

## Gelisa Lewis

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**From:** Connect  
**Sent:** Tuesday, October 27, 2015 3:27 PM  
**To:** Connect  
**Cc:** Melinda Jensen; Lee Robinson; Patricia Tummer; Theresa Nudell; Andrew Beck; Mark McGonigle; ConnectTeam; CC - Circuit Court - Clerks of the Court; CC - Circuit Court - Chief Deputy Clerks of the Court; DC - District Court - Administrative Clerks  
**Subject:** Your CONNECT Parallel Testing Cycle Starts Wednesday (10/28)!

Hello CONNECTors, Clerks of Court, Administrative Clerks for Cycle 2 Parallel Testing:

*(AOC, CRAs & DCHQ; JIS; Anne Arundel; Calvert; Carroll; Cecil; Dorchester; Garrett; Kent; Queen Anne's; Talbot; Washington)*

Starting this Wednesday (10/28), you can start using CONNECT in the test system to safely learn how to enter your timesheets. The information below will give you the details about how to go into CONNECT using the Parallel Test system beginning tomorrow morning.

The point of Parallel Testing is to have everyone enter their timesheets into CONNECT while also continuing to do things the way you currently do them. This helps us make sure that the processes are working the way they should and the information that comes through in the system is the same as what we get on paper.

### **When Do I Get Started?**

On Wednesday morning, we will distribute an email message letting you know that the CONNECT testing site is live for all of your employees to begin accessing CONNECT. That message will contain the link to access the CONNECT test system, as well as the directions for logging into the system. After that, you can access CONNECT as often as you would like during your two week testing cycle (10/28 – 11/10).

### **How Do I Test CONNECT?**

It's simple, really. There are only three main things we want you to do during your testing period:

- Complete and submit your timesheets as you normally do ***and*** also in CONNECT;
- Review and validate your personal profile information; and,
- Enter Leave Requests (***only*** enter Leave Requests that are for the same time period of the timesheet you are completing).

*Timesheets:* Just go into CONNECT to enter your time. You will also have to complete your normal paper timesheet. If you have not already reviewed the online training in the [CONNECTed Training Library](#), be sure to do so to learn how to complete the timesheet. Click [HERE](#) to access the specific online training topic for completing timesheets.

*Personal Profile:* Check out your profile information in CONNECT to confirm that it is correct. If it is, you're finished with that. If not, email us at [CONNECT@MDCourts.gov](mailto:CONNECT@MDCourts.gov). It is important to note that any changes you make in the system will not be there when we go live in January, so please email us your corrections instead. Click [HERE](#) to access the specific online training topic for reviewing your profile.

*Leave Requests:* If you have a Leave Request that pertains to the same period as the timesheet you are completing, submit that Leave Request through CONNECT. Click [HERE](#) to access the specific online training topic submitting a Leave Request.

### **How Do I Get Help?**

We have made sure you have all the support you need. There are three main resources that you can access in this order:

- *First:* [CONNECTed Training Library](#). The online training has hundreds of detailed automated demonstrations that will teach you specifically what you need to know.
- *Second:* Your CONNECTor! They have been through a comprehensive 3-day class about CONNECT and should be able to answer most of your questions.
- *Third:* CONNECT Support Hotline - 410-260-6550. This phone number will put directly in touch with a CONNECT Subject Matter Experts. The hours of operation for this CONNECT support line will be Monday – Friday, 6:00AM – Midnight.

Thank you very much for being a part of ensuring that CONNECT will be a tremendous success for the Judiciary.

Please contact us at [connect@mdcourts.gov](mailto:connect@mdcourts.gov) with any questions.

The CONNECT Team