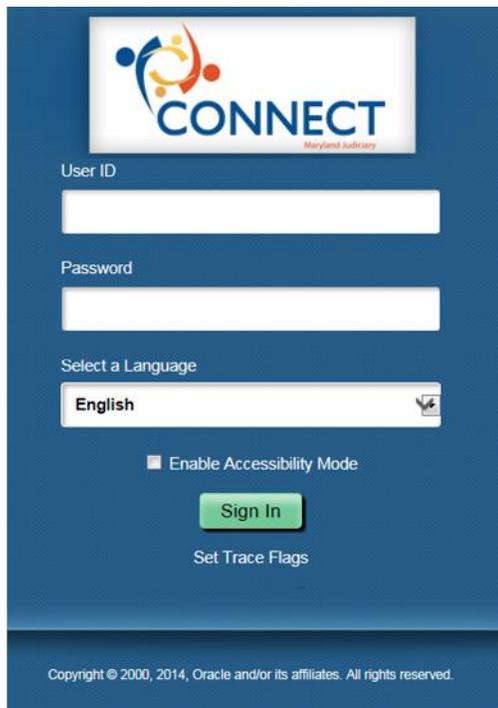


CONNECT Sign In

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, contact **Dennis Edwards of the JIS Help Desk at 410-260-1146**, or call the **JIS HELP DESK general number at 410-260-1114**.



Step	Action
1.	When you open your default browser's window and type in the URL (i.e., website address) for CONNECT or select the bookmark for the page in which you would like to work, the Sign In page appears. As 01/06/2016, when CONNECT goes live, the web address will be https://connect.mdcourts.gov . This is accessible from anywhere that you can access the internet. You use this page to select the language in which you want your transaction pages to appear and to sign in to the application.
2.	CONNECT's Internet Architecture structure provides "single sign-on" access, which allows you to work in multiple CONNECT applications and databases without having to sign out and sign in again. Both the User ID and Password fields are case sensitive. Click in the User ID field.
3.	For CONNECT, use the log in credentials that 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 (e.g., Enter " RICKY.MARTIN " into the User ID field).

Step	Action
4.	Click in the Password field.
5.	Once you have typed in the user ID, you can type in the password. Notice that for security purposes, when you type the password, it will be shown with asterisks. Also note that passwords are case sensitive (e.g., Enter " welcome1 ") into the Password field.
6.	Click the Sign In button. 
7.	You will first see the CONNECT Portal page. Click on the “My HR” tab shown in the circle below. 
8.	Your Employee Self-Service Home Page will load the defaulted pagelets containing summary information from various sources within the system. This page may vary per user. This is the Home page for Enterprise Human Capital Management. 

Step	Action
9.	<p>When CONNECT is processing a transaction, you will notice a spinning wheel in the upper right corner of the screen like the one displayed in the image below.</p> 
10.	<p>To exit CONNECT securely you should always sign out after completing your transaction.</p> <p>For security purposes, your CONNECT system logs you out of your application after a period of inactivity. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire.</p> <p>Click the Sign out link in the upper right corner of the CONNECT screen.</p> 

