# How to Register your myID Security Questions

## **Summary**

- 1. Login to myID
- 2. Setup your challenge questions

Subtasks	Steps
1. Access the Internet	Navigate to <a href="http://montgomeryschoolsmd.org/myid/">http://montgomeryschoolsmd.org/myid/</a> Note: If you are using a MCPS computer be sure you are logged into the computer as <a href="yourself">yourself</a>
2. Click "Register for Password Sel· Service"	Welcome to Simple Password Self Service  Forgot Your Password?  Frequently Asked Questions  [Español]

#### 3a. MCPS computers:

#### Click Next

myID Registration:

Registering your password allows you to quickly reset it if you ever forget it. This self-service feature is enabled once you complete a series of security questions.

Click 'Next' to update your security questions.



### 3b. Personal (non-MCPS) computer:



- a) If using Internet Explorer click "use another account"
- b) Enter your Outlook user name preceded by mcpsmd\(example-mcpsmd\smithjoh)
- c) Enter your current Outlook password
- d) Click OK
- e) Click Next

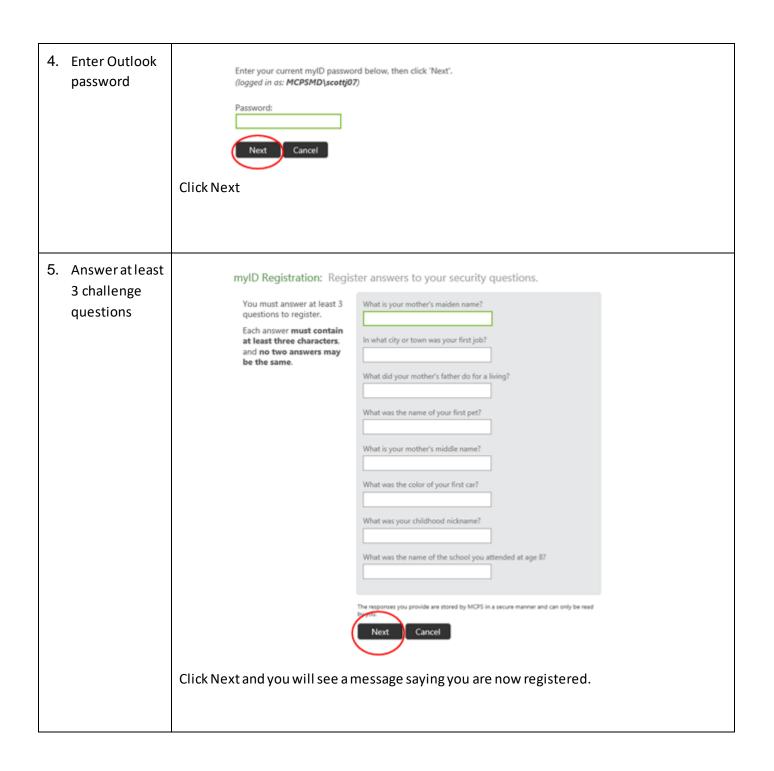
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