




Accessing MCPS Careers to Apply for a Position

A **Potential Employee** is someone seeking employment with MCPS.

A **Current Employee** is someone who is currently employed by MCPS and has an MCPS Employee ID number.



Potential Employees – How to Create an Account

1. Start the **Internet** 
2. **Navigate** to the MCPS Careers webpage at:
<http://www.montgomeryschoolsmd.org/departments/careers/>
3. Click on **New User** under Potential Employees



4. Click on the New User button

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

Login **New User**

5. Create a **user name** and **password**; enter your **personal email address** and click **register**.

Mandatory fields are marked with an asterisk.


*User Name

*Password

*Re-enter Password

*Email Address

*Re-enter Email Address

Register 

6. You will now be signed into careers

Need more help using Careers? See:

<http://www.montgomeryschoolsmd.org/departments/careers/career-help.aspx>

Or contact the Department of Recruitment and Staffing at staffing@mcpsmd.org or by phone at 301-279-3278.

Potential Employees – How to Log into MCPS Careers

1. Start the **Internet**



2. **Navigate** to the MCPS Careers webpage at:

<http://www.montgomeryschoolsmd.org/departments/careers/>

3. Under **Potential Employees** click on **Login**

Current Employees



LOGIN TO SEARCH JOBS

Potential Employees



SEARCH JOBS

Announcement

- [Teacher transfer process](#)
- [Paraeducator transfer process](#)
- [Summer employment](#). Applications accepted March 31-April 25. Current MCEA and SEIU employees eligible.

Useful Links

Potential Employees - Using the jobs page

- [How to apply for jobs](#) - detailed instructions
- **Login** to view jobs if you have setup your account
- [New user](#) - follow instructions to set up your account

4. Enter your **user name** and **password** then click **Login**

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name](#)
[Forgot your password](#)

Login New User

Potential Employees – Forgot your MCPS Careers user name and password?

1. Start the **Internet**



2. **Navigate** to the MCPS Careers webpage at:

<http://www.montgomeryschoolsmd.org/departments/careers/>

3. Under **Potential Employees** click on **Login**

The screenshot shows two columns: 'Current Employees' and 'Potential Employees'. Under 'Potential Employees', there is a 'SEARCH JOBS' button. Below it is an 'Announcement' section with links for 'Teacher transfer process', 'Paraeducator transfer process', and 'Summer employment'. To the right, a box titled 'Potential Employees - Using the jobs page' contains links for 'How to apply for jobs - detailed instructions', 'Login to view jobs if you have setup your account', and 'New user - follow instructions to set up your account'. The 'Login' link is highlighted with a red box and a red arrow points to it.

4. Click on **Forgot your user name?**

Mandatory fields are marked with an asterisk.

The form contains two input fields: '*User Name' and '*Password'. Below the password field, there are two links: 'Forgot your user name?' and 'Forgot your password?'. The 'Forgot your user name?' link is highlighted with a red box and a red arrow points to it. At the bottom of the form are 'Login' and 'New User' buttons.

5. Enter your personal **e-mail address** (the address you gave the system when you created the account) and click **Validate**.

Please enter your email address below. If you have never provided your email address, leave the field empty and click "Validate".

The form has an 'Email Address' input field and two buttons: 'Validate' and 'Cancel'. The 'Email Address' field and the 'Validate' button are highlighted with red boxes, and a red arrow points to the 'Email Address' field.

6. Write down your user name and then click "Forgot your password?"

The form shows a 'User Name' input field with a blacked-out value. Below it are two links: 'Back to login page' and 'Forgot your password?'. The 'Forgot your password?' link is highlighted with a red box and a red arrow points to it.

7. The system will pre-fill your user name and personal email address. Click OK

Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at (301) 517-5800.

Mandatory fields are marked with an asterisk.

*User Name

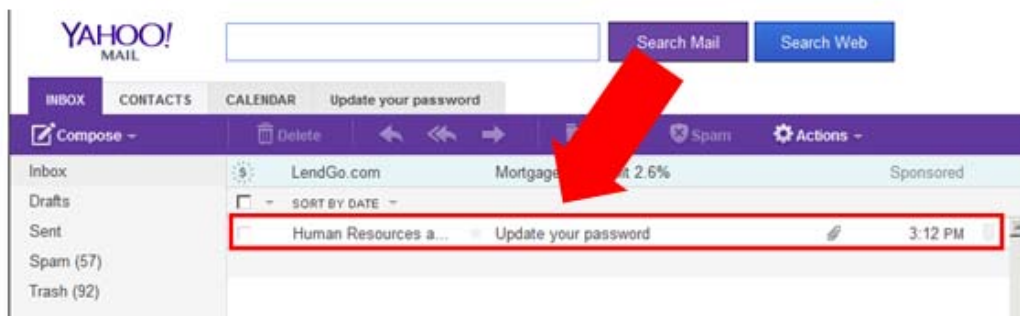
*Email Address

OK



The system will send a new password (also called an access code) to your personal e-mail account.

8. Click on the “Back to login page” link to return to the login screen.
9. Log into your personal e-mail account to access the message




10. Open the message, carefully **highlight and copy** the access code (password)

MCPS Careers has received your password change request.

If you are a **current MCPS employee**, please [Click Here](#) and use your MCPS network ID and password to login. If you are still unable to access MCPS Careers, please contact the MCPS HelpDesk by calling 301-517-5800.

If you are **not an MCPS employee**, please use the information provided below:

Access Code:



Click this link to [enter your new password](#).


Sincerely,

Office of Human Resources
MCPS
7361 Calhoun Place, Suite 401
Rockville, MD 20855
<http://www.montgomeryschoolsmd.org/departments/personnel/>

Replies to this message are undeliverable and will not reach the Office of Human Resources. Please do not reply.

11. **Return** to the login screen for Potential employees (see steps 1-3 above), enter your user name, then **paste** the access code (into the password field) and click **login**.

Mandatory fields are marked with an asterisk.



*User Name
*Password
[Forgot your user name?](#)
[Forgot your password?](#)
Login

12. You will see the change password screen. **Paste** the access code (password) into the old password field, type in a new password, confirm the new password and then click **OK**.

This page allows you to change your password.


Mandatory fields are marked with an asterisk.



User Name
*Old Password
*New Password
*Confirm New Password
OK

Congratulations. You have successfully logged into the MCPS Careers web site!

Current Employees - Logging into MCPS Careers

1. Start the **Internet** 
2. **Navigate** to the MCPS Careers webpage at:

<http://www.montgomeryschoolsmd.org/departments/careers/>

3. Under **Current Employees** click on **MCPS Careers Login**

MCPS Careers

Current Employees



LOGIN TO SEARCH JOBS

Potential Employees



SEARCH JOBS



Announcement

- [Teacher transfer process](#)
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- [Summer employment](#). Applications accepted March 31-April 25. Current MCEA and SEIU employees eligible.

Useful Links

Potential Employees - Using the jobs page

- [How to apply for jobs](#) - detailed instructions
- [Login](#) to view jobs if you have setup your account
- [New user](#) - follow instructions to set up your account

4. Enter your **Outlook/ePay** user name and password then click **Submit**.

Need more help using Careers? See:

<http://www.montgomeryschoolsmd.org/departments/careers/career-help.aspx>

Or contact the Department of Recruitment and Staffing at staffing@mcpsmd.org or by phone at 301-279-3278.

Forgot your Outlook/ePay password? You can reset your password in myID. To get started watch the myID webinar at:

<https://www.montgomeryschoolsmd.org/departments/development/training/helpdesk/login/story.html>



Need more help? Contact the Technical Help Desk.

- **E-mail:** Help_Desk@mcpsmd.org
- **Call:** 301-517-5800 , 7 am to 5 pm Monday-Friday
- Submit your own ticket by going to the Unicenter Service Desk (USD)
<http://www.montgomeryschoolsmd.org/departments/helpdesk/unicenter.aspx>