

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 left screenshot, titled "Student and Parent Sign In", shows the "Create Account" button (1) and the "IGT-RA: User Responsibilities for Computer Systems and Network Security" link (2). Below the link is an "I Agree" button (3). The right screenshot, titled "Create Parent Account", shows the "Parent Account Details" form with fields for First Name (4), Last Name (4), Email (5), Password (6), and Re-enter Password (6). Below this is the "Link Students to Account" section (7) with fields for Student Name (8), Access ID (8), Access Password (8), and Relationship (dropdown menu).