

## Gelisa Lewis

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**From:** Connect  
**Sent:** Tuesday, October 13, 2015 6:16 PM  
**To:** Connect  
**Cc:** Lee Robinson; Melinda Jensen; Patricia Tummer; Theresa Nudell; Andrew Beck; Debby Rivera; CC - Circuit Court - Chief Deputy Clerks of the Court; CC - Circuit Court - Clerks of the Court; Roberta Warnken  
**Subject:** CONNECT Online Training for All Judiciary Employees Is Now Live!



Hello CONNECTors:

We are excited to announce that the complete CONNECT online training is now accessible through the CONNECTed Training Library in <http://mdcourts.gov/connect/connected>.

The CONNECTed Training Library provides you with simulations, job aids and a training guide that can be downloaded with step-by-step directions on how to complete transactions in CONNECT.

Employees should first review the [Fundamentals](#) section of the CONNECTed Library to understand how to view the online materials and use the different playback options ("See It!" and "Try It!"). It also contains foundational concepts, terminology and the basics of navigating within CONNECT.

### **PREPARING FOR PARALLEL TESTING**

Prior to your testing cycle, please be sure that everyone has completed, at a minimum, the training modules for the processes related to timesheets (e.g., entering time, submitting time, etc.), absence requests, and reviewing personal profile information. These will be essential for completing the upcoming Parallel Testing that will take place throughout November. We will have more about the parallel testing coming to you soon.

**IMPORTANT NOTE:** Access to CONNECTed recordings and printable Job Aids requires the web browser Internet Explorer 9. It will not work with newer versions (i.e., versions 10 or 11). The training guide requires Adobe Acrobat PDF reader. For instructions on how to check the web browser version, see the attached PDF file. If you are on a STATE owned computer, contact the JIS Help Desk. If you are on a COUNTY computer, you will need to contact your County help desk.

Contact us at [connect@mdcourts.gov](mailto:connect@mdcourts.gov) with any questions about the training materials.