TECH TIPS

Logging into myMCPS
From Home non–MCPS computers

Logging in from home

1. Open Internet Explorer

2. Navigate to http://mymcps.mcpsmd.org

> **Note:** If you see the screen below click on "Use Another Account".
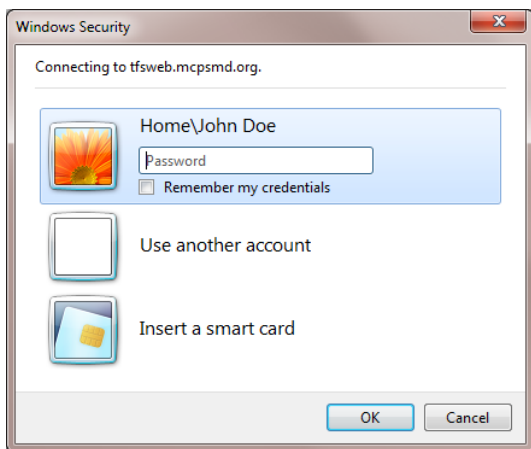
3. For username enter **"mcpsmd\username"** (example: mcpsmd\smithjohn) and your **Outlook password** and click **OK**
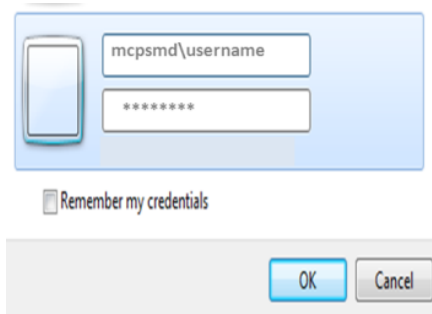
Troubleshooting Tips

Does the screen look strange?
Is a module no longer working?
Are you using a tablet?
Are you using Safari or an older browser?

You may need to add the site to compatibility view to correct some of these problems.

For optimal performance, please use MCPS Recommended Browsers:

- Internet Explorer
- Chrome
- Firefox

Tablets and smartphones are not recommended for myMCPS at this time.
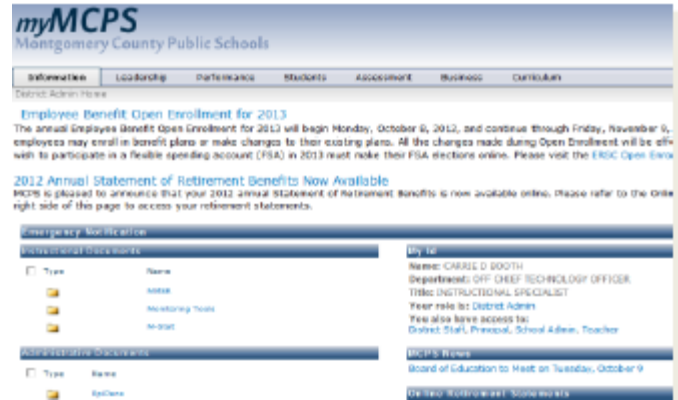
Have you changed your password recently?

If you selected "remember my credentials" your password and username was saved on your home computer. If you change your password, like you must every 120 days, you will need to enter your new password before you can enter myMCPS.
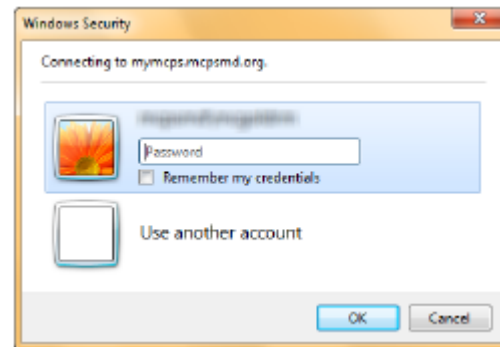
Are you on a Mac?

You will need to login with both your domain and user name. (MCPSMD\username). If you have trouble with Safari, try an alternative browser such as Firefox or Google Chrome.
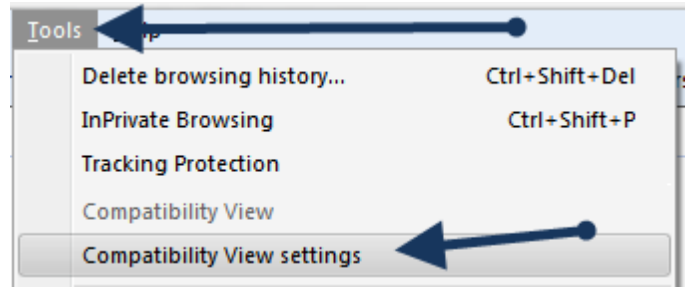
Are you typing your password in the correct case?

Just in case, check the spelling and make sure the caps lock key is off.

Are you using IE 9?

You may need to turn compatibility mode on! Doing this works some magic and everything will work right!

Are you using the backslash between your name and domain?

Take a close look at the slanted line between your name and domain. Make sure it is the backslash, which appears above the enter key. It is not the forward slash!

Need more help?

Email the Technical Help Desk at: Help_Desk@mcpsmd.org

For immediate assistance call**: 301-517-5800. Please have your employee **ID** number available. Specialists available Monday-Friday, 7 am - 5 pm, except holidays. We look forward to assisting you!