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**

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

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**

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

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

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

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

YAHOO! MAIL   Search Mail   Search Web

INBOX   CONTACTS   CALENDAR   Update your password

Compose ▾   🗑 Delete   ← ⇐ ⇒   ⊗ Spam   ⚙ Actions ▾

Inbox $ LendGo.com   Mortgage... at 2.6%   Sponsored
Drafts   ☐ ▾ SORT BY DATE ▾
Sent   ☐   Human Resources a... ⭐ Update your password   📎   3:12 PM
Spam (57)
Trash (92)
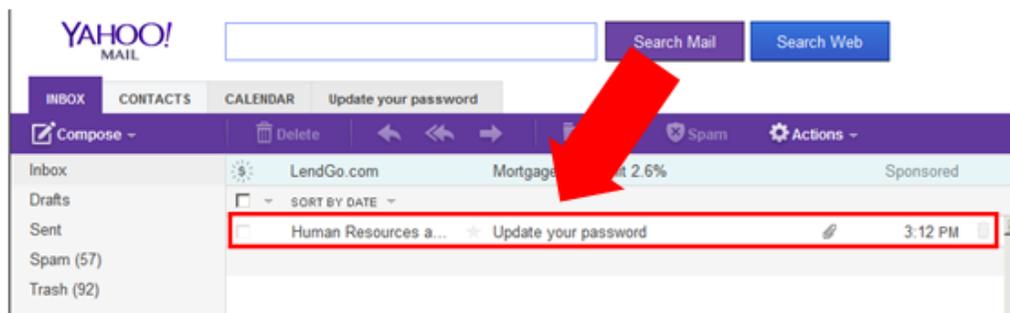
10.   Open the message, carefully **highlight and copy** the access code (password)

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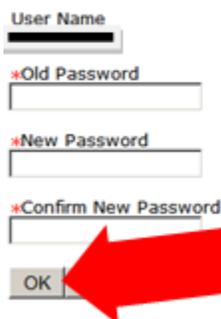
Congratulations. You have successfully logged into the MCPS Careers web site!

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**

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)
  https://sdmit.mcpsmd.org/CAisd/pdmweb.exe