## II. ACCESSING THE SUBSIDIZED CHILD CARE REIMBURSEMENT SYSTEM

## IBM WebSphere Host on Demand (HOD)

All users will need to have an Internet connection in order to process the monthly reports. The website address for accessing HOD is <u>http://3270.its.state.nc.us</u>. **Bookmark the website address.** If you encounter problems accessing the HOD website, contact the ITS Customer Support Center at (919) 754-6000 or 1-800-722-3946.

## A. Connecting to a HOD Session

1. At the HOD website, click on the appropriate TN3270 link (Figure II.A – 1).



Figure II.A - 1: Website for accessing HOD session

2. HOD begins to detect the level of Java Support on your system (Figure II.A - 2).

Please wait. Host On-Demand is detecting the level of Java support on your system.

Figure II.A - 2: HOD detecting level of Java support

3. HOD begins to load via the detected level of Java support (Figure II.A - 3).



Figure II.A - 3: Loading Java based upon detected level of Java support

4. Once loaded, a screen showing configured sessions will appear (Figure II.A - 4).

	Configured Sessions	Active Sessions
	Double-click an icon to start a session.	
The strict		
3270 sttp		
TLS Display FTPTLS		100
		1.1
		1.2
		1.37
		12
		1.
		08
	Heb	2

Figure II.A - 4: HOD configured sessions

5. Double-click on the 3270 icon and the session application screen will appear (Figure II.A – 5).



Figure II.A - 5: Session application screen

6. Type "cicssccg" in the APPLICATION field and press <ENTER> (Figure II.A – 6).

VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK
CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946
* * * * * * * * * * * * * * * * * * *
APPLICATION: cicssccg_

Figure II.A - 6: Selecting cicssccg application

7. The banner/login screen will appear (Figure II.A – 7).



Figure II.A - 7: Session login screen

## B. Logging into a Session

1. Type your RACF User ID in the **USERID** field, "ghb-dhr" in the **BILL-CDE** field and your Password in the **PASSWORD** field. Press **<ENTER>** (Figure II.B – 1).



Figure II.B - 1: Logging into a session

2. Type "GH02" on the blank screen that follows and press **<ENTER>**. The Subsidized Child Care Reimbursement Main Menu will appear (Figure II.B – 2).

GHB0001M 99901037 OPTION	SUBSIDIZED CHILD CARE REIMBURSEMENT MAIN MENU DESCRIPTION	10/11/06 13:20:32
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14)	PAYMENT PROCESSING MENU TOTALS MENU APPROVAL NOTICE MENU NONLICENSED HOME/FACILITY W/O APPROVAL NOTICE MENU CHILD NAME SEARCH FACILITY & NONLICENSED HOME NAME SEARCH PROVIDER NAME SEARCH QUERIES MENU ADMINISTRATIVE MENU SCC BULLETIN BOARD LIST OF APPROVAL NOTICES RECENTLY ISSUED WAITING LIST SUMMARY FEDERAL SAMPLING MENU - CASE RECORDS SELECTED CASE NUMBER OR FAMILY NAME SEARCH	
SELECTION	N: _	
F KEYS: 1=He	lp 3=Exit GHB	

Figure II.B - 2: Subsidized Child Care Reimbursement Main Menu