

Translated Support Guides: [Chinese](#), [French](#), [Korean](#), [Spanish](#), [Vietnamese](#)

How to create and use your Portal account

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How do I set up my Parent Portal account for the first time?

Follow the steps below or watch [this screencast](#)

1. Navigate to portal.mcpsmd.org and click Create Account
2. Click the hyperlink to read regulation IGT-RA
3. Click I Agree
4. Enter your first and last name
5. Enter your personal email address. If you do not have an email address access this guide to help you create one. MCPS staff: Use a personal email address rather than your MCPS address
6. Create a 7 character password.
7. Make sure you have your student's Access ID and Access Password nearby. This is found in the letter that was sent to your student's primary address.
8. Enter the name, Access ID and Access Password for each student you want to link to your account.

The image displays two screenshots from the myMCPS Parent Portal. The first screenshot, titled "Student and Parent Sign In", shows a "Create Account" button (1) and a link to "IGT-RA: User Responsibilities for Computer Systems and Network Security" (2). Below this is a "Create an Account" section with a paragraph of text and an "I Agree" button (3). The second screenshot, titled "Create Parent Account", shows a form for "Parent Account Details" with fields for "First Name" (4), "Last Name" (4), "Email (will be username)" (5), "Password" (6), and "Re-enter Password" (6). Below this is a "Link Students to Account" section with a heading (7) and a table for linking students. The table has columns for "Student Name", "Access ID" (8), "Access Password", and "Relationship".

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I don't have an email address.

There are many free email providers available to you. You can create an account with [Google](#), [Yahoo](#), or many others. After filling out some basic profile information, creating an email address specific to you, and creating a secure password, you will be able to access your email from any web enabled device

I don't have my student's Access ID or Access Password.

Each student's Access ID and Access Password is available in the letter sent to the student's primary address. This information is available for middle and high school students at the start of the 2017-2018 school year. Elementary information will be available later.

I didn't receive a letter in the mail.


The letter was sent to the student's primary address. Please reach out to your student's school's main office if you did not receive a letter. The school staff will be able to update your address information or generate a new copy of the letter for you, whichever is needed.

Parent Access Letters [Translated]

[English](#) [Amharic](#) [Chinese](#) [French](#) [Korean](#) [Spanish](#) [Vietnamese](#)










I created an account, but now I can't remember my password.

Click **Forgot Username or Password** to reset your account information. You will need to know your email address to successfully reset your password.



What information can I access using the Parent Portal?

For a more detailed breakdown of what can be accessed in the Parent Portal, please refer to the [Parent Portal View](#).

myMCPS	
Eva Charles	Toggle between multiple students, if applicable
Navigation	
 Grades	Current look at student grades that have been entered into the gradebook by the teacher
 Grade History	Historical grade data
 Attendance	Attendance report
 My Schedule	View student schedule
 myMCPS Classroom	Access student work in myMCPS Classroom (via Observer account)
 Google Classroom (Student)	View student schedule (via student account)
 School Information	School contact information
 Account Preferences	Update account preferences; add additional students
 Student Emergency Information	Update student emergency information (at the beginning of the school year only)

A myMCPS Classroom Observer account allows parents to view their student's work. **Creation of the myMCPS Observer account is not automatic at the time of Parent Portal account creation.** Instead, parents will receive an email when the account is ready.

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Link to external applications are available as well.

Welcome, ELISE HAWKINS | Help | Sign Out

Applications

Applications	Description
MCPS Home	Link to the MCPS Home Page
myMCPS Classroom	Login to myMCPS Classroom
Section 504	Go to the Section 504 home page.
Student Emergency Information	Student Emergency Information
College and Career Readiness	Access to the College and Career Readiness Planner for students in Grades 6-12, powered by Naviance
Library Management System	Access to the online library card catalog system, powered by Destiny
School Lunch Menus	Access to elementary and secondary school lunch menus, nutritional information, and more...

MP4

All external applications are accessed by clicking the pop-out arrow on the right hand side.

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How do I access student grades?

Student grades are the first thing parents/guardians will see when they log into the Parent Portal. They will only see grades that have been entered by the teacher into the gradebook.

The screenshot displays the 'Term Grades' section of the myMCPS Classroom Parent Portal. On the left is a navigation menu with 'Grades' highlighted. The main area shows a table of student courses and their grades across four marking periods (MP1-4). A callout box points to the 'Grades' menu item. Another callout box points to the course 'HON MOD WORLD A' in period 01, with a grade of 'A' in MP1. A third callout box points to the 'A' grade in MP1. Below this is a detailed view of the assignment breakdown for 'HON MOD WORLD A' in period 01, showing a current grade of 'A' and 100% completion. A callout box points to the 'A' grade in this breakdown, stating that clicking on it will display an assignment breakdown. The assignment breakdown table shows two assignments: 'HW for Prac/Prep (10)' due Sep 8, 2017, and 'HW for Prac/Prep (10)' due Sep 7, 2017, both with a score of 5.0 / 5.0 and a grade of 'A'.

Period	Course	MP1	MP2	MP3	MP4
01	HON MOD WORLD A	A			
01					
02					
02					
03					

Course	Teacher	Period	Current Grade %	Current Grade
HON MOD WORLD A		01	100%	A

Category	pts.	Percent	Grade
HW for Prac/Prep	10 / 10	100.0	A

Due Date	Category	Assignment	Score	%	Grade
Sep 8, 2017	HW for Prac/Prep (10)		5.0 / 5.0		A
Sep 7, 2017	HW for Prac/Prep (10)		5.0 / 5.0		A

Note: GPA is not available in the Parent Portal at this time.

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How do I access my student's interim report?

Interims for students in our secondary schools are now available!

- **Parents with active myMCPS Portal accounts** will receive only an electronic interim report posted to the myMCPS Portal on the "Mailed Centrally" date. To learn more about how parents can access their child's interim online please review the guide, [Accessing Student Interim Reports](#).
 - **Parents without active myMCPS Portal accounts** will receive interim reports via U.S. mail.

How do I view student assignments?

Student assignments that are completed via myMCPS Classroom are available for parents/guardians to view. This access becomes available after the Parent Portal account is created. Once the Parent Portal account is created, parents/guardians will receive an email with more information regarding myMCPS Classroom access as an Observer. The link to myMCPS Classroom (Canvas) is available on the left hand menu as shown below.

The image shows a screenshot of the myMCPS navigation menu. The menu is a vertical blue bar with the myMCPS logo at the top. Below the logo, the name 'Eva Charles' is displayed. The menu items are: Navigation, Grades, Grade History, Attendance, My Schedule, myMCPS Classroom, Google Classroom (Student), School Information, Account Preferences, and Student Emergency Information. The 'myMCPS Classroom' and 'Google Classroom (Student)' items are highlighted with a yellow box. Two callout boxes with arrows point to these items. The top callout box points to 'myMCPS Classroom' and contains the text: 'Access assignments, discussions, calendar, announcements and more by clicking myMCPS Classroom. Parents/Guardians have Observer accounts.' The bottom callout box points to 'Google Classroom (Student)' and contains the text: 'Some teachers will opt to use Google Classroom to distribute assignments. Parents/Guardians can sign in with their student's account to access as the student. There is not a Parent (Observer) view for Google Classroom.'

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If a teacher is using myMCPS Classroom, once a parent/guardian enters myMCPS Classroom, they will experience Observer level access to their student's dashboard, as seen below.

Student Dashboard:

The screenshot shows a student dashboard with a left-hand navigation menu containing icons for Account, Dashboard, Courses, Calendar, Inbox, and Resources. The main content area is titled "Dashboard" and features several course tiles. One tile for "BC Calculus" is highlighted with an orange box and an arrow pointing to a callout box that says "Click a course tile to enter a course". Another callout box, "Note messages and announcements", points to a message icon on the "BC Calculus" tile. A third callout box, "Feed of current and upcoming tasks", points to a list of tasks on the right side of the dashboard, including "Turn in Summer Reading Chart", "Turn in Response to Françoise Proust's 'Walden' Essay", and "Complete Pan-AP Journal #2". A final callout box at the bottom left states: "Note: Teachers may choose to use other platforms or ways in which to assign work. In that case, your student will not have a tile for that course."

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I have more than one student. How do I see each student's activity in myMCPS Classroom?

All courses pertaining to all students who are linked to parent accounts will be shown on the same dashboard, ensuring that parents only have one place to look. Pay attention to the school listed on the course tile, as well as the name of the course, to determine which student is enrolled in that course.

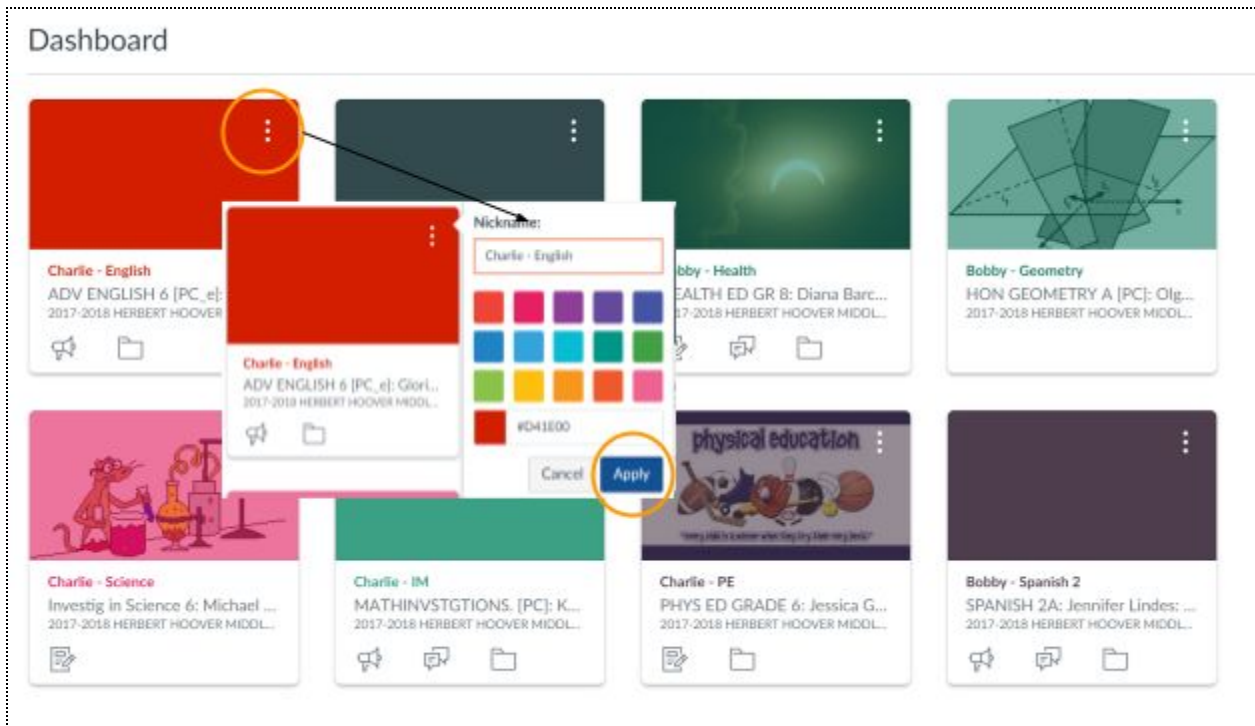
The screenshot displays the myMCPS Classroom dashboard. On the left is a vertical sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Resources. The main area is titled "Dashboard" and features several course tiles. One tile for "BC Calculus" is highlighted with an orange box and a callout that says "Note the school listed on the course tile". Below this tile are three smaller tiles, each labeled "2017-2018 RICHARD MONTGOMERY". Another tile for "IB English Literature 2A: Julie Des..." is visible below. On the right side, there is a "Coming Up" section with a list of upcoming assignments and tests, and a "Recent Feedback" section. A callout box at the bottom left of the dashboard area states: "Note: Teachers may choose to use other platforms or ways in which to assign work. In that case, your student will not have a tile for that course."

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How can I make specific course tiles easier to find in myMCPS Classroom?

Consider giving the courses nicknames to make it easier to see at a glance who they belong to. This changes the name of the course only for you. To do so, click the three dots on the course tile, type in a Nickname, and click Apply.

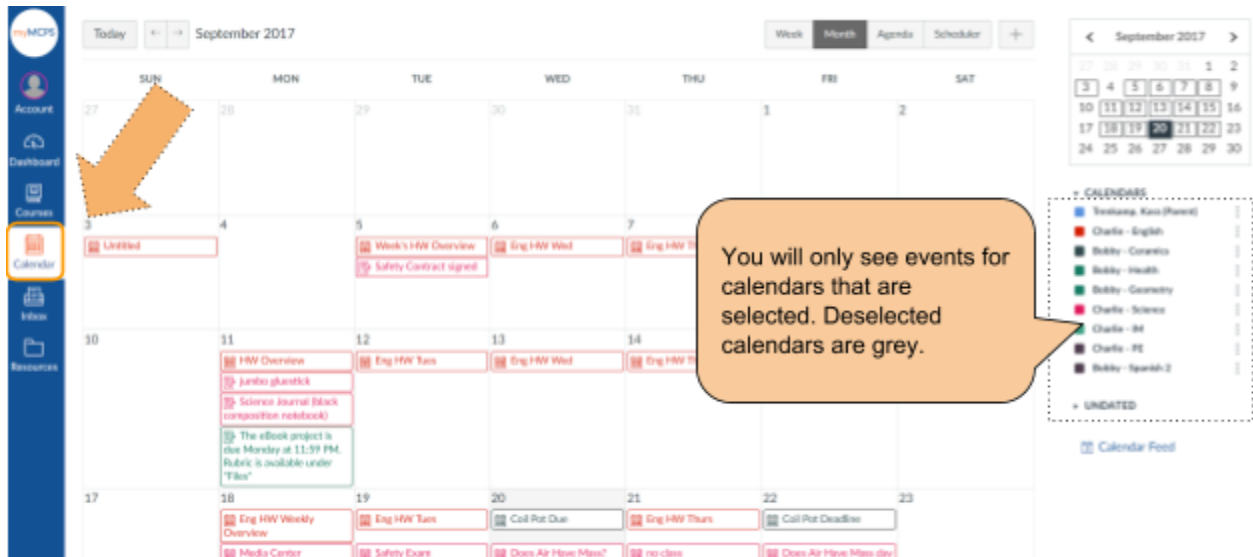


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How do I see calendar items in myMCPS Classroom?

To view the calendar, click the calendar icon from the left navigation menu. You will then see one calendar with events and assignments from all students linked to your account. Note the color coding to help you distinguish between events/assignments for different courses. Nicknames given to courses (see previous page) also show on the Calendars list on the right hand side.



The grades shown in myMCPS Classroom and the Grades tab of the Parent Portal don't match

Students may see additional grades in their myMCPS Classroom courses, if the teacher is using myMCPS Classroom and has made the myMCPS Classroom Grades tab available for students to see.

It is also possible for students to not see any grades in myMCPS Classroom.

The Grades section of the Parent Portal is the source of truth for student grades that will contribute to the grade on the report card. The Grades section of the Parent Portal shows a complete look at the student's grades as entered by the teacher in the gradebook.

How do I update my student's emergency information?

Online entry will close on 10/5/18

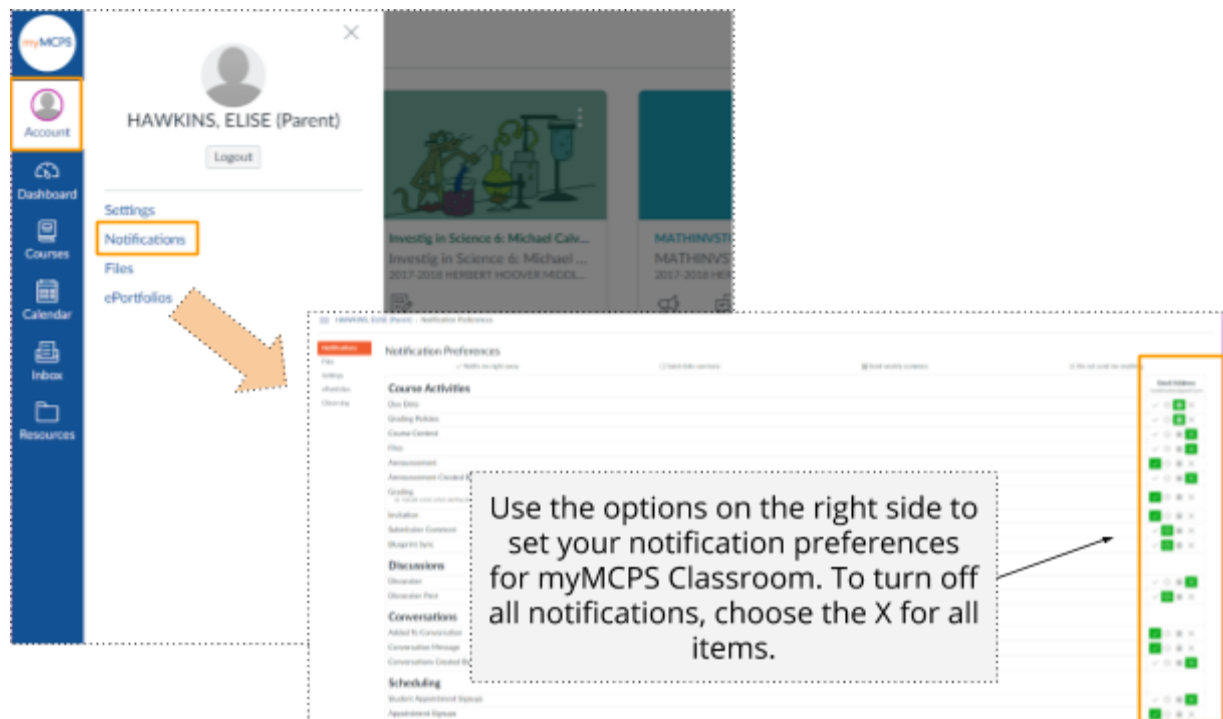
The screenshot shows the myMCPS Classroom navigation menu. The menu items are: Eva Charles (highlighted in orange), Navigation, Grades, Grade History, Attendance, Consent Forms, myMCPS Classroom, My Schedule, Class Registration, Google Classroom (Student), School Information, Document Library, Curriculum Resources, Account Preferences, and Student Emergency Information (highlighted in orange). Three callout boxes provide instructions: 1. 'Choose which of your students you would like to update information for. The selected student is highlighted orange.' 2. 'View student data and information such as MAP Student Progress Reports.' 3. 'Edit Student Emergency Information by clicking the Student Emergency Information icon on the left menu.'

Please click [here](#) to view more information.

How do I turn off notifications that come from myMCPS Classroom?

Parents/Guardians with Observer accounts will receive notifications of assignments, due dates, grades, and more. To turn off notifications:

1. Log into the Portal at portal.mcpsmd.org
2. Click myMCPS Classroom from the left hand navigation menu
3. Click Account
4. Click Notifications
5. Set preferences on the right side



How do I add additional students to my account later?

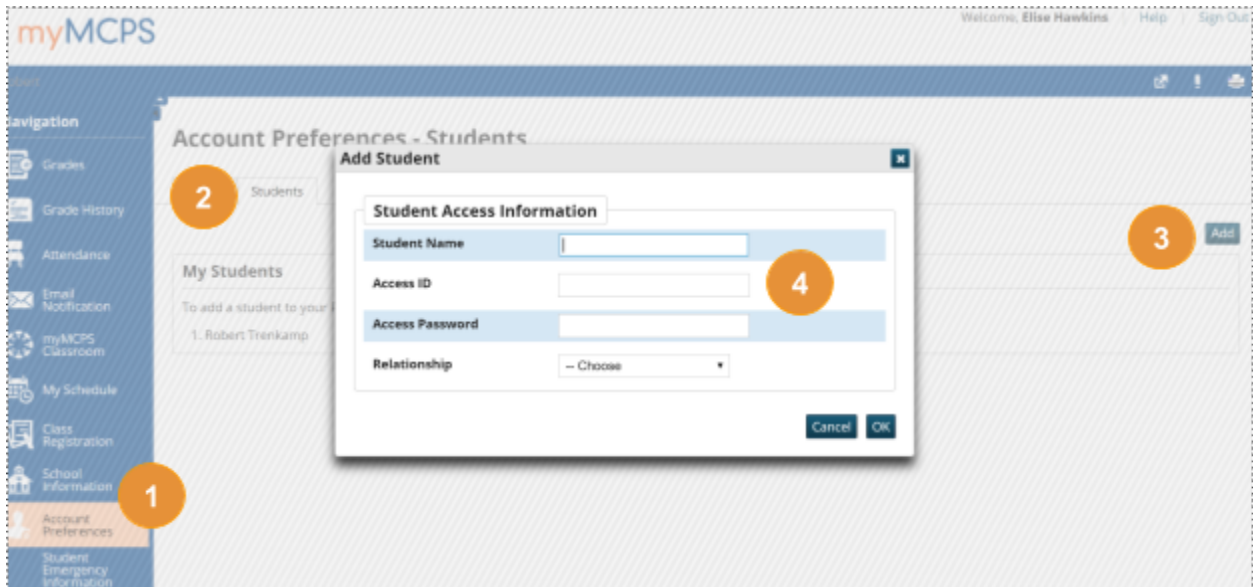
Follow the steps below or watch [this screencast](#)

1. Log in and click account preferences from the left hand navigation bar
2. Click the Students tab. You will see associated students listed.
3. Click Add

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4. Enter student name, Access ID and Access Password, found on the letter mailed to the student's primary address. Repeat as needed



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Tell me about the myMCPS mobile app

[iTunes Store](#)

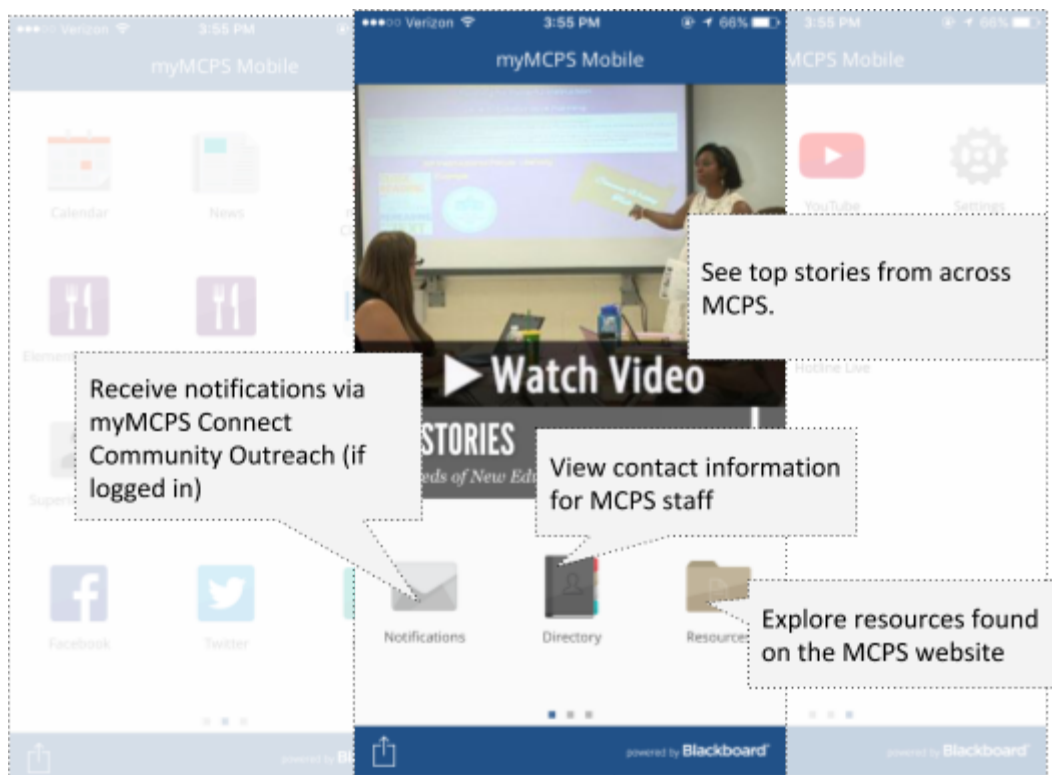
[Google Play Store](#)

[Mobile Web App](#)

The app will provide direct access to content available on the MCPS website, including information about schools, the school year calendar, lunch menus, and the Board of Education.

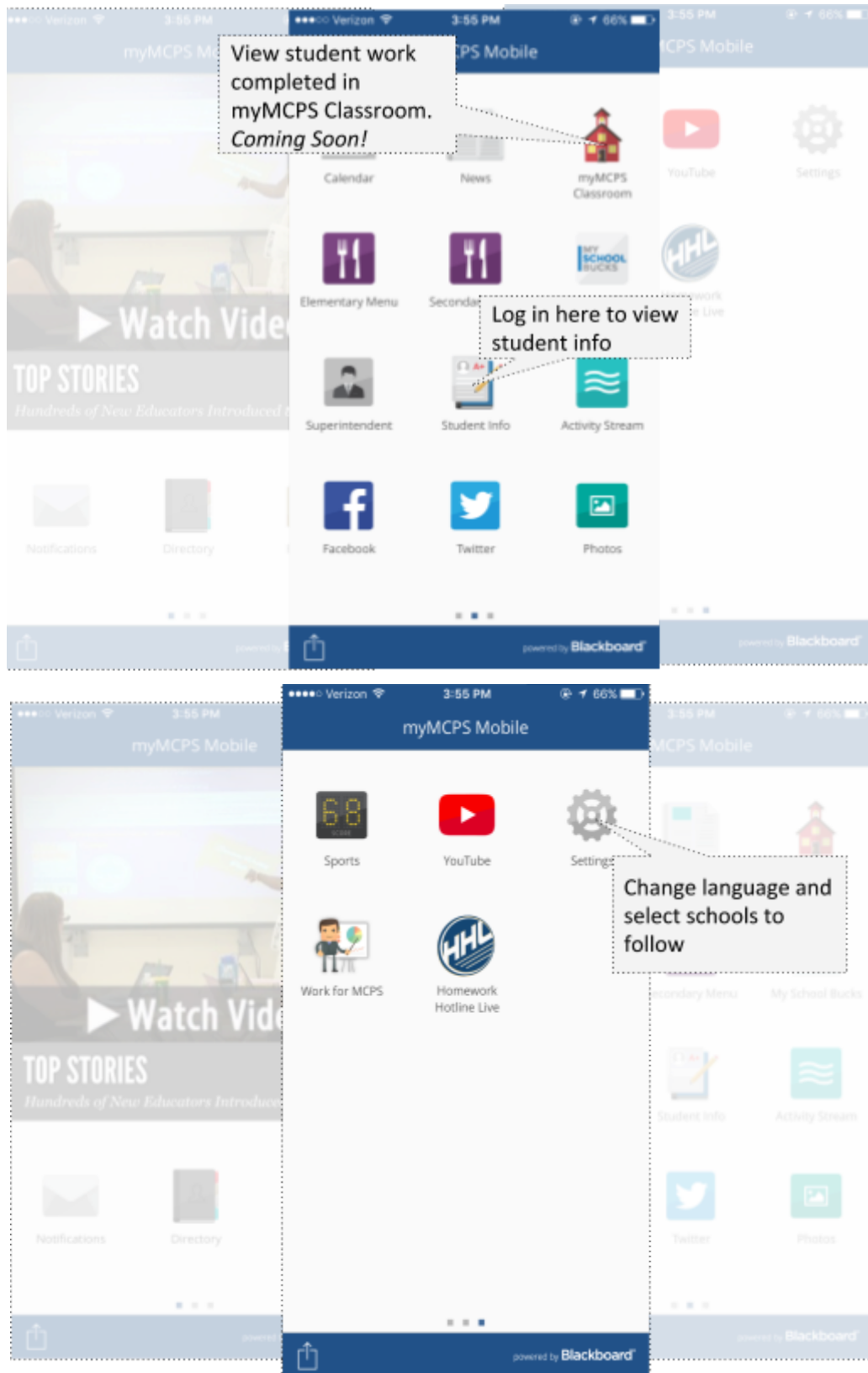
After creating a Parent Portal account, parents/guardians will receive an email on how to log in to the app with their new account. The email will be sent to the email address used to create the Parent Portal account and will include a temporary password. After logging in to the app with the temporary password, users can reset the password by clicking the icon labeled with their name.

Those who download the app will have the option to receive “push notifications,” or alerts on their phone or tablet about important MCPS news and districtwide emergency closures or delays.



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myMCPS Parent Portal and Edline Comparison

myMCPS Portal, Mobile and Edline Feature Matrix

Feature		Parent/Student		
		Portal	Mobile	Edline*
Academic	Assignments *	✓	✓	✓
	Attendance	✓	✓	✓
	Google Apps	✓	✓	
	Class Registration	✓		
	College and Career Planning	✓	✓	
	Google Classroom	✓	✓	
	Grades *	✓	✓	✓
	Historical Grades	✓		
	myMCPS Classroom	✓	✓	
	Schedule	✓	✓	
Social Media	Facebook		✓	
	High School Sports		✓	
	Photos (Flicker)		✓	
	Twitter		✓	
	YouTube		✓	
School Information	Academic Alerts		✓	
	Online Emergency Contact	✓		✓
	MCPS Directory	✓	✓	
	MCPS Web	✓	✓	
	Lunch Menus	✓	✓	
	Multi-language Support	✓	✓	✓
	Online Athletic Forms	✓	✓	
	Online Lunch Payment	✓	✓	
	Public Calendars	✓	✓	
	Resources	✓	✓	✓
	School Information	✓	✓	✓
	School Library	✓	✓	
	Targeted Notifications	✓	✓	✓
504 Parent Access (A)	✓			

✓ = Available for 1st Semester FY2018 * = Secondary Schools Only

Parent Portal Back to School Night Flyers

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