



For Para Educators

from the Technical Help Desk

MCPS Application Access

Your MCPS user name and password provides access to any MCPS PC computer including basic access to: Discovery Education, Outlook e-mail, ePaystub, myMCPS, PDO, MS Office, FMS and student data applications. **Your position code determines your level of access.**

Some applications require a separate user name and password.

Use the check list below to keep track of the most common stand-alone accounts that may be required for your position.

<u>Application</u>	<u>Check below when login information is received</u>
Google Apps for Education	
Other Online Resources (see your school's Media Specialist)	

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>

Username:
Password:

 **Montgomery County Public Schools**
HRO Human Resources Online

Powered by Truenorthlogic

Enter your MCPS username (example: scottj07) and password. Click "Log in"

Need more help? 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

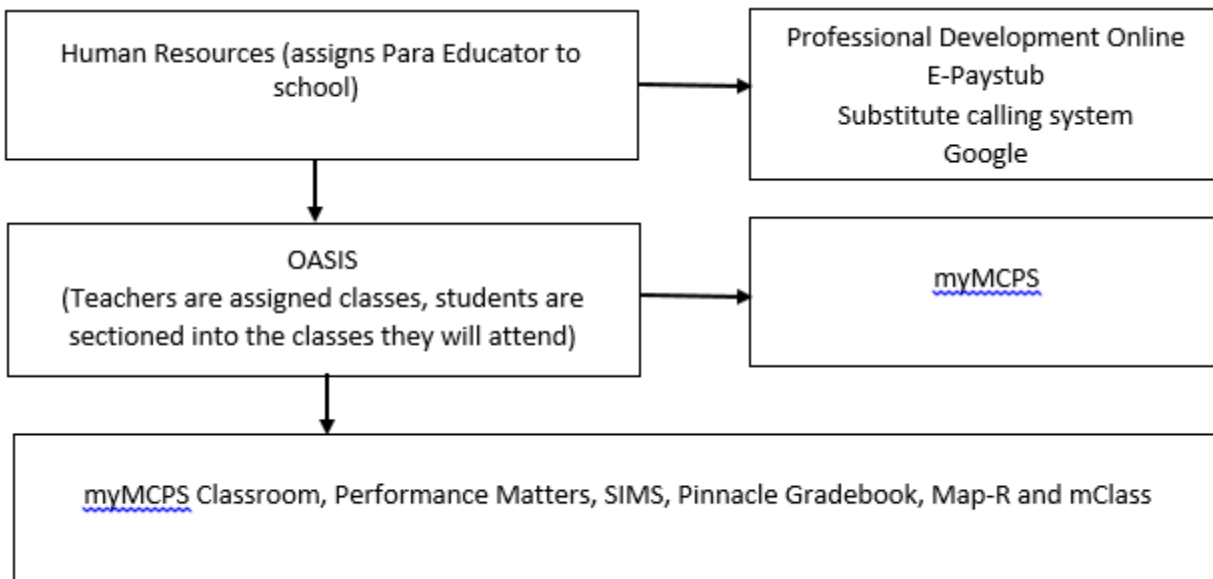
Data

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, curriculum and collaboration sites.

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

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



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. 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 on the MCPS website (www.montgomeryschoolsmd.org).



Substitute Help Desk:

Tel: 301-279-3280

Hours: 6:30am to 3:00pm, Monday-Friday

Self Help: Many user guides and answers to common FAQ's can be found on the Help Desk's webpage (<http://www.montgomeryschoolsmd.org/departments/helpdesk/>)

Technical Help Desk can be reached by:

1. **E-mail:** Help_Desk@mcpsmd.org
2. **Call:** 301-517-5800 , 7 am to 5 pm Monday-Friday
3. Submit your own ticket by going to the Unicenter Service Desk (USD). Step by step directions can be found at:

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

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.