Welcome to MCPS!

The Technical Help Desk is providing the following Tech Tips to assist and guide you through some of the common MCPS applications such as:

- myID
- Setup Direct Deposit
- Outlook E-mail
- Maximo
- ePaystub
- Professional Development Online (PDO)

**myID**

When you receive your temporary password, you are required to reset the password in myID, the MCPS password management system.

1. **Go to** [https://www.montgomeryschoolsmd.org/myid/](https://www.montgomeryschoolsmd.org/myid/)
2. Click **Register for Password Self Service**
3. **Sign in** with your username and temporary password
   
   **NOTE:** If you are using a personal computer enter mcpsmd\ in front of your user name (example: mcpsmd\smithjoh)

4. Click **next**
5. Enter your **temporary password**, click **next**
6. **Answer** at least 3 security questions and click **next**
7. Once you are registered go to [https://www.montgomeryschoolsmd.org/myid/](https://www.montgomeryschoolsmd.org/myid/) > click **Forgot Password**.
8. Enter your **username**, click **next**
9. **Answer** your security questions, click **next**
10. Change your password

Your MCPS **User Name** (also referred to as: User ID, Outlook User Name, Log in ID) remains with you throughout your career at MCPS. However, your Outlook **password** must be changed every 120 days. An email reminder will be sent to your MCPS Outlook email account 2 weeks prior to expiration.
Employee Self-Service to set up Direct Deposit

2. Click the Quick Start Guide link to access detailed enrollment instructions. You also may wish to read Frequently Asked Questions about direct deposit.
3. Next, click on the Employee Self-Service (ESS) link.
4. Click on My direct deposit found under the green My Pay banner.
5. Sign in using your MCPS username (example: smithjoh) and password.

MCPS Outlook E-mail:

1. Go to https://outlook.mcpsmd.org
2. Enter your username@mcpsmd.org and password
3. Click the Sign in button and follow the on screen directions to set up your mailbox.

Maximo (Maintenance Work Order System):

How do I get a Maximo Account?
For a basic level of access to Maximo (like school users have), send an e-mail to Richard Cox requesting a Maximo account. Include your employee ID#, work phone number, work location, and position.

Mr. Cox will send an e-mail reply that contains your new Maximo account information.

For an advanced level of access to Maximo, contact Richard Cox 301-548-7531 to discuss your needs. He will identify the most appropriate level of access and give additional information for creating your new account.

How do I access Maximo from my school desktop?
The web address for Maximo is: https://maximoprod.mcpsmd.org you can type the address for Maximo directly into your internet browser address bar. Contact your schools computer person (ITSS) to either have a shortcut placed on your desktop or Maximo listed on your favorites list.

Need more help with Maximo?

ePaystub

To access your ePaystub:

1. Go to https://epaytax.mcpsmd.org/login.aspx
2. Login using your user name (example: smithjoh) and your Outlook password
   a. NOTE: Do not use @mcpsmd.org after your user name when logging into systems other than Outlook
3. On the left under **View My Documents** click on **My ePaystub**
4. Under View, to the right of the date of the paycheck, click on the **magnifying glass**
5. Enter your **employee id** number
6. Under “Generate New Security Code” **enter the security code** shown in the blue box above
7. Click on **Submit**

**Important:** If you cannot get past the security screen, your browser might be blocking our page from popping up. You need to allow our page to use pop-ups. An easy way to do this in Internet Explorer is to click allow pop-ups on the banner that appears at the bottom of the screen. In Chrome you will see “pop-up blocked” to the right in the address bar (_rendered icon_ click it and choose “always allow pop-ups from epaytax.mcpsmd.org”.

**Need more help?**

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**Professional Development Online (PDO)**

To access PDO:

1. **Go to** [https://pdo.mcpsmd.org/](https://pdo.mcpsmd.org/)
2. **Login** using your user name (example: smithjoh) and your Outlook password

**NOTE:** New hires will need to wait 24 hours after their hiring date before attempting to log into PDO

To sign up for a training in PDO:

1. Enter one or two keywords under **Course Search**.
2. Click **Search**.
3. Click the **Section Title** (in blue lettering) of the section you choose to attend and the course detail page opens.
4. Click **View All Sections** (if present).
5. Click **Register**.
6. Click **Next**.
7. A **confirmation screen** appears confirming your enrollment in the class.

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**Important Message: Computer and Email Security**

- Do not leave your computer unattended while you are logged in
- You can lock the computer at any time by pressing the Windows logo key+L on your keyboard
- It is a security violation if you share confidential access credentials provided to you by MCPS

By logging into a computer or account supplied by MCPS you acknowledge you have read MCPS Regulation IGT-RA (User Responsibilities for Computer Systems and Network Security), and understand its contents. Violation of the regulation is unethical and may be a criminal offense. Should...
you commit any violation, your access privileges may be revoked, disciplinary action may be imposed, and/or appropriate legal action may be taken.

- What are “phishing” email messages? An attempt to gain sensitive, confidential or personal information such as usernames, address, phone numbers or passwords from a mail recipient
- Typically, the message appears to be legitimate and/or from a trusted source

It is important that you know that MCPS network administrators will NEVER ask for your password. If you receive a suspicious email, please forward the email to abuse@mcpsmd.org. Do not reply to the email and do not click on the link. If you do accidentally fall for a phishing scam it is very important that you change your password immediately and notify your school’s technical support staff.

Technology Help is Available

Many technical and non-technical questions can be answered by using the search site feature on the MCPS website (www.montgomeryschoolsmd.org).

Self Help: Many user guides and answers to common FAQ’s can be found on the Help Desk’s webpage (http://www.montgomeryschoolsmd.org/departments/helpdesk/)

Technical Help Desk can be reached by:
1. E-mail: Help_Desk@mcpsmd.org
2. Call: 301-517-5800, 7 am to 5 pm Monday-Friday

Note: The Technical Help Desk experiences an overwhelming volume of requests for assistance during the first few weeks of school. Please do not duplicate requests for help. We will respond to each inquiry as quickly as possible. Thank you in advance for your patience.