Gelisa Lewis

From: Connect

Sent: Friday, November 20, 2015 9:57 AM

To: Connect

Subject: Accessing the CONNECT Parallel Test System



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)

As you know, CONNECT Parallel Testing Cycle 4 will begin this coming Wednesday, 11/25 which includes <u>all regular</u> <u>employees</u> for Circuit & District Courts of Baltimore City, Baltimore County, Charles County, Montgomery County, Prince George's; ALL Magistrates and Recalled Judges.

However, we want to reiterate that the CONNECT test system is currently available for you to begin working in and becoming familiar with how to do things in CONNECT.

To access CONNECT, click <u>HERE</u> or copy/paste the following address into your internet browser. https://testconnect.mdcourts.gov/psp/ptuat/?cmd=login&languageCd=ENG&

The log in credentials you use when accessing your Judiciary computer are the same that you will use to enter CONNECT. 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. For issues logging into CONNECT, please call the JIS HELP DESK at 410-260-1114.

Prior to your Parallel Testing Cycle, if you have any questions we ask that you first review the online training materials (click HERE for the CONNECTed Training Library) or reach out to your CONNECTors (click HERE for the list of connect@mdcourts.gov. The CONNECT Hotline will have only the bandwidth to support employees who are in their Parallel Testing Cycle. You will have full access to that live support resource during your actual testing cycle.

The CONNECT Team