

Attention all Building Service Employees-

Annual uniform ordering is open to all permanent status building service employees from **February 1, 2012** through **February 29, 2012**.

Uniform ordering will be closed on March 1, 2012, and there will be NO EXCEPTIONS!

Permanent status means, the employee has obtained permanent MCPS status prior to January 31, 2012. Those employees who were hired between August 1, 2011 and January 31, 2012 WILL NOT be eligible to order uniforms at this time. They will be able to order uniforms next February.

Employees can access the uniform ordering site from the Division of School Plant Operations webpage or by clicking the link listed below or you can copy and paste the link in your web browser.

<http://plantops.mcpsprimetime.org/>

Username is: **Plant**

Password is: **Your MCPS employee ID number**

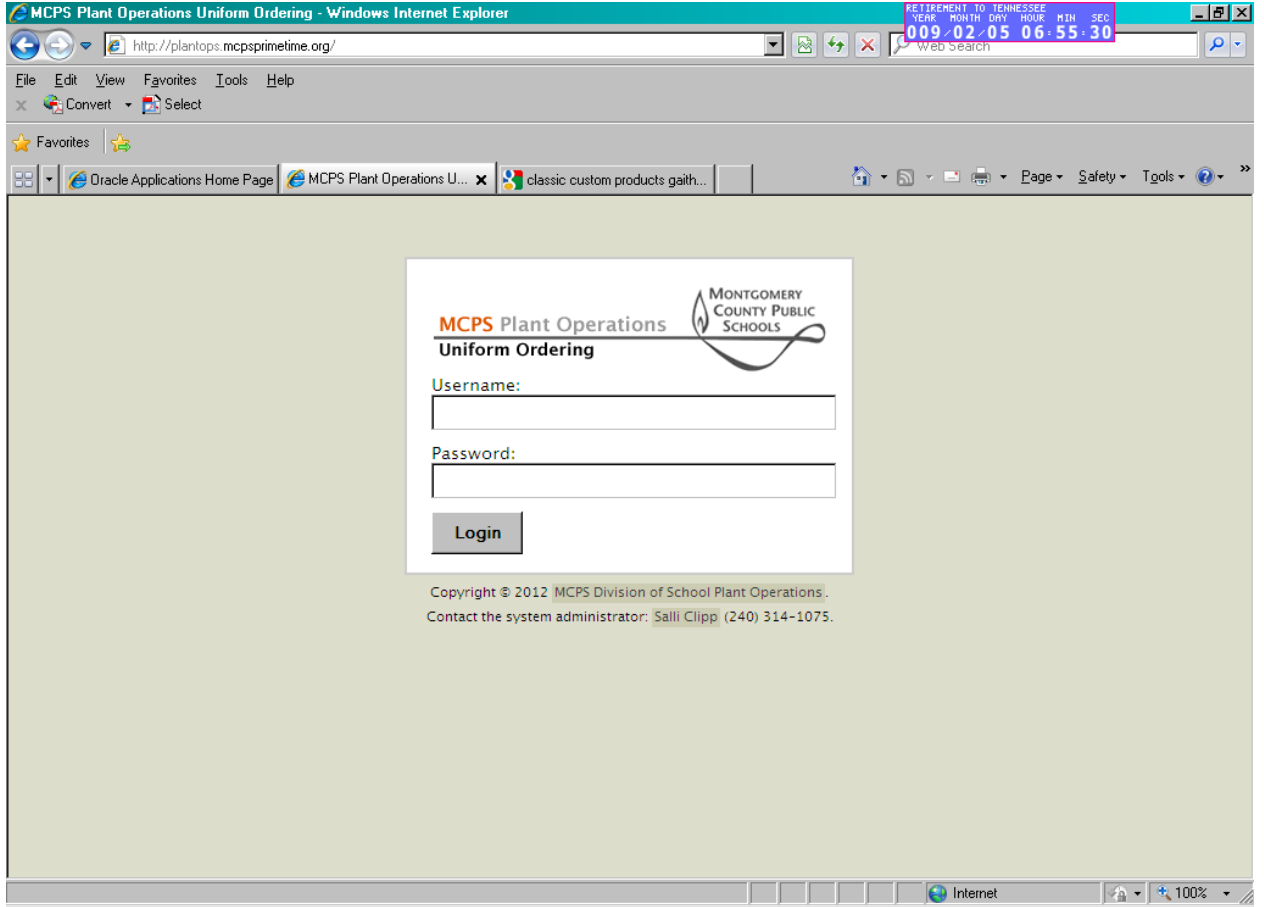
New employees who have permanent status and who have not ordered uniforms before are entitled to five (5) sets of uniforms. Five sets consist of 5 pairs of pants and 5 shirts, either long or short sleeve or polo shirts. One set of coveralls can be substituted for one set of uniforms (pant/shirt).

New employees who wish to purchase other items, such as sweatshirts, jackets, boots or shoes are waiving their option to purchase five (5) sets of uniforms.

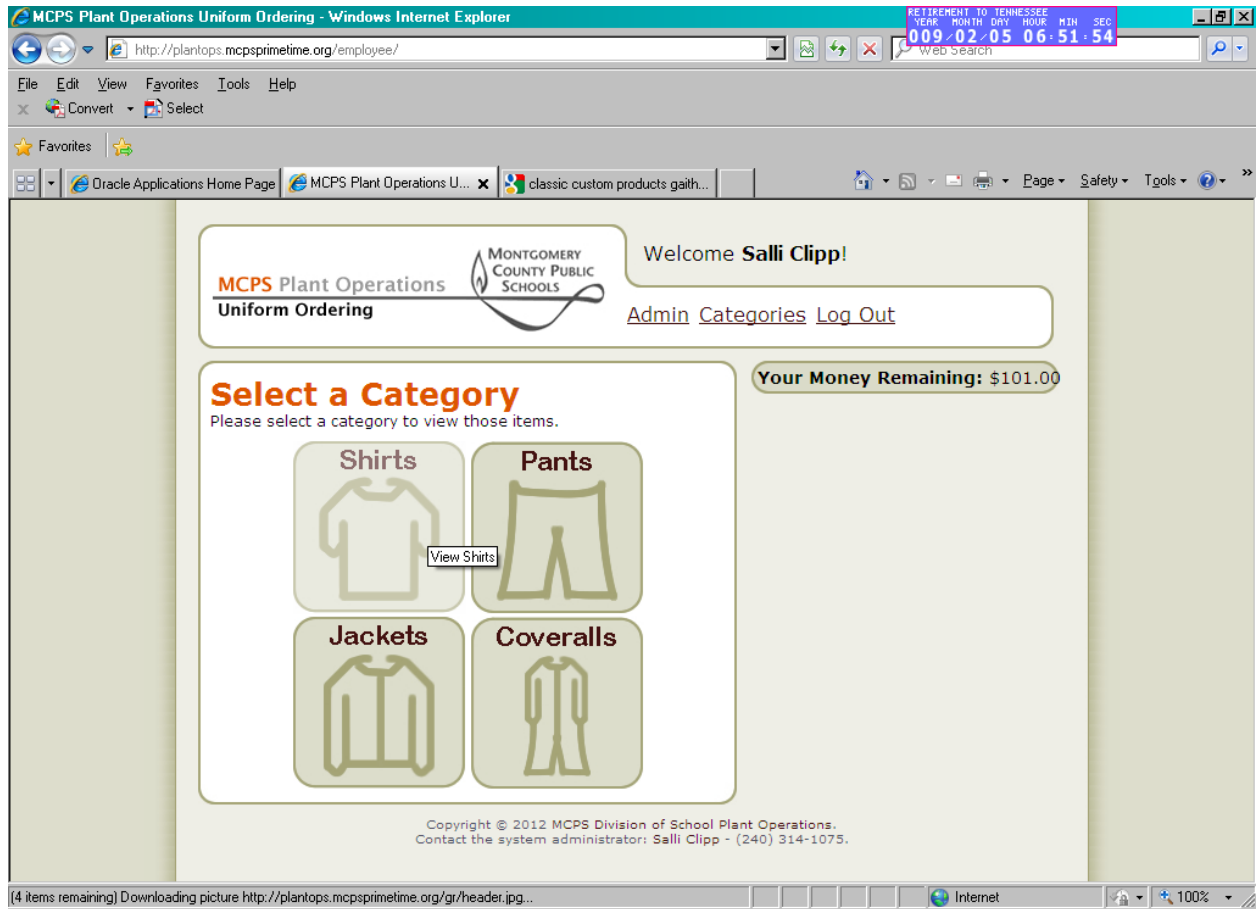
Uniform Ordering Instructions

- 1- Go to the website listed above or to the uniform ordering page on the Division of School Plant Operations website.

2- Log in using the username and your MCPS employee ID number



- 3- Verify that your name is in the top right hand corner and verify the amount of money you have to spend. It should be \$101.00.



- 4- Select uniforms one by one and add them to your cart.
- 5- Be sure to select the appropriate size and color if applicable. **If you are unsure of your size, you may contact Classic Custom Uniforms at 301-740-9655 for sizing assistance.**
- 6- Please order the correct size; no exchanges will be made for errors made by the employee. If the vendor sends the incorrect size, the vendor will make the exchange.

7- Review your selections; make sure you have spent all your funds before submitting your order.

The screenshot shows a web browser window with the URL `http://plantops.mcpsprimetime.org/employee/category.php?cat=Shirts`. The page header includes the MCPS Plant Operations logo and the text "Welcome Salli Clipp!". Below the header, there are navigation links: "Admin", "Categories", "Confirm Order", and "Log Out".

The main content area is titled "Select an Item" and "Shirts". It contains two columns of shirt options, each with a photo of a shirt on a hanger, a description, a price, and a size dropdown menu. Both shirts are priced at \$13.95 and have a size of "Small". A red message "Insufficient Funds" is displayed below each shirt's price.

To the right of the shirt selection area, there is a "Your Money Remaining: \$4.70" box and a "Selected Items" list. The list contains the following items:

Del.	Item	Cost
<input checked="" type="checkbox"/>	Shirt - Knit Pique, 50/50 Poly/Cott... Size: Small Color: White	\$13.95
<input checked="" type="checkbox"/>	Shirt - Knit Pique, 50/50 Poly/Cott... Size: Small Color: Blue	\$13.95
<input checked="" type="checkbox"/>	Parka - Heavyweight Parka Oversized... Size: Small	\$59.95
<input checked="" type="checkbox"/>	Shirt - Men's Short Sleeve Cotton, ... Size: Small Color: White	\$8.45

At the bottom of the "Selected Items" list, there is a pink "Confirm Order" button.

8- You will then click the pink "confirm order" button.

- 9- The "SUBMIT YOUR ORDER PAGE" will now appear. Please review your order to make sure the sizes, colors and quantities are correct before clicking the pink "Submit Order"

The screenshot shows a web browser window with the URL <http://plantops.mcpsprimetime.org/employee/submit.php>. The page header includes the MCPS Plant Operations logo and navigation links: [Admin](#), [Categories](#), [Confirm Order](#), and [Log Out](#). The main content area is titled "Submit Your Order" and contains the instruction: "Please review your order before submitting to ensure accuracy." Below this are two buttons: "Modify Order" and "Submit Order".

Item Name	Description	Size	Color	Price
Shirt	Knit Pique, 50/50 Poly/Cotton, MCPS Logo	Small	White	\$13.95
Shirt	Knit Pique, 50/50 Poly/Cotton, MCPS Logo	Small	Blue	\$13.95
Parka	Heavyweight Parka Oversized Fit, Hip Length, MCPS Logo	Small		\$59.95
Shirt	Men's Short Sleeve Cotton, MCPS Logo	Small	White	\$8.45

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Contact the system administrator: Salli Clipp - (240) 314-1075.

10- The next page will be your "SUCCESS PAGE". Please click on the **print this page** as proof of your order. Please keep this page in a safe place until your uniform order arrives.

The screenshot shows a web browser window titled "MCPS Plant Operations Uniform Ordering - Windows Internet Explorer". The address bar shows the URL "http://plantops.mcpsprime.org/employee/submit.php". The browser's status bar at the bottom indicates "Done" and "Internet".

The main content area of the page features the following elements:

- MCPS Plant Operations Uniform Ordering** logo and "MONTGOMERY COUNTY PUBLIC SCHOOLS" logo.
- Welcome message: **Welcome Salli Clipp!**
- Navigation links: [Admin](#), [Categories](#), [Confirm Order](#), [Log Out](#)
- Submit Your Order Success Page** header.
- Message: "Thank you. Your order has been received. You can **print this page** as proof of your order."
- Order summary table:

Shirt	Shirt	Parka	Shirt
Knit Pique, 50/50 Poly/Cotton, MCPS Logo	Knit Pique, 50/50 Poly/Cotton, MCPS Logo	Heavyweight Parka Oversized Fit, Hip Length, MCPS Logo	Men's Short Sleeve Cotton, MCPS Logo
Size: Small Color: White Price: \$13.95	Size: Small Color: Blue Price: \$13.95	Size: Small Price: \$59.95	Size: Small Color: White Price: \$8.45

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11- If you submit your order with an error or errors on it you may contact 240-314-1075 and your order can be reset and you can begin the ordering process again.

NEW EMPLOYEES WITH PERMANENT STATUS-

New employees who choose to order five (5) sets of uniforms as mentioned above may not be able to do so because there will not be enough money to spend. The building manager or assistant building manager should contact [Salli A Clipp@mcpsmd.org](mailto:Salli_A_Clipp@mcpsmd.org) with the employees name, ID number and the items which could not be ordered.

MCPS Plant Operations Uniform Ordering - Windows Internet Explorer

RETIREMENT TO TENNESSEE
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http://plantops.mcpsprimetime.org/employee/category.php?cat=Shirts

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MCPS Plant Operations
Uniform Ordering



Welcome **Salli Clipp!**

[Admin](#) [Categories](#) [Confirm Order](#) [Log Out](#)


Your Money Remaining: \$4.70

Select an Item

Shirts


Please select a shirt to add to your selections.

Shirt



Knit Pique, 50/50
Poly/Cotton, MCPS Logo
Price: \$13.95
Insufficient Funds
Oversize Charges Apply
Size:

Shirt



Knit Pique, 50/50
Poly/Cotton, MCPS Logo
Price: \$13.95
Insufficient Funds
Oversize Charges Apply
Size:

Selected Items

Del.	Item	Cost
<input checked="" type="checkbox"/>	Shirt - Knit Pique, 50/50 Poly/Cott... Size: Small Color: White	\$13.95
<input checked="" type="checkbox"/>	Shirt - Knit Pique, 50/50 Poly/Cott... Size: Small Color: Blue	\$13.95
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<input checked="" type="checkbox"/>	Shirt - Men's Short Sleeve Cotton, ... Size: Small Color: White	\$8.45