



of New York City

Inspiring all girls
to be strong,
smart, and bold



Girls Inc of NYC is excited to be one of the partners of DYCD. Through our partnership with DYCD and DOE school partners we will be able to provide safe and fun After School experiences for all of our students.

In order for your child to attend the program a Girls Inc. & DYCD Program Application must be filled out through **“DiscoverDYCD” platform by September 20, 2021.**

Steps to Register on “Discover DYCD”

1) Go to <https://discoverdycd.dycdconnect.nyc/home>. - *This page allows you to initiate a DYCD Program search by selecting a type of service and clicking search.*

2) Click “Search Programs” on the top left corner  and type in:

- School’s Out New York City (SONYC): Urban Assembly Institute of Math and Science for Young Women

3) Click “Add to List”

4) A pop up window will appear asking you to create an account (See Below) Click “Sign Up”:

×

In order to apply for this program, you must
create an account or login.

Back

Sign Up

Sign In

5) Click “Create Account” to create a Discover DYCD account:

NYC NYC.ID

The Official Website of the City of New York

Select Language | Text Size

Login

Log in using your NYC account.

Email Address or Username: *

Password: *

Log In

[Create Account](#)
[Forgot Password](#)
[Report an Issue](#)

Log in using one of these options:

[Employees](#) [Apple Login](#) [Facebook Log in](#)
[Google](#) [LinkedIn](#) [Microsoft](#)
[Yahoo](#)

Click to create a new account with discoverDYCD

If you have an account with any of these organizations, then you may log onto discoverDYCD using the existing account.

- 6) Enter an email address, complete all remaining data entry and then click **CREATE ACCOUNT** at the bottom of the page:

The Official Website of the City of New York

NYC Select Language | Text Size

Create Account

All fields are required.

EMAIL OR USERNAME

? Email Address or Username:

Confirm Email Address or Username:

PASSWORD

? Password:

Confirm Password:

CONTINUE

- 7) After creating the account, click **CONTINUE**

NYC NYC.ID Profile

The Official Website of the City of New York

Select Language | Text Size

Account Created

Welcome! Your account was created. Click *Continue* to log in.

CONTINUE

- 8) Return to the <https://discoverDYCD.dycdconnect.nyc/home>, click and login using your newly created account.

- 9) Upon your first login, you will be requested to confirm your email address. If you created an account with only a username, you will be asked for an email address and then have to confirm it via email in order to proceed with login. (See Example Below)

Account Profile: test2022

[EMAIL ADDRESS](#) [PASSWORD](#) [NAME](#) [SECURITY QUESTIONS](#) [DEACTIVATE](#)

Your new email address is pending confirmation. To confirm your new email address, click on the link in the email that was sent to the new email address. If you are prompted to login, enter your current email address or username and password. If you have not received the email, check your spam/junk folder.

Username cannot be changed. Enter an email address to replace your username.

?

New Email Address:

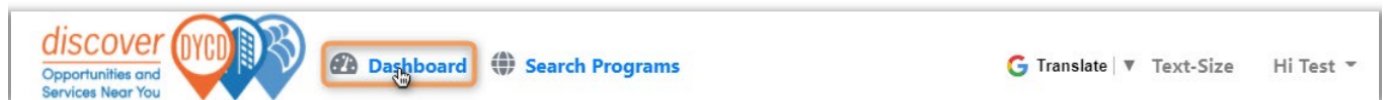
test2022

Confirm New Email Address:

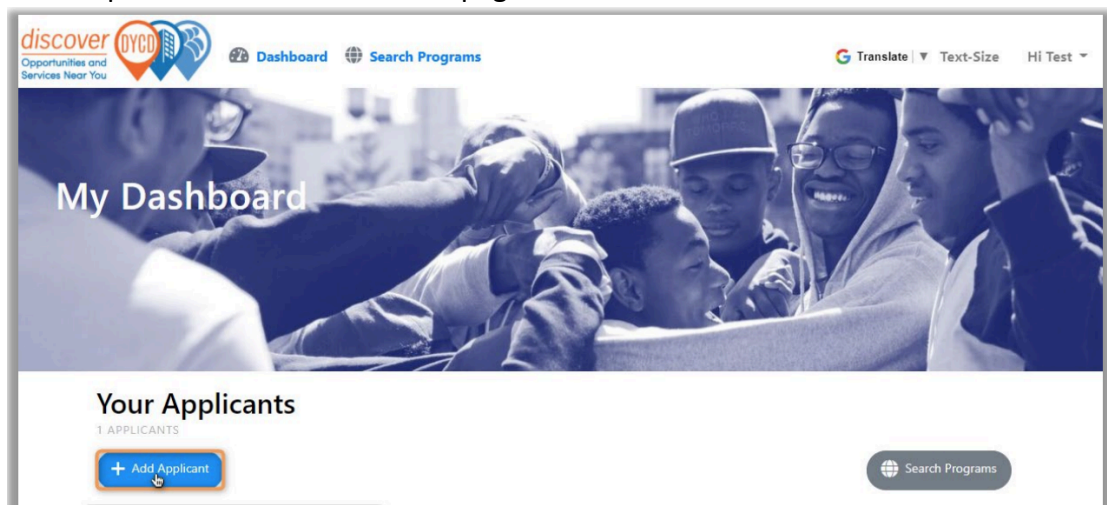
Current Password:

SAVE CHANGES

- 10) After creating a discoverDYCD account, you will need to add your Child to your Dashboard. This tells us who is applying to Girls Inc. of NYC DYCD Programs. From the top of any discoverDYCD page, you click on “Dashboard”



- 11) Click “Add Participant” at the bottom of the page:



12) Complete data entry on the pop-up & click “Create Applicant”

Add applicant

Relationship*
Myself
My Child
Another Person
Required

Last Name*
Required

Date of Birth*
mm-dd-yyyy
Required

Sex at Birth*
Required

Cancel

Create Applicant

13) After creating an “applicant,” click “Search Programs” on the pop-up to find Girls Inc. of NYC DYCD program:

Success!

Applicant has been created. Click Search to add programs for Simon Lee and start an application.

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Search Programs

14) After adding your daughter to your discoverDYCD account you must find **School's Out New York City (SONYC): Urban Assembly Institute of Math and Science for Young Women**

15) using the search options listed earlier. Click “Add to List”

School's Out New York City (SONYC): Urban Assembly Institute of Math and Science for Young Women

Girls Incorporated of New York City

<http://www.girlsincnyc>

283 ADAMS STREET BROOKLYN 11201

☎ Service Provider: (212) 531-7620

☎ Site Contact: (718) 260-2300

✉ Wilma Harris: wharris@girlsincnyc.org

Operating Dates: September 2021 – June 2022

16) Select your daughter name for the program & click “Apply”

Add Program: School's Out New York City (SONYC): Urban Assembly Institute of Math and Science for Young Women-Please select the applicants who would like to start an application for this program.

17) Click “Dashboard” to continue with the application process:



Draft Created!

We have created a draft application for those selected.
To begin filling out your draft application, click Dashboard.
To continue searching for additional programs, click **Back**.

Back

Dashboard

18) From your Dashboard, click on **Apply** then continue with application School's Out New York City (SONYC):Urban Assembly Institute of Math Science for Young Women

19)

20)



Your Applicants

1 APPLICANTS

+ Add Applicant

Elena Rivera

MANAGE

1 PROGRAMS



Urban Assembly Institute of Math and Science for Young Women - Summer Rising (13K527)
Associated Schools: The Urban Assembly Unison School (13K351);
School's Out New York City (SONYC)
July 2021 - August 2021
Status: DRAFT

Apply

21) Complete data entry on all 6 pages & then click “Submit” at the bottom of the page:

discover NYC Opportunities and Services Near You

Dashboard Search Programs

Can be used to navigate between pages of the online application

STEP 1 STEP 2 STEP 3 STEP 4 **STEP 5** STEP 6

Applicant Information

Applicant's First Name Middle Initial

David's Date of Birth

David's Sex at Birth

David's Race *

David's Ethnicity *

Now Viewing

David's Application

These are your saved programs. Once your form is complete, you can apply to any or all of these programs. Multi-select available below.

PS. 198 leader East Ida Straus

PS. 111 Jacob Blackwell

Abriles Enterprises Inc. - Learning Lab

After completing the online application, you may apply to one or multiple DYCD Programs by selecting them here

Does David have contact info?

David's application

Save and Continue Later

Back Next Submit

This progress bar will update as you complete data entry on the fields

Can be used to navigate between pages of the online application

Click to Submit an application after completing all data entry

22) Click "Continue" to complete a short demographic survey:

Success!

Simon's application has been submitted

You will receive an email confirmation shortly

You will now be taken to a short demographic survey from the City of New York.

Continue

23) After submitting your online application you will receive an email confirmation that your application was submitted. A program team member will then review your application's eligibility and contact you to confirm interest and collect additional information. If an application is declined, then you will receive an email informing you and your Dashboard will be updated to include a reason for the decline.

Girls Inc. Urban Assembly Institute Contact Info:

- **Wilma Harris - Girls Inc. Program Director**
 - wharris@girlsincnyc.org
 - SCHOOL CODE: School's Out New York City (SONYC): Urban Assembly Institute of Math Science for Young Women