Gelisa Lewis

From:	Connect
Sent:	Wednesday, October 28, 2015 8:47 AM
To:	Connect
Cc:	Melinda Jensen; Lee Robinson; Patricia Tummer (Patricia.Tummer@mdcourts.gov); Theresa Nudell (theresa.nudell@mdcourts.gov); Andrew Beck; Mark McGonigle
Subject:	LET'S GET STARTED WITH CONNECT CYCLE 2 TESTING!

Good-morning All CONNECT Cycle 2 Users!

CONNECT Parallel Testing is now live for Cycle 2, which includes all regular employees for:
- Circuit & District Courts for Anne Arundel, Calvert, Carroll, Cecil, Dorchester, Garrett, Kent, Queen Anne's, Talbot, Washington
- AOC, JIS, CRAs & DCHQ

To access CONNECT, click **HERE** or copy/paste the following address into your internet browser.
https://testconnect.mdcourts.gov/psp/ptuat/?cmd=login&languageCd=ENG&

There are three very simple activities that we want all employees to do:
1) Enter your **timesheets** (and any Absence Requests associated with that timesheet)in CONNECT, and complete your regular paper time sheet.
   - Click **HERE** to view the online training for completing a timesheet.
   - Employees can click **HERE** and expand the outline on the left navigation to find training for "Absence Requests".
   - Managers/Supervisors can find training to approve/deny Absence Requests by clicking **HERE** and expand the outline on the left navigation to find "Absence Management"

2) Check your **personal profile** to make sure that the information is accurate. If the information is not correct, contact us at the CONNECT Hotline (**410-260-6550**) or email us at connect@mdcourts.gov.
   - Click **HERE** to view the online training for viewing your personal profile.

3) Check your **organization chart** to make sure the reporting relationships are correct. If the information is not correct, contact us at the CONNECT Hotline (**410-260-6550**) or email us at connect@mdcourts.gov.
   - Click **HERE** to view the online training for viewing your organization chart.

If you have any questions, after ***first reviewing the online training, and then asking your local CONNECTor***, CONNECT has a direct hotline for you to call (**410-260-6550**)to receive live phone support. This support line is intended for use only during your particular testing cycle. As always, you can email us at connect@mdcourts.gov.

There is a list of Frequently Asked Questions (FAQs) in the "CONNECT News" section of the CONNECT Portal that may just have the answer you need. We will update this information almost daily throughout Parallel Testing.

The CONNECT Team