Lawson V10—Access Steps

Logging on to the Reporting Portal

1. To access the Lawson HRIS V10 portal, copy the following link in the address bar of your Google Chrome browser.

   https://mingle.mcpsmd.org/infor

2. Enter your MCPS user ID and password to log in.

3. If your login is not successful please notify Krishna Tallur.

4. Click on the Apps Menu on the upper left side of your browser.

5. Click on Infor Lawson icon.
Accessing the Menu

6. The Lawson screen will appear as follows. Click on **Menu** at the top left corner to open the navigation panel.

7. Click **Bookmarks** to see all of the screens, reports, and jobs you have access to.