



Leaving MCPS?

Thank you for your service!

Below please find answers to frequently asked questions when ending your employment with MCPS.

1. **When will I lose access to my computer account?** *Your MCPS computer account will expire 24 hours after your last day with MCPS.*
2. **How can I get a copy of the documents in the “my documents” folder before I leave?** *You can copy the contents of your “my documents” folder to a USB flash drive, CD or DVD. See your school’s technical support staff for further assistance.*
3. **How can I get a copy of what is stored in my Google Drive?** Use Google Takeout to get the documents out of your drive. For more info see:
<https://support.google.com/accounts/answer/3024190?hl=en>
4. **How will my replacement get computer access?** *Access is granted automatically when your replacement is assigned to his/her new location and position in payroll.*
5. **If my computer account is disabled, how will I get my last paycheck stub?** *Your last paycheck will be mailed to your home address on file in Human Resources.*
6. **How do I let others know I have left MCPS?** *Turn on the out of office assistant in Outlook. We also suggest communicating with your contacts before leaving MCPS.*



You can contact the Technical Help Desk by:

- 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 (see link below for more information)
<http://www.montgomeryschoolsmd.org/departments/helpdesk/unicenter.aspx>