

## Gelisa Lewis

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**From:** Connect  
**Sent:** Thursday, July 09, 2015 5:06 PM  
**To:** Connect  
**Cc:** Dennis Scott; Patricia Tummer (Patricia.Tummer@mdcourts.gov); Andrew Beck; Mark McGonigle; Earl Kates; Theresa Nudell (theresa.nudell@mdcourts.gov); Danyelle Reid; Melinda Jensen  
**Subject:** CONNECTors' Introduction To CONNECT User Acceptance Testing (UAT)

Hello CONNECTors,

As you know from past communications, the time for User Acceptance Testing (UAT) is rapidly approaching. This is where your involvement in CONNECT becomes extremely valuable! You, the CONNECTors, will be our UAT Testers!

As a tester, you will participate in one of the six, two-day UAT testing sessions that will take place throughout August. During the testing session you will perform actual HR processes in CONNECT, following detailed test scripts in our CONNECT test environment to see first-hand what the new processes will look like. The purpose of User Acceptance Testing is for you to use this experience to provide us feedback.

By July 15, you will receive an email with a website link to "SignUp Genius" for you to indicate your preferred testing session. Once we have gathered all of the session preferences, you will receive an Outlook Calendar invitation with your scheduled UAT session dates as your official invitation.

To prepare you to be a UAT Tester, the CONNECT Testing Team will offer several different approaches to "train the tester" during the first week of August. To save time and reduce travel, we will deliver a testing overview webinar accessible online through the CONNECT website. The webinar will last approximately 45 minutes. As an alternative, we will also host in-person sessions using the same presentation as the webinar followed by a Question & Answer period and hands-on practice. These will take place on Tuesday 8/04 and Thursday 8/06 at the JECC in Annapolis. You will receive a separate "SignUp Genius" invitation to indicate if you are interested in attending one of these classes. Lastly, prior to the beginning of each two-day UAT session, we will explain the testing approach, your step-by-step activities and tasks, and familiarize you with the material that you will be using.

We are extremely excited about this critical phase of the CONNECT initiative and providing you with the opportunity to begin experiencing the future of HR processes at the Judiciary.

Sincerely,  
The CONNECT Team

**P. Mark McGonigle**

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