Thank you for your service!

Below please find answers to frequently asked questions when ending your employment with MCPS.

1. **When will I lose access to my computer account?** Your MCPS computer account will expire 24 hours after your last day with MCPS.

2. **How can I get a copy of the documents in the “my documents” folder before I leave?** You can copy the contents of your “my documents” folder to a USB flash drive, CD or DVD. See your school’s technical support staff for further assistance.

3. **How can I get a copy of what is stored in my Google Drive?** Use Google Takeout to get the documents out of your drive. For more info see:  
   [https://support.google.com/accounts/answer/3024190?hl=en](https://support.google.com/accounts/answer/3024190?hl=en)

4. **How will my replacement get computer access?** Access is granted automatically when your replacement is assigned to his/her new location and position in payroll.

5. **If my computer account is disabled, how will I get my last paycheck stub?** Your last paycheck will be mailed to your home address on file in Human Resources.

6. **How do I let others know I have left MCPS?** Turn on the out of office assistant in Outlook. We also suggest communicating with your contacts before leaving MCPS.

You can contact the Technical Help Desk by:

- **E-mail:** [Help_Desk@mcpsmd.org](mailto:Help_Desk@mcpsmd.org)
- **Call:** 301-517-5800, 7 am to 5 pm Monday-Friday
- **Submit** your own ticket by going to the Unicenter Service Desk (see link below for more information)  