

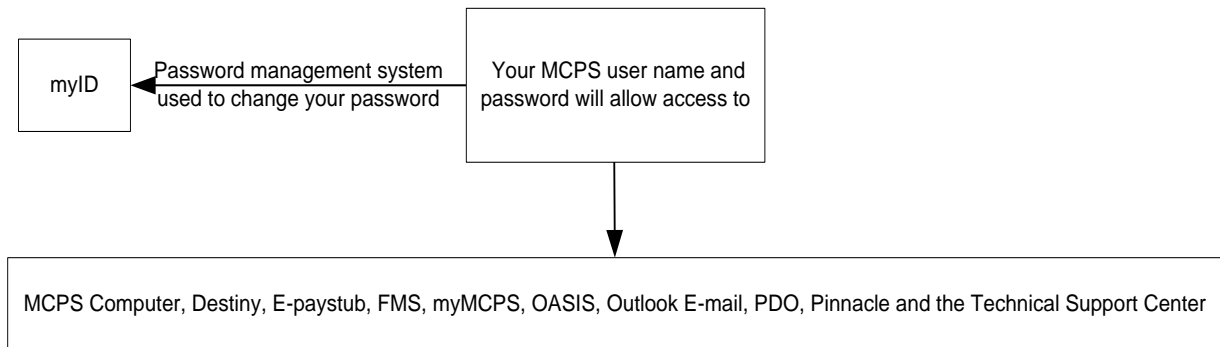


# Welcome to MCPS!

*from the Technical Help Desk*

## All MCPS employees use their own unique credentials to access the network and most applications

Your position code in the payroll system determines your basic access rights to most MCPS applications (listed below). For additional access, written permission to the help desk from your administrator is required.



NOTE: Some MCPS applications require a different password. Use the check list below to keep track of the most common stand-alone accounts most new teachers use (depending on your job code/position).

Elementary School Teacher		Middle/High School Teacher	
<u>Application</u>	<u>Check below when login information is received</u>	<u>Application</u>	<u>Check below when login information is received</u>
Achievement Series (sent via Outlook e-mail)		Achievement Series (sent via Outlook e-mail)	
NWEA Map-R reports website (sent via Outlook e-mail)		NWEA Map-R reports website (sent via Outlook e-mail)	
mClass (see your Reading Specialist)		Other Online Resources (see your Media Specialist)	
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## Domain

What is a domain? A domain is a group of computers and devices on a network administered as a unit with common rules and procedures. All MCPS users are in one domain called MCPSMD.

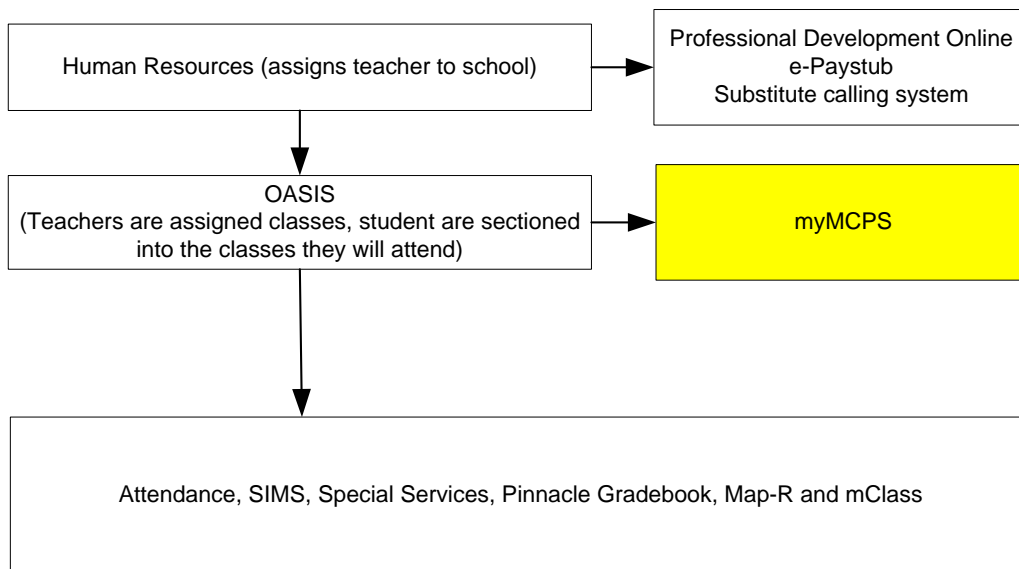
## Data

**OASIS** (Online Administrative Student Information System) provides a central location for viewing and updating student administrative data, including enrollment, scheduling, demographic and special services information.

**MyMCPS** is the major depository for student data, assessment data, reports, instructional resources, and curriculum and collaboration sites.

*If you are unable to see your classes or students, check with your school's master scheduler/registrar/guidance counselor to confirm that classes and students are correctly assigned to you in OASIS.*

The chart below shows the most common data paths that effect teachers and students:



## **Human Resources Online (HRO) to setup Direct Deposit**

To access HRO, go to the MCPS website and search by using keyword “HRO” and choosing “Direct Deposit Information” or use the following link:

<http://www.montgomeryschoolsmd.org/departments/ersc/employees/pay/direct-deposit.aspx>



Enter your MCPS username and password. Click “Log in”

The **HRO quick start guide** can be found on the Direct Deposit page of the MCPS website or by going to the following link:

[http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/direct\\_deposit\\_quick\\_start.pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/pay/direct_deposit_quick_start.pdf)

### **Important Message: Computer and Email Security**

- Do not leave your computer unattended while you are logged in
- You can lock the computer at any time by pressing the Windows logo key+L on your keyboard
- It is a security violation if you share confidential access credentials provided to you by MCPS

By logging into a computer or account supplied by MCPS you acknowledge you have read [MCPS Regulation IGT-RA \(User Responsibilities for Computer Systems and Network Security\)](#), and understand its contents. Violation of the regulation is unethical and may be a criminal offense. Should you commit any violation, your access privileges may be revoked, disciplinary action may be imposed, and/or appropriate legal action may be taken.

- What are “phishing” email messages? An attempt to gain sensitive, confidential or personal information such as usernames, address, phone numbers or passwords from a mail recipient
- Typically, the message appears to be legitimate and/or from a trusted source

It is important that you know that MCPS network administrators will NEVER ask for your password. If you receive a suspicious email, please forward the email to [abuse@mcpsmd.org](mailto:abuse@mcpsmd.org). Do not reply to the email and do not click on the link. If you do accidentally fall for a phishing scam it is very important that you change your password immediately and notify your school’s technical support staff.

### **Technology Help is Available**

Many technical and non-technical questions can be answered by using the Search feature at the MCPS website: [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)



**School Support:** The Information Technology Systems Specialist (ITSS) assigned to your school is your first point of contact for all technology problems. Contact your ITSS using Unicenter Services Desk (USD)\*

**Technical Help Desk:** The Technical Help Desk can provide assistance and guidance to many common MCPS applications.

**Self Help:** User guides and common FAQs  
<http://www.montgomeryschoolsmd.org/departments/helpdesk/>

### **Contact the Help Desk**

1. Create a request for help via Unicenter Service Desk (USD)\*:  
<https://usdit-app.mcpsmd.org/CAisd/pdmweb.exe>

#### **Step by step directions**

<http://www.montgomeryschoolsmd.org/departments/helpdesk/unicenter.aspx>

2. E-mail: [Help\\_Desk@mcpsmd.org](mailto:Help_Desk@mcpsmd.org)
3. Call: 301-517-5800 (Mon-Fri 7 am to 5 pm, except holidays)

**Note:** The Technical Help Desk experiences an overwhelming volume of requests for assistance during the first few weeks of school. **Please do not duplicate requests for help.** We will respond to each inquiry as quickly as possible. Thank you in advance for your patience.