

Discover DYCD Online Startup Guide

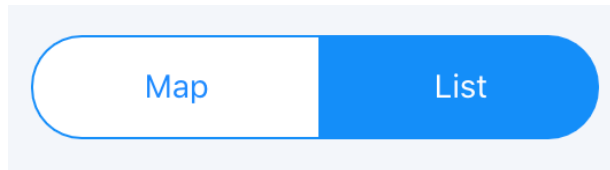
Discover DYCD is a streamlined way to apply to BCM After School without the use of paper applications. It's fast, easy, and 100% contact free!

Step 1: Create Your Discover DYCD Account

- Go to <https://discoverdycd.dycdconnect.nyc/program-public>
- In the Keyword Search Bar type "PS 189 The Bilingual Center" and click on the search icon.



- Scroll down until you see the Map/List icon.



Switch the results view from "Map" to "List" by clicking on the "List" button.

- Scroll down and choose "Compass Elementary: PS 189 Bilingual Center" from the listed choices. Please make sure that "Brooklyn Children's Museum Corp" is listed as the provider.

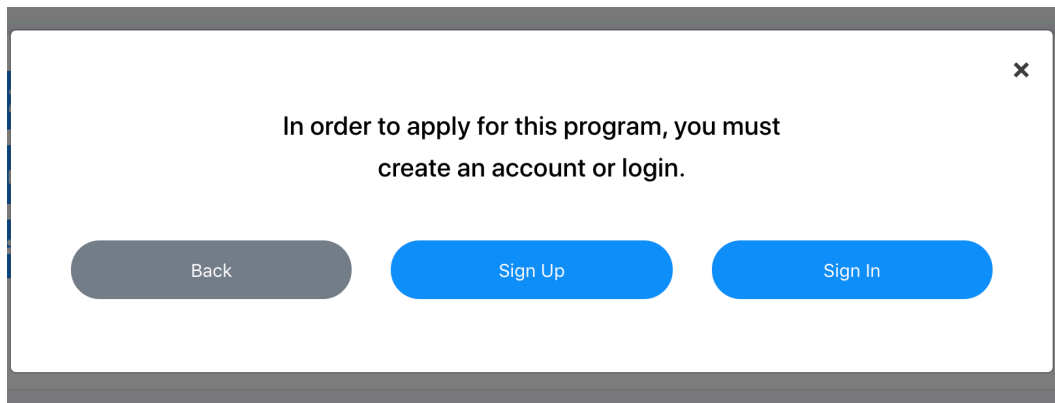
Afterschool Programs	COMPASS Elementary: P.S. 189 The Bilingual Center	Add to List
Educational Services	Brooklyn Childrens Museum Corp <— Provider information is here http://www.brooklynkids.org	
Community Services	1100 EAST NEW YORK AVENUE BROOKLYN 11212 📞 Service Provider: (718) 735-4400 📞 Site Contact: (718) 735-4400 ✉ Kwame Brandt-Pierce: kbpierce@brooklynkids.org	
	Operating Dates: September 2020 - June 2021	

Click on the "Add to List" icon.

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Step 1 (Continued)

- In order to register your children in the program you will need to create an account. To create an account, click the "Sign Up" button.



Clicking "Sign Up" will bring you to the Login Screen. To create a new account, click the "Create Account" link near the bottom of the Login Screen.

Login

Log in using your NYC account.

Email Address or Username: *

Password: *

or

Log In

[Create Account](#) [← Click here to Create A New Account](#)
[Forgot Password](#)

After clicking "Create Account" enter your information in the required fields on the screen and click "Submit."

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Step 2: Verify Your Email Address

Before registering your child through Discover DYCD you must first verify your email address.

To verify your email address:

- Go to <https://discoverdycd.dycdconnect.nyc/program-public>
- Click the "Sign In" button in the top right hand corner of the screen.
- Log in using the email address and password you created.
- Click the "Verify" button on the following screen.
- An email verification will be sent to your email address. Log into your email, open the verification email and click on the link. If you don't see a verification email, please check your Spam folder.

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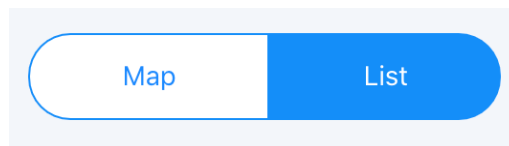
Step 3: Register Your Child As An Applicant

In order to access the after school application you will need to register your child as an applicant by entering their name, date of birth and other necessary information. If you have multiple children you will need to repeat this process for each child you are enrolling.


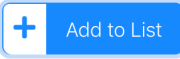


- Go to <https://discoverdycd.dycdconnect.nyc/program-public>
- In the Keyword Search Bar type "PS 189 The Bilingual Center" and click on the search icon.



- Scroll down until you see the Map/List icon.



- Switch the results view from "Map" to "List" by clicking on the "List" button.
- Step 4: Choose "Compass Elementary: PS 189 Bilingual Center" from the listed choices. Please make sure that "Brooklyn Children's Museum Corp" is listed as the provider.

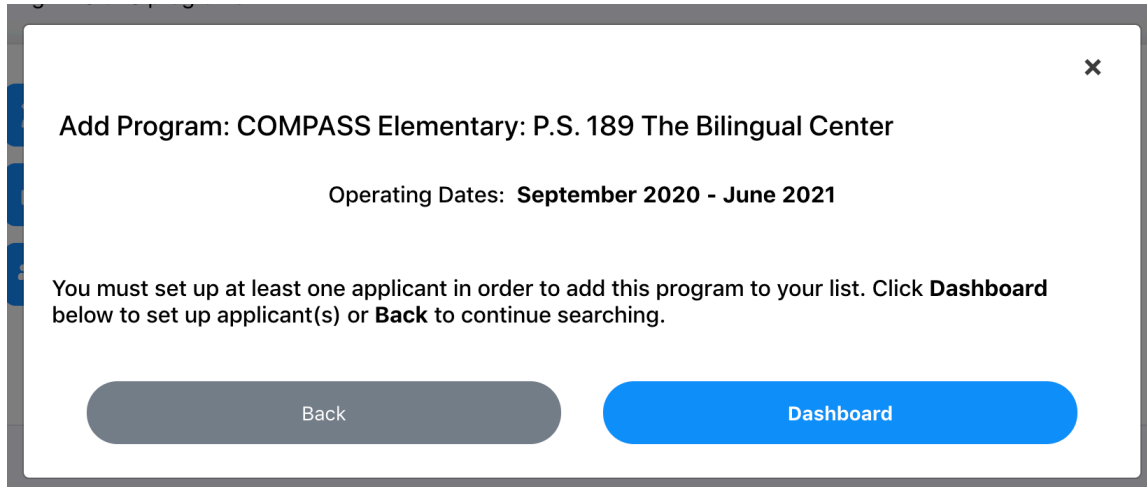
 Afterschool Programs	COMPASS Elementary: P.S. 189 The Bilingual Center	
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	Operating Dates: September 2020 - June 2021	

- Click on the "Add to List" icon.

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STEP 3 (Continued)

- When the screen below appears, click on the "Dashboard" button.



Add Program: COMPASS Elementary: P.S. 189 The Bilingual Center

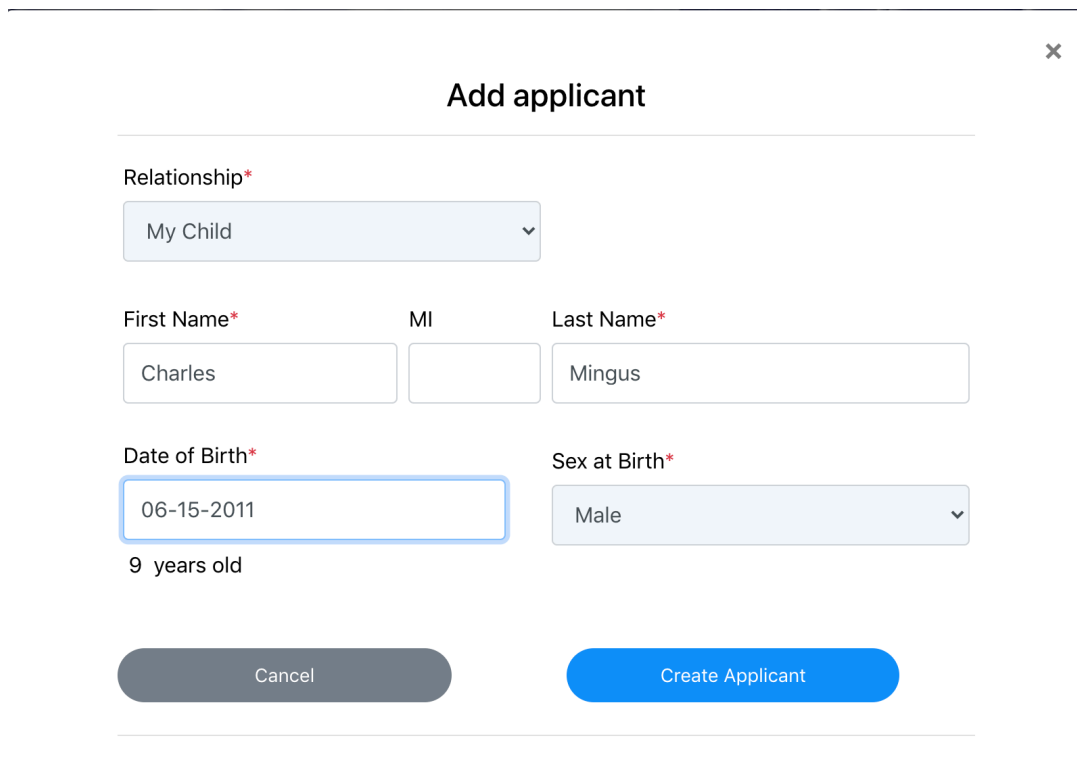
Operating Dates: **September 2020 - June 2021**

You must set up at least one applicant in order to add this program to your list. Click **Dashboard** below to set up applicant(s) or **Back** to continue searching.

Back **Dashboard**

- Click on the "Add Applicant Button"
- In the "Relationship" field please select the "My Child" option.
- Enter all necessary information for your child including birthdate and click the "Create Applicant" button.

Note: Birthdate must be separated by dashes for month, day, and year.



Add applicant

Relationship*
My Child

First Name* MI Last Name*
Charles Mingus

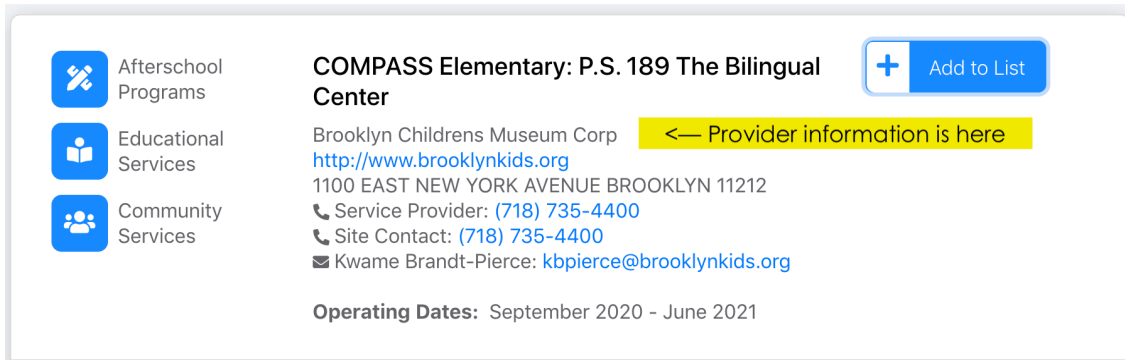
Date of Birth* Sex at Birth*
06-15-2011 Male
9 years old

Cancel **Create Applicant**

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Step 4: Complete Your Child's Application

After you register your child as an applicant you will be returned to the following screen:



The screenshot shows a provider information card with a sidebar on the left and main content on the right. The sidebar contains three categories: 'Afterschool Programs', 'Educational Services', and 'Community Services', each with a blue icon. The main content area displays the provider's name, 'COMPASS Elementary: P.S. 189 The Bilingual Center', followed by contact information: 'Brooklyn Childrens Museum Corp', the website 'http://www.brooklynkids.org', the address '1100 EAST NEW YORK AVENUE BROOKLYN 11212', and phone numbers for 'Service Provider: (718) 735-4400' and 'Site Contact: (718) 735-4400'. An email address 'Kwame Brandt-Pierce: kb Pierce@brooklynkids.org' is also listed. At the bottom, the 'Operating Dates' are 'September 2020 - June 2021'. A blue button with a plus sign and the text 'Add to List' is located in the top right corner. A yellow highlight is placed over the text '<— Provider information is here'.

COMPASS Elementary: P.S. 189 The Bilingual Center + Add to List

Brooklyn Childrens Museum Corp <— Provider information is here
<http://www.brooklynkids.org>
1100 EAST NEW YORK AVENUE BROOKLYN 11212
Service Provider: (718) 735-4400
Site Contact: (718) 735-4400
Kwame Brandt-Pierce: kb Pierce@brooklynkids.org

Operating Dates: September 2020 - June 2021

Click on the "Add to List" button and follow the prompts. This will take you to your digital application. Please complete all necessary fields and hit the submit button.

Once your application has been completed, a confirmation email will be sent to you.