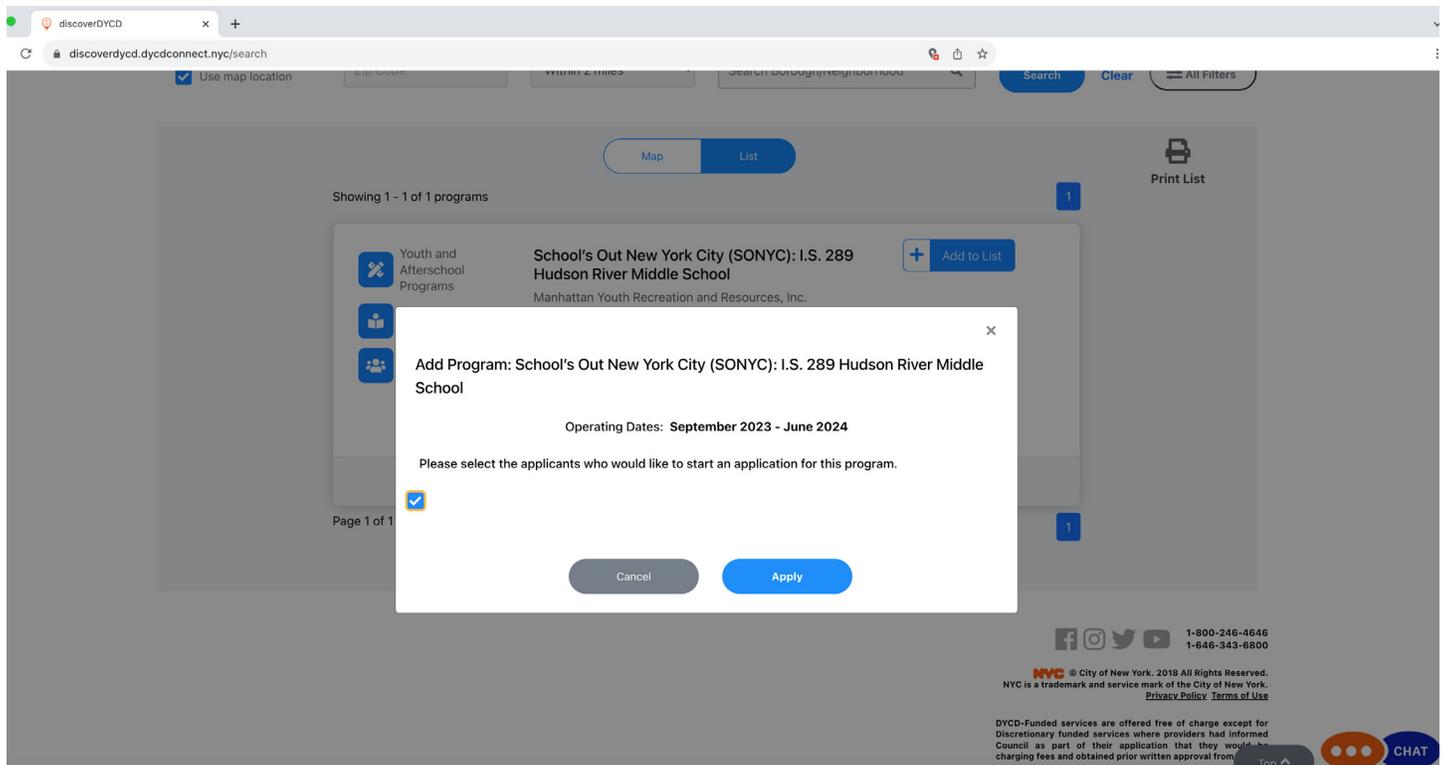
A list will pop up. Find your program, then click on button that has a plus icon with the words “Add To List”.



Step 6: Add Your Student

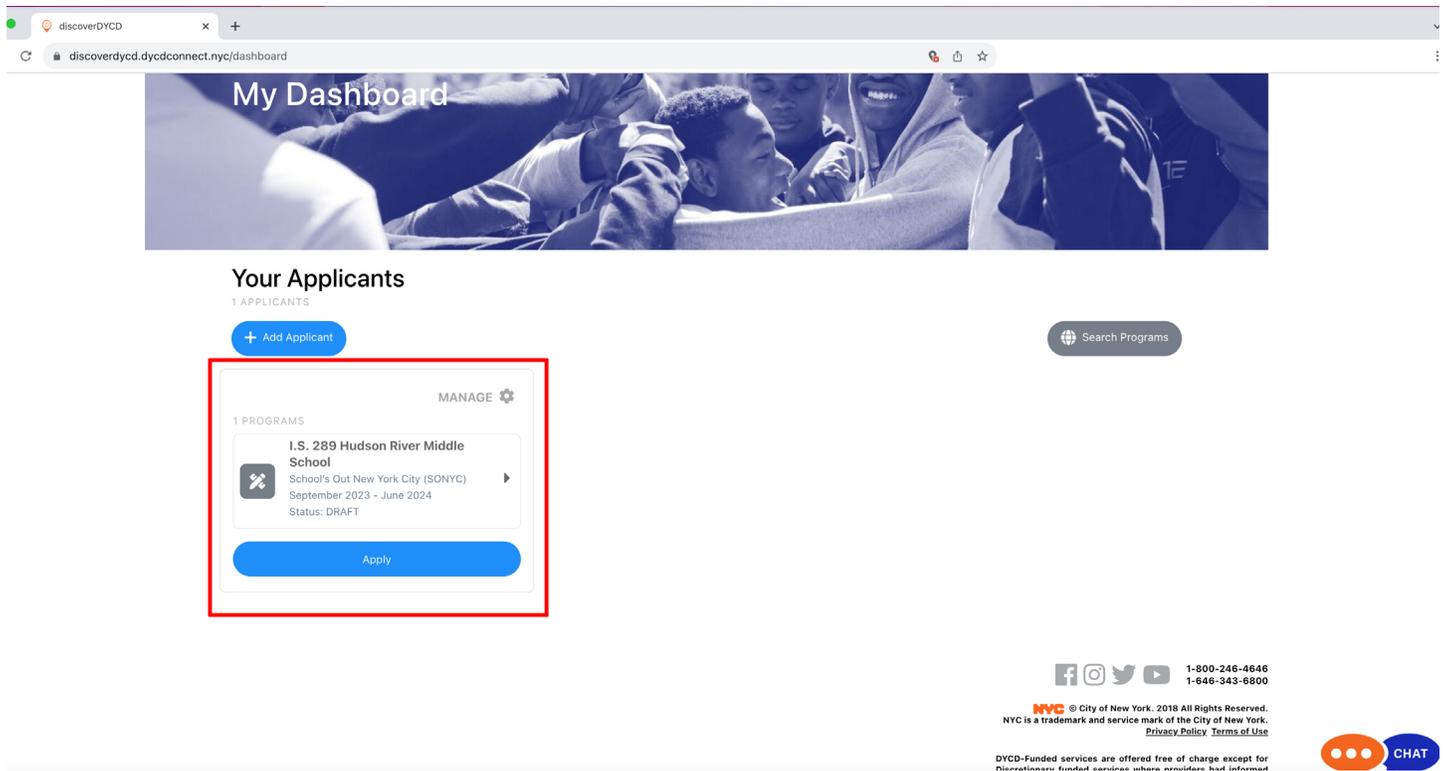
A message box will pop up.

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

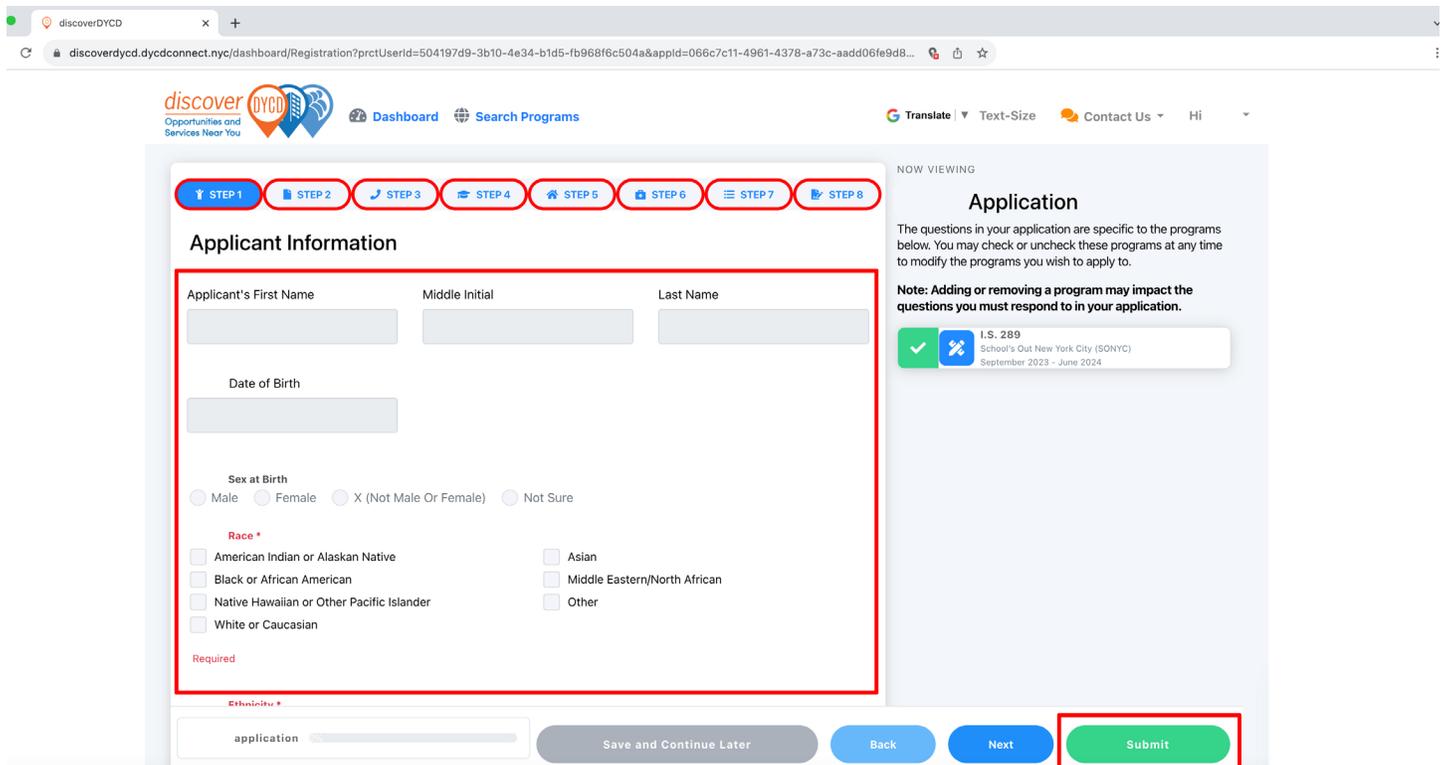
When you arrive back to the applicants page, look for your student, then click on the button that says “Apply”. Follow the prompts and fill out the registration form.



Step 7: Complete Your Registration

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

Your DYCD Application has now been submitted.





Thank You For Your Student Registration.

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