

# 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!

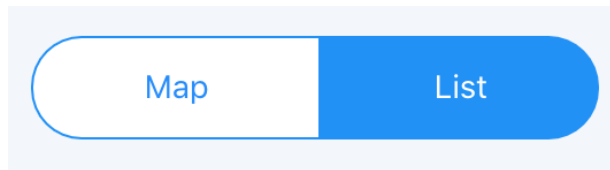
## Step 1: Create Your Discover DYCD Account

(If you already have a Discover DYCD account please skip to Step 3)

- Go to <https://discoverdycd.dycdconnect.nyc/program-public>
- In the Program 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. Brooklyn Children's Museum Program is for K-5 children ONLY.** Do NOT choose Haitian Americans United For Progress, it is a SEPARATE program for children Grades 6-8 ONLY.

Afterschool Programs

Educational Services

Community Services

### COMPASS Elementary: P.S. 189 The Bilingual Center

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: [kbpierce@brooklynkids.org](mailto:kbpierce@brooklynkids.org)

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

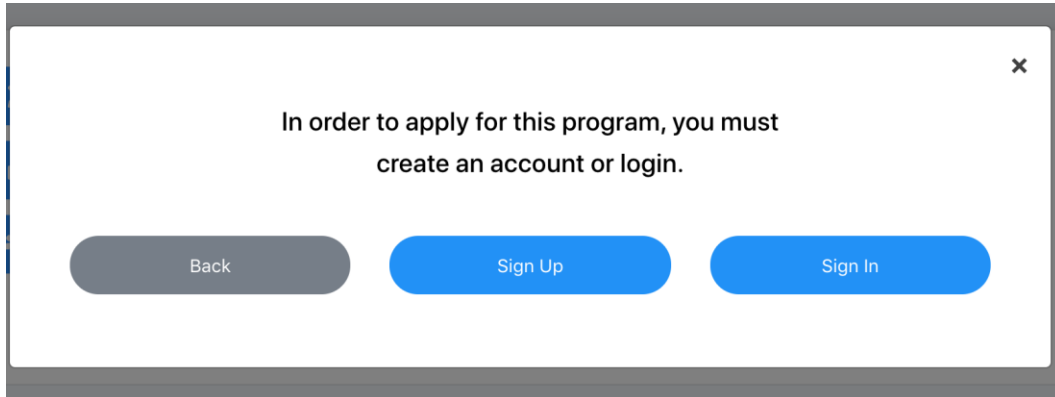
+ Add to List

Click on the "Add to List" icon.

# Discover DYCD Online Startup Guide

## 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."

# Discover DYCD Online Startup Guide

## 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.

# Discover DYCD Online Startup Guide

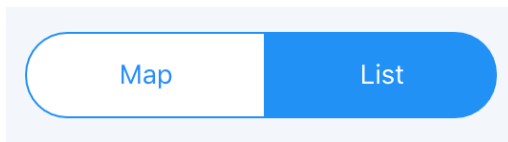
## Step 3: Register Your Child As An Applicant

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.

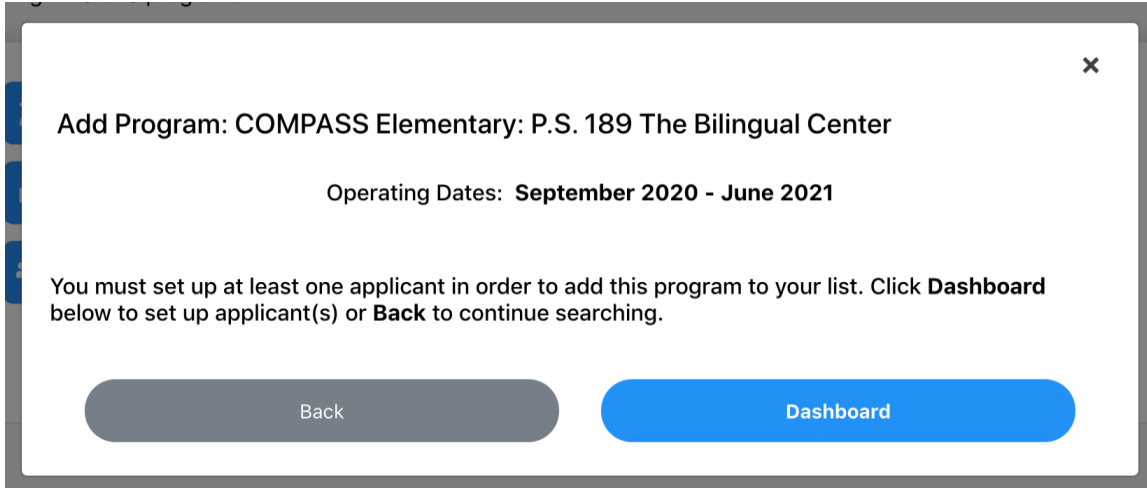
 Afterschool Programs	<b>COMPASS Elementary: P.S. 189 The Bilingual Center</b>	
 Educational Services	Brooklyn Childrens Museum Corp <span style="background-color: yellow;">← Provider information is here</span>	
 Community Services	<a href="http://www.brooklynkids.org">http://www.brooklynkids.org</a> 1100 EAST NEW YORK AVENUE BROOKLYN 11212 ☎ Service Provider: (718) 735-4400 ☎ Site Contact: (718) 735-4400 ✉ Kwame Brandt-Pierce: <a href="mailto:kbpierce@brooklynkids.org">kbpierce@brooklynkids.org</a>	
	<b>Operating Dates:</b> September 2020 - June 2021	

- Click on the "Add to List" icon.

# Discover DYCD Online Startup Guide

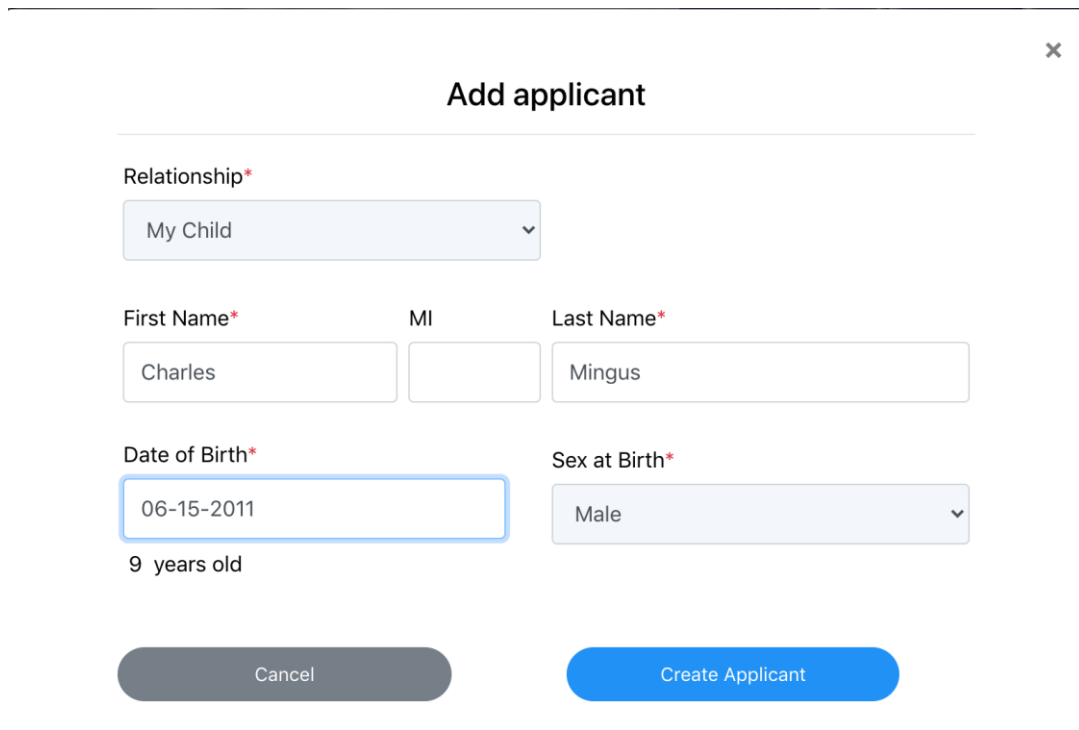
## STEP 3 (Continued)

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



The screenshot shows a modal window titled "Add Program: COMPASS Elementary: P.S. 189 The Bilingual Center". Below the title, it states "Operating Dates: September 2020 - June 2021". A message reads: "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." At the bottom, there are two buttons: a grey "Back" button and a blue "Dashboard" button.

- 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.

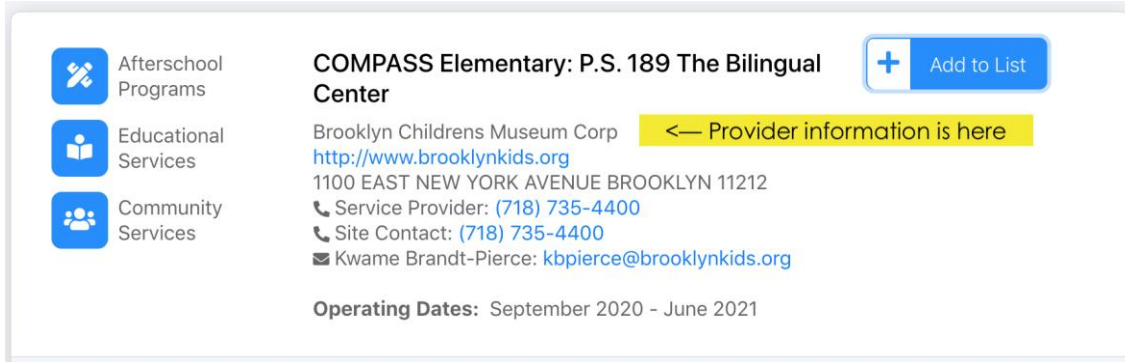


The screenshot shows the "Add applicant" form. It includes a "Relationship\*" dropdown menu with "My Child" selected. Below are three input fields for "First Name\*" (Charles), "MI" (empty), and "Last Name\*" (Mingus). There are also "Date of Birth\*" and "Sex at Birth\*" dropdown menus. The date of birth is "06-15-2011" and the sex is "Male". Below the date field, it says "9 years old". At the bottom, there are two buttons: a grey "Cancel" button and a blue "Create Applicant" button.

# Discover DYCD Online Startup Guide

## 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 listing for "COMPASS Elementary: P.S. 189 The Bilingual Center". On the left, there are three service categories: "Afterschool Programs", "Educational Services", and "Community Services", each with a blue icon. The provider name is in bold. To the right of the name is a blue button with a white plus sign and the text "Add to List". Below the name, the provider's details are listed: "Brooklyn Childrens Museum Corp" followed by a yellow highlight containing the text "<— Provider information is here". Below this is the website URL "http://www.brooklynkids.org", the address "1100 EAST NEW YORK AVENUE BROOKLYN 11212", and contact information: "Service Provider: (718) 735-4400", "Site Contact: (718) 735-4400", and "Kwame Brandt-Pierce: kb Pierce@brooklynkids.org". At the bottom, the "Operating Dates" are listed as "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.