



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



- The OCFS and CONNECTIONS intranet sites
- OCFS policy information
- 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 the OCFS Intranet Site

1. Click on the **File** menu and select the **Close** command.



### 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, access to training schedules, Job Aids, and other Tip Sheets.


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

CONNECTIONS Job Aids and Tip Sheets are viable resources, providing information on how to use CONNECTIONS to support a specific task or function.

#### Accessing CONNECTIONS Job Aids and Tip Sheets

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

### Printing PDF Documents

1. Click on the **Print** icon (  ) on the Adobe toolbar.  
*The Print window displays.*

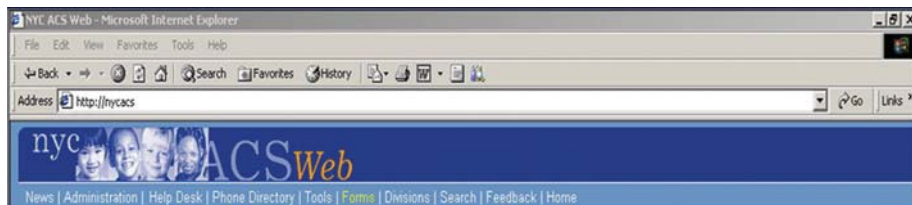
**NOTE:** Check with Local District and Agency policies in reference to printing large documents.

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 Information page displays.*
2. Click on the STARS link in the upper right-hand corner:  
**<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** menu 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. 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 on the **Help** menus, **NAVIGATION PANE Help** links, or by pressing the **F1** key on your keyboard. **F1** provides information specific to the window element that was active when **F1** was pressed. The display for **Help** depends on where in the system it is accessed.

### Closing Help

To close a CONNECTIONS *Help* window, click on the “**X**” button in the upper right-hand corner of the window.

### Help/Training Link

The **Help/Training** link on the new CONNECTIONS toolbar provides access to a comprehensive set of resources, including Tip Sheets, Frequently Asked Questions (FAQ), How Do I documents, the job aid, and quick start guides.



## CONNECTIONS Resources

OFT Customer Care Center: 1 800 697 1323

CONNECTIONS Regional Implementation Staff:  
<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application Questions:  
[ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us) (NOTE: address contains an underline)

CONNECTIONS Communications:  
[CONNECTIONSCommunications@dfa.state.ny.us](mailto:CONNECTIONSCommunications@dfa.state.ny.us)