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From: Connect
Sent: Thursday, November 19, 2015 5:23 PM
To: Connect
Subject: Cycle 4 Starts CONNECT Parallel Testing Cycle on Wednesday (11/25)!

Hello CONNECTors, Clerks of Court, Administrative Clerks for Cycle 4 Parallel Testing:
(Baltimore City, Baltimore County, Charles County, Montgomery County, Prince George's; ALL Magistrates and Recalled Judges)

Starting next Wednesday (11/25), your Parallel Testing Cycle for CONNECT will begin; it will end on *Timesheet Tuesday, 12/08/15*. You are, however, able to enter the system now and begin 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 next Wednesday 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 another email message reiterating that the CONNECT two week testing cycle (11/25 – 12/08) has begun. Until then, please note that the site is live for all employees to begin accessing CONNECT.

What Are My Log-In Credentials for CONNECT?

To access CONNECT for Parallel Testing, use the same credentials you use when accessing your Judiciary computer. This is called an "Active Directory" account. The typical format for the user name is your FIRSTNAME.LASTNAME. This should be written in ALL CAPS. Please refer to the information provided in the "[FUNDAMENTALS](#)" online training in the [CONNECTed Training Library](#).

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 Organizational Chart; 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 & Organization Chart: 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. 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. Click [HERE](#) to see how to view your Organization Chart.

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. The list that is sorted by location is available under the “NEED ASSISTANCE?” link on the [CONNECTed Training Library](#). It is also available by clicking [HERE](#).
- *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 with any questions.

The CONNECT Team

