



For Para Educators

from the Technical Help Desk

MCPS Application Access

Your MCPS user name and password provides access to any MCPS PC computer including basic access to: Outlook e-mail, ePaystub, myMCPS, PDO, MS Office, FMS and student data applications. **Your position code determines your level of access.**

Some applications require a separate user name and password.

Use the check list below to keep track of the most common stand-alone accounts that may be required for your position.

<u>Application</u>	<u>Check below when login information is received</u>
Google Apps for Education	
Other Online Resources (see your school's Media Specialist)	

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/>
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/> > 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

- 1 Visit the Direct Deposit web page at:
<https://www.montgomeryschoolsmd.org/departments/ersc/employees/pay/direct-deposit.aspx>
- 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.

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
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 (🚫) click it and choose "always allow pop-ups from epaytax.mcpsmd.org".



Employee Self-Service

(For best performance, allow pop-ups when using ESS.)

Need more help?

<http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/employee-self-service/pop-up%20blocker%20instructions.pdf>

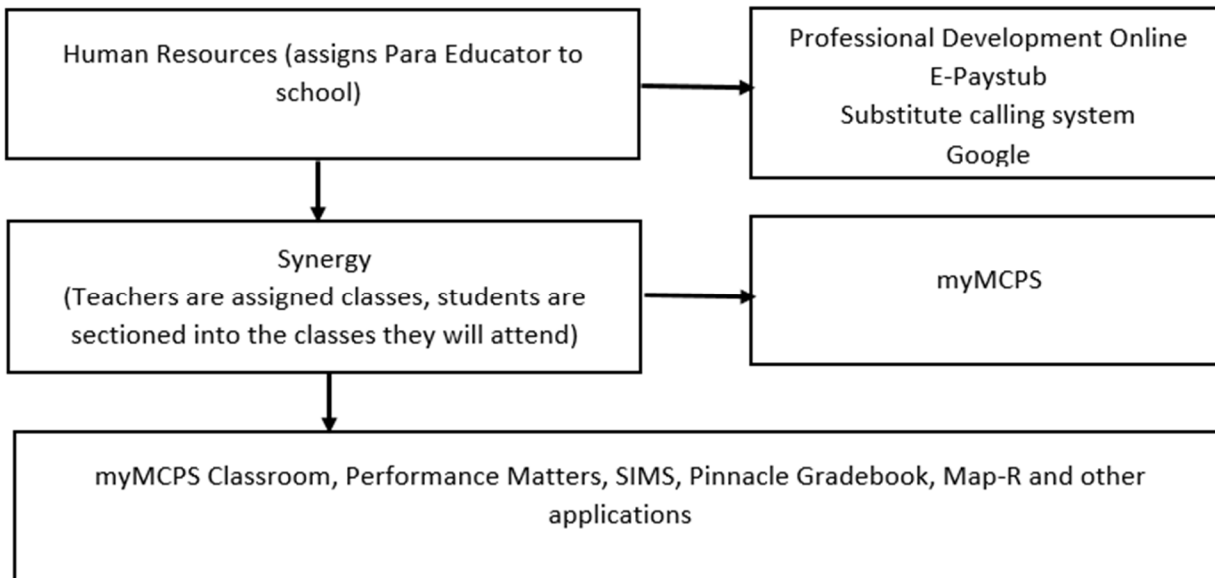
Data

Synergy (Student Information System) provides a central location for viewing and updating student data, including grades, attendance, enrollment, scheduling, and demographic information.

MyMCPS is the major depository for student data, assessment data, reports, instructional resources, and collaboration sites.

NOTE: If you are unable to see classes or students in any application, check with your school's master scheduler, registrar or guidance counselor to confirm that classes and students are assigned to the correct teacher in Synergy.

The chart below shows the **most common data paths** that effect teachers and students:



Professional Development Online (PDO)

To access PDO:

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

NOTE: New hires will need to wait 3-5 days 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.

Important Message: Computer and Email Security

- Do not leave your MCPS 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).

Substitute Help Desk:

Tel: 301-279-3280

Hours: 6:30am to 3:00pm, Monday-Friday

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
3. Submit your own ticket by going to the Unicenter Service Desk (USD). Step by step directions can be found at:
<http://www.montgomeryschoolsmd.org/departments/helpdesk/unicenter.aspx>

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.