

## II. ACCESSING THE SUBSIDIZED CHILD CARE REIMBURSEMENT SYSTEM

### IBM WebSphere Host on Demand (HOD)

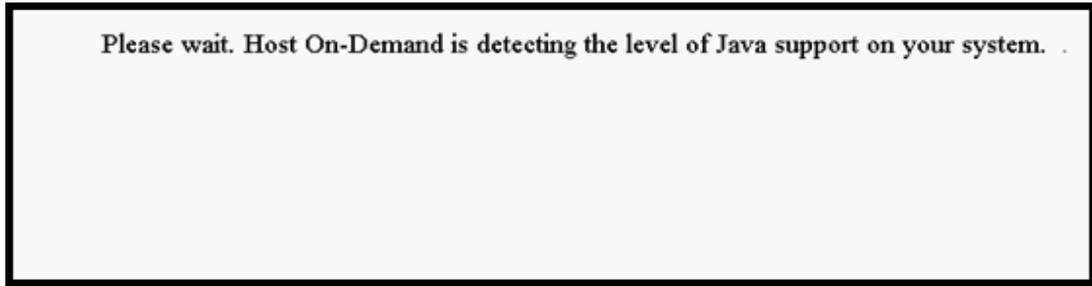
All users will need to have an Internet connection in order to process the monthly reports. The website address for accessing HOD is <http://3270.its.state.nc.us>. **Bookmark the website address.** If you encounter problems accessing the HOD website, contact the ITS Customer Support Center at (919) 754-6000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



**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).



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).

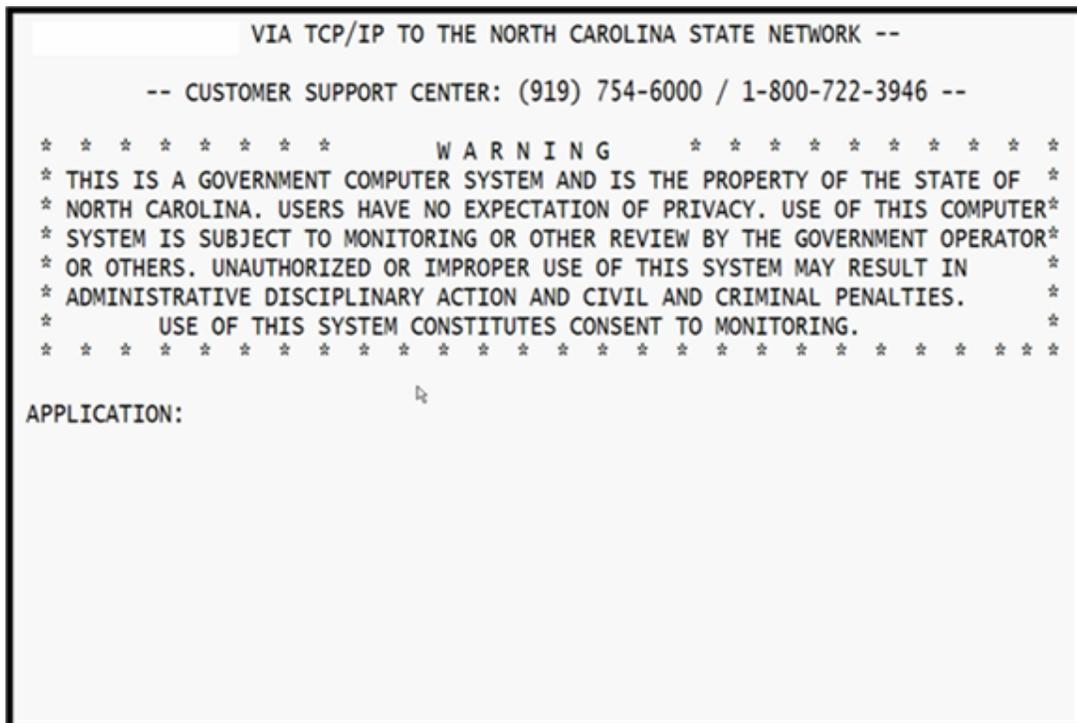


Figure II.A - 5: Session application screen

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

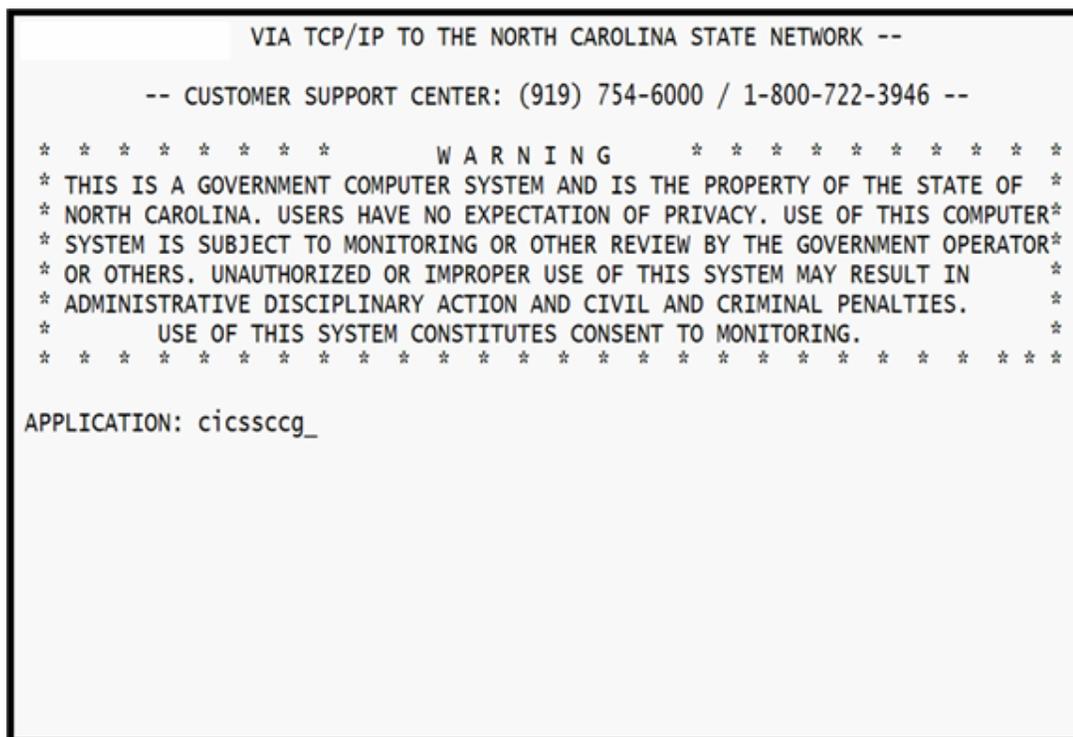


Figure II.A - 6: Selecting cicssccg application

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

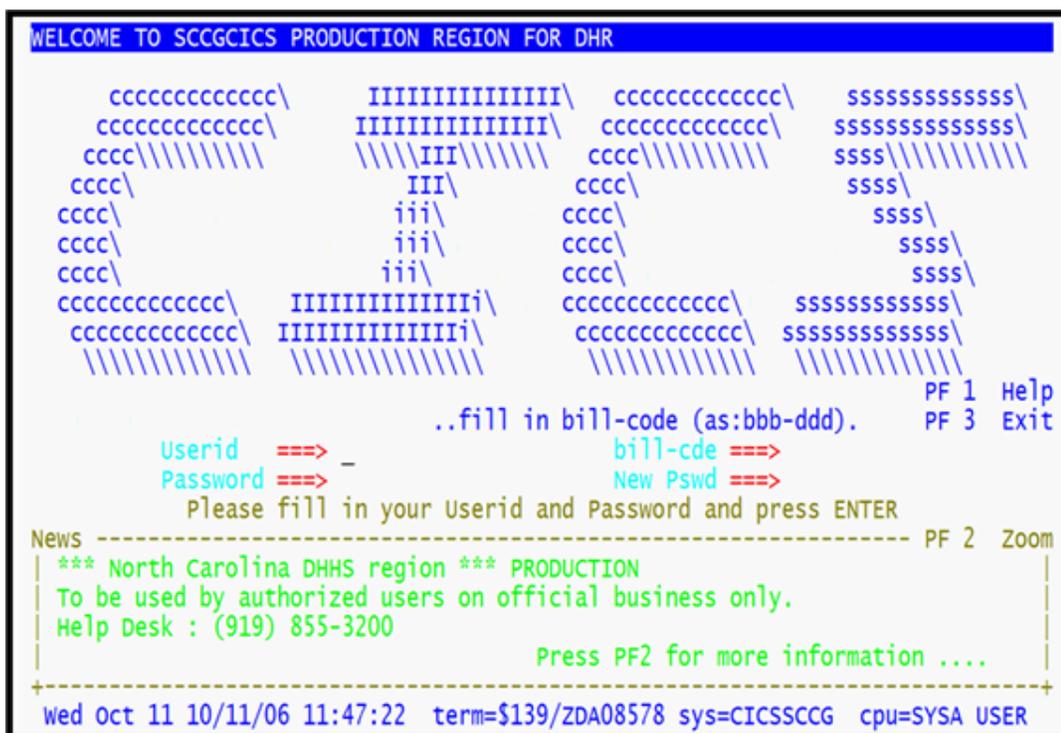


Figure II.A - 7: Session login screen

## 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).

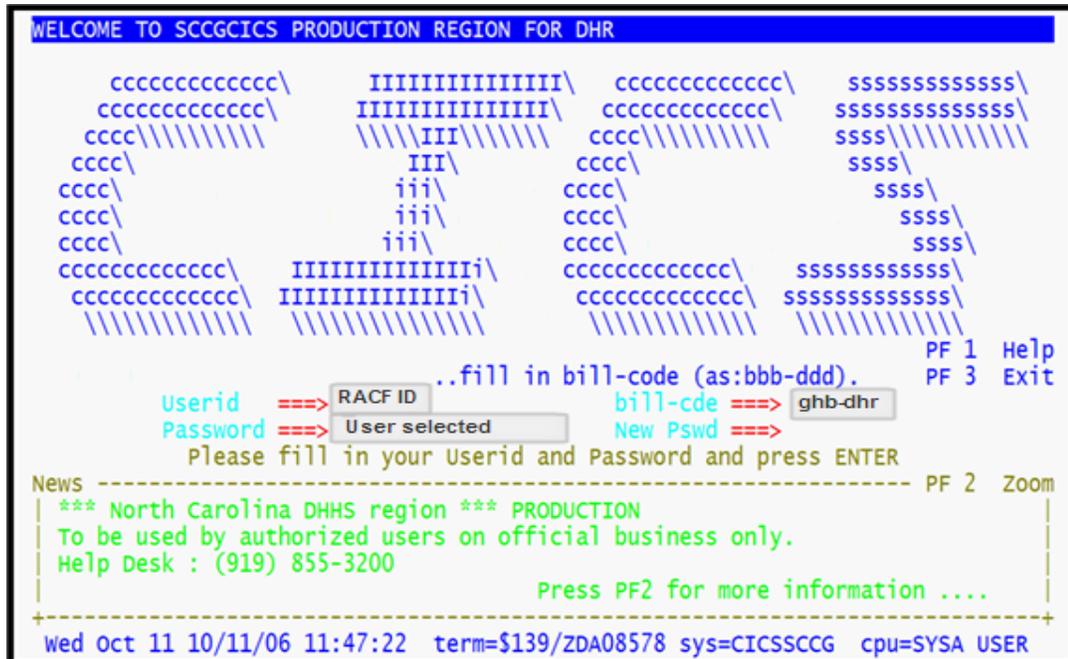


Figure II.B - 1: Logging into a session

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).

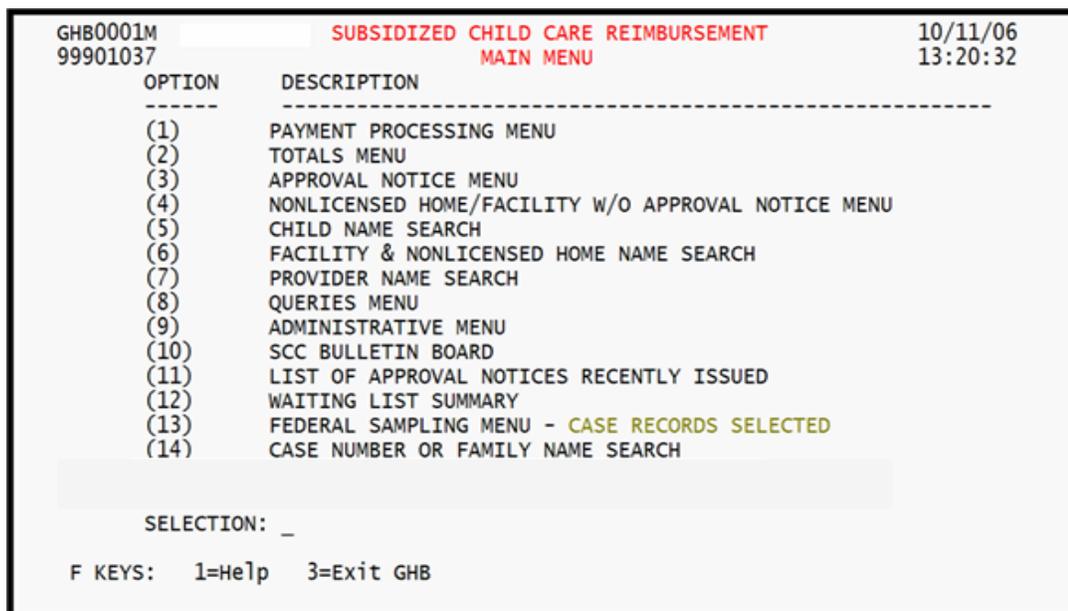


Figure II.B - 2: Subsidized Child Care Reimbursement Main Menu