INSTRUCTIONS FOR ACCESSING THE MCDHHS NOTICE OF PRIVACY PRACTICES (NOPP)

LTL Staff can access all versions of the MCDHHS Notice of Privacy Practices with their MCDHHS UserID and password via https://mcgov.sharepoint.com/teams/HHS/PRM/Pages/HIPAANOPP.aspx PER THE INSTRUCTIONS BELOW:

1. If you are logged in to your MCPS e-mail via Office/Outlook 365, please make sure to LOG OFF.

2. When you click on the link above, you will be taken to an Office 365 webpage.

   a. Remember to NOT sign in as you would for your MCPS e-mail.
   b. If your MCPS username is listed there as a default, do not click on it. Instead, click on "Use Another Account."

3. In the box that says "Email or phone," enter "[*Your HHSUserID*]@montgomerycountymd.gov". (After entering this as your userID, the site will direct you to the Montgomery County sign in page)

4. In the box that says "Password," enter the same password you use for VPN*.

You should then see a screen that looks like the folllowing:
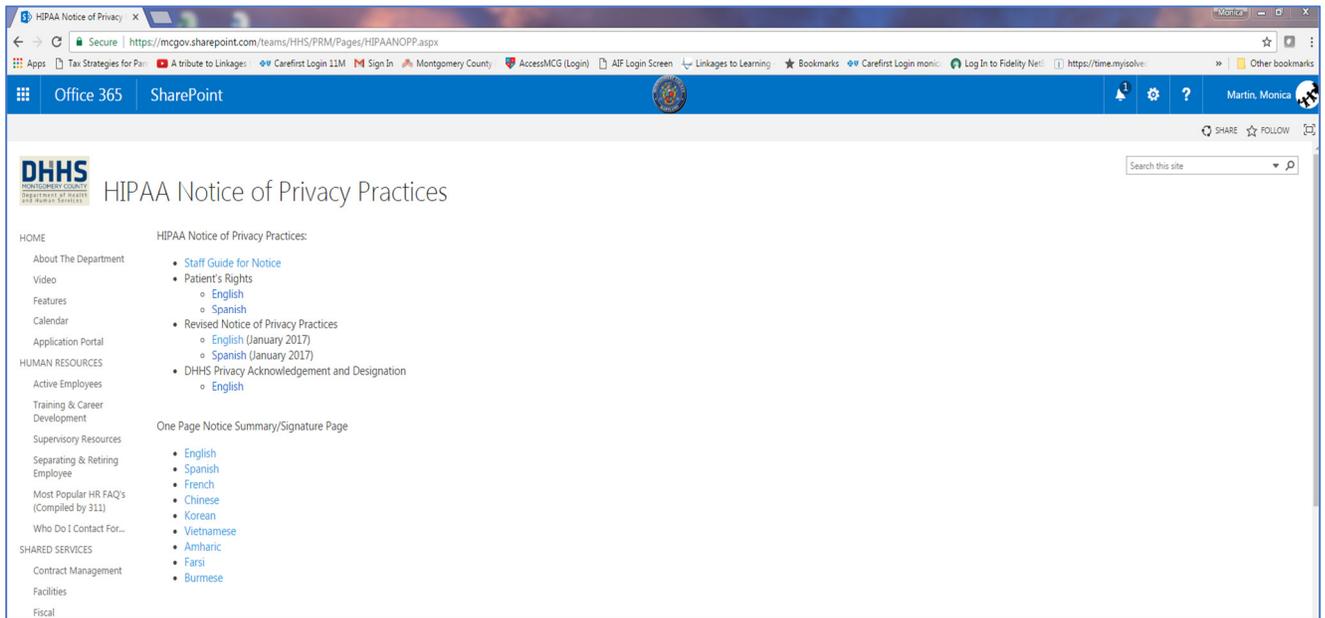
*Please note that you do NOT have to be logged in to VPN in order to perform all of these steps.