



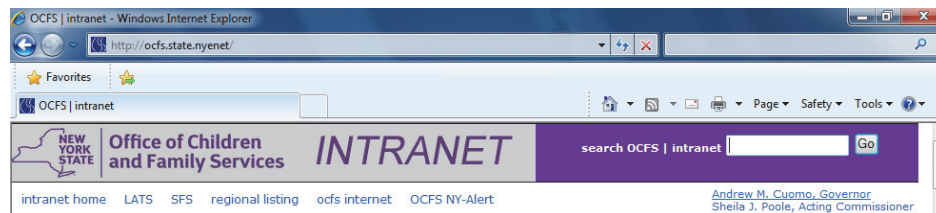
# CONNECTIONS Tip Sheet

## Accessing Online Resources

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

- the OCFS and CONNECTIONS intranet and Internet sites
- OCFS policy information
- Job Aids and Tip Sheets
- Frequently Asked Questions (FAQs)
- the 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. You must be on the HSEN domain in order to access these intranet sites.

#### Accessing the OCFS Intranet Site

1. Double-click 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 the **Go** button ( ).*

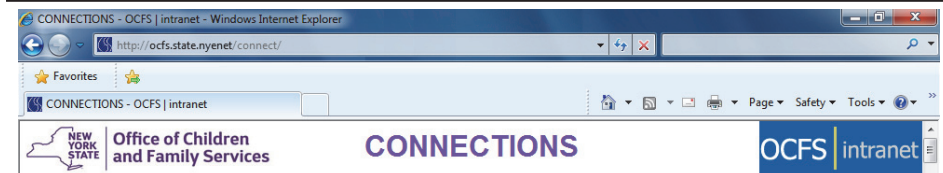
If you cannot access the intranet site because you are not on the HSEN domain, you can view similar content (with Internet access) at <http://ocfs.ny.gov>.

#### Accessing Policy Information on the OCFS Intranet Site

1. Click the **Policies - External** link in the **General Resources** section of the left-hand menu pane on the OCFS intranet site.  
*The External Policies page displays.*

2. Click the name of the desired document.  
*The document displays. To view policy documents for a prior year, click the desired year link on the page.*

### OCFS CONNECTIONS Intranet Site



The OCFS CONNECTIONS intranet site (<http://ocfs.state.nyenet/connect/>) provides specific information about the CONNECTIONS application, such as updates, access to training schedules, Job Aids, and other Tip Sheets.  
**Note:** The CONNECTIONS application is secure and cannot be accessed from this intranet site.

Job Aids and Tip Sheets are valuable resources, providing information on how to complete a specific task or function in CONNECTIONS.

#### Accessing the OCFS CONNECTIONS Intranet Site


1. Click the **CONNECTIONS** link in the **Intranet Sites** section of the left-hand menu pane on the OCFS intranet site.  
*The OCFS CONNECTIONS intranet site home page displays.*

If you cannot access the intranet site because you are not on the HSEN domain, you can view equivalent content (with Internet access) at <http://ocfs.ny.gov/connect/Default.asp>.

#### Accessing CONNECTIONS Job Aids and Tip Sheets

1. Click the **Step-by-Step/Job Aids/Tips** link in the left-hand menu pane of the OCFS CONNECTIONS intranet site home page.  
*The Step-by-Step Guides page displays.*
2. Click the **Job Aids/Tip Sheets** link in the upper right-hand corner.  
*The Job Aids and Tip Sheets page displays.*
3. Click the name of the desired document.  
*The document displays in PDF format.*

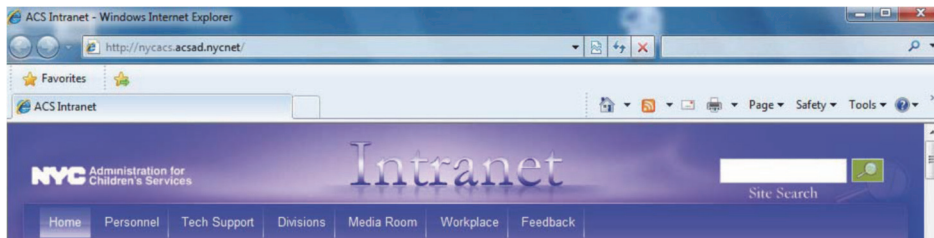
## Printing PDF Documents

1. Click the **Print** icon (  ) on the Adobe toolbar.  
*The Print window displays.*  
**NOTE:** Check district and agency policies in reference to printing large documents.
2. In the **Pages to Print** section, select the page(s) you wish to print.
3. Click the **Print** button.

## Accessing HSLC to View the CONNECTIONS Training Schedule



1. Click the **Training** link in the left-hand menu pane of the OCFS CONNECTIONS intranet site home page.  
*The CONNECTIONS Training Information page displays.*
2. Click the **HSLC** link in the upper right-hand corner.  
*The STARS Human Services Learning Center home page displays (<https://www.hslcnys.org/hslc/>). A sign-on is required. For assistance, contact the HSLC Help Desk at 1-800-413-3210 or email [starsupport@bsc-cdhs.org](mailto:starsupport@bsc-cdhs.org).*

## ACS Intranet Site



The ACS intranet (<http://nycacs.acsad.nycnet>) is designed to provide ACS employees and contract agency staff with helpful information about the agency and tools to help them do their jobs. You must be on the HSEN domain in order to access this intranet site.

## Accessing the ACS Intranet Site

1. Double-click 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.acsad.nycnet" in the address bar and click the **Go** button (  ).*
2. Use the available links and search tools to locate CONNECTIONS resources and ACS documents.

## CONNECTIONS Online Help



Online Help provides you with comprehensive information while using CONNECTIONS. It includes definitions, descriptions for various windows, step-by-step instructions for common tasks, and more. Online Help can be accessed at any time, from any window in CONNECTIONS by clicking the **Help** link in the **NAVIGATION PANE** (or the **Help** menu on older CONNECTIONS windows).

## Help/Training Link

The **Help/Training** link in the header of the main CONNECTIONS window provides access to the CONNECTIONS Help/Training Resources page of the CONNECTIONS intranet site. This page contains links for accessing the comprehensive set of resources located on the intranet site, including How Do I documents, Tip Sheets, Job Aids, Quick Start Guides, and training information.

## CONNECTIONS Resources

Human Services - ITS Enterprise Service Desk:  
1-800-697-1323

CONNECTIONS Regional Implementation Staff:  
<http://ocfs.ny.gov/connect/contact.asp>

CONNECTIONS Application Help Mailbox:  
[ocfs.sm.conn\\_app@ocfs.ny.gov](mailto:ocfs.sm.conn_app@ocfs.ny.gov)

CONNECTIONS Communications Mailbox:  
[connections@ocfs.ny.gov](mailto:connections@ocfs.ny.gov)

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