



CONNECTIONS Tip Sheet Accessing Online Resources

This tip sheet provides directions on accessing a variety of CONNECTIONS online resources, including:

- The OCFS and CONNECTIONS Intranet Sites
- OCFS Policy Information
- Step-by-Step Guides, Job Aids and Training Information
- Frequently Asked Questions (FAQs)
- ACS Intranet Site
- CONNECTIONS Online Help

OCFS Intranet Site



The OCFS intranet site (<http://ocfs.state.nyenet/>) provides a wealth of information related to OCFS and various aspects of CONNECTIONS, including the OCFS CONNECTIONS intranet site.

Accessing the OCFS Intranet Site

1. Double-click on the **Internet Explorer** icon () on your local desktop.
*The OCFS intranet site displays; if this intranet site does not display, enter "http://ocfs.state.nyenet/" in the address bar and click on the **Go** button ().*

Accessing Policy Information on the OCFS Intranet Site

1. Click on the **Policies – External** link from the OCFS intranet site.
The Policy Directives page displays.
2. Click on the name of the desired document.
The document displays. To view policy documents for a prior year, click on the desired year link on the page.

Closing an Intranet Site

To close an intranet site, click on the **File** menu and select the **Close** command.
The Internet Explorer window closes.



OCFS CONNECTIONS Intranet Site

Accessing the OCFS CONNECTIONS Intranet Site

1. Click on the CONNECTIONS link from the OCFS intranet site.
The OCFS CONNECTIONS intranet site displays.



The OCFS CONNECTIONS intranet site (<http://ocfs.state.nyenet/connect/>) provides specific information about the CONNECTIONS application, such as updates, training schedules, Step-by-Step Guides and Job Aids.

Note: The CONNECTIONS application is secure and cannot be accessed from this intranet site.

CONNECTIONS Step-by-Step Guides are comprehensive reference tools that provide you with detailed information and step-by-step instructions on all features of the CONNECTIONS application. Job Aids are also a viable reference, providing information on how to use CONNECTIONS to support a specific task or function.

Accessing CONNECTIONS Step-By-Step Guides or Job Aids

1. Click on the **Step-by-Step/Job Aids/Tips** link on the CONNECTIONS home page.
The Step-by-Step Guides page displays.
2. Click on the desired link (e.g., **Step-by-Step Guides, Job Aids**).
3. Click on the name of the desired document.
The document displays in PDF format.

Accessing CONNECTIONS FAQs (Frequently Asked Questions)

1. Click on the **FAQs** link on the CONNECTIONS home page.
The Frequently Asked Questions page displays.
2. Click on the desired link.
The associated question/answer document displays in PDF format.

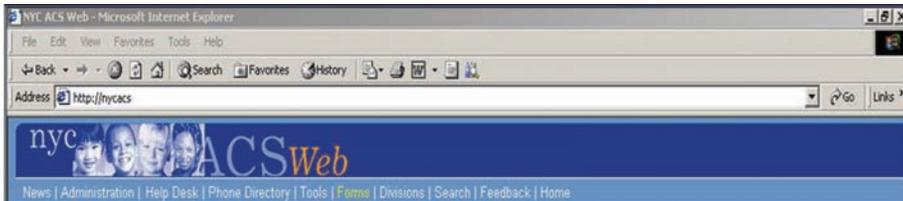
Printing PDF Documents

1. Click on the **Print** icon () on the Adobe toolbar.
The Print window displays.
Note: Due to the large size of Step-by-Step Guides, it is recommended that you do *not* print an entire guide all at once, but in sections as appropriate.
2. In the **Print Range** section, select the page(s) you wish to print.
3. Click on the **OK** button to print.

Accessing the CONNECTIONS Training Schedule

1. Click on the **Training** link on the CONNECTIONS home page.
The CONNECTIONS Training Course Information page displays.
2. Click on the STARS link: <http://stars.bsc-cdhs.org>.
The STARS home page displays. To access schedule and registration information, follow the links based on whether you are from a local district or voluntary agency.

ACS Intranet Site



The ACS intranet (<http://nycacs>) is designed to provide ACS employees and contract agency staff with helpful information about the agency and tools to help them do their jobs.

Accessing the ACS Intranet Site

1. Double-click on the **Internet Explorer** icon () on your local desktop.
The NYC ACS Web intranet site displays; if this intranet site does not display, enter "http://nycacs" in the address bar and click on the Go button ().

Accessing ACS Intranet Tools

1. Click on the **Tools** link on the NYC ACS Web intranet site.
*The ACS Information Systems Applications page displays with several additional links (e.g., **Connections Production, Resources**).*

CONNECTIONS Online Help

Online Help provides you with comprehensive information while using the CONNECTIONS application, including definitions, descriptions for various windows, step-by-step instructions for common tasks and more. You can access Online Help at any time, from any window in CONNECTIONS by clicking on the **Help** menu or pressing the **F1** key on your keyboard. The display of Help depends on from where in the system it is accessed (e.g. the *Family Services Stage window or the Task List*).

Closing Help

To close a CONNECTIONS Help window, click on the **File** menu and select the **Exit** command. To close Online Help from the CPRS, FRS, FSI or FSS windows and from the F1 path, click on the **Question Mark** icon () on the Title Bar of the Help window and select the **Close** command.

Recommended Resources

Step-by-Step Guides

- *CONNECTIONS Case Management Step-by-Step Guide*
- *CONNECTIONS Step-by-Step Guide: Training for CPS Workers*
- *CONNECTIONS Step-by-Step Guide: Training for FAD Caseworkers*
- *CONNECTIONS Step-by-Step Guide: Data Maintenance for Family Services Stages*

Data Warehouse Reports

- *OCFS Data Warehouse Case Management (Build 18) Reports FASP Reports Step-by-Step Guide*
- *Data Warehouse OCFS Predefined Reports Guide*

Job Aids

- *CONNECTIONS System Build 18 Job Aid: Interfaces*

Tip Sheets

- *Accessing CONNECTIONS*
- *CPS Intake*
- *Safety Assessment*

If you need assistance performing any of the functions on this tip sheet, please talk to your supervisor or contact the Enterprise Help Desk. The Enterprise Help Desk is staffed 24 hours a day, seven days a week. You can contact the Enterprise Help Desk at 1-800-NYS-1323 (1-800-697-1323).