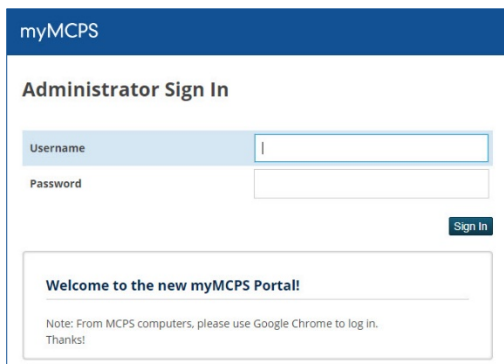


## Enroll a New Student

1. Enroll the student in OASIS, then proceed with the steps below to enroll the student in the myMCPS Administrative Portal.
2. In Google Chrome, go to the [myMCPS Administrative Portal](#).



myMCPS

### Administrator Sign In

Username

Password

**Sign In**

Welcome to the new myMCPS Portal!

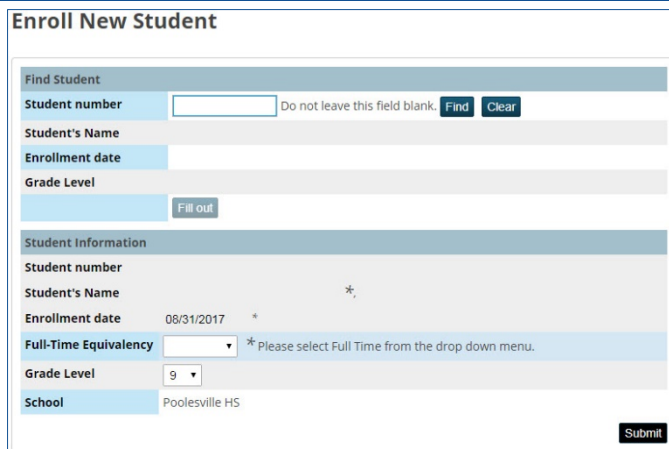
Note: From MCPS computers, please use Google Chrome to log in. Thank!

3. Sign in with your Outlook username and password.



- Functions**
  - Attendance
  - Daily Bulletin
  - Enrollment Summary
  - Master Schedule
  - Dashboard
  - Incident Management
  - Special Functions
  - Teacher Schedules
- Reports**
  - System Reports
  - ReportWorks
- People**
  - Student Search
  - Staff Search
  - Parent Search
  - Enroll New Student →
  - New Staff Entry
  - New Parent Entry

4. On the left navigation menu under **People**, select **Enroll New Student**.



### Enroll New Student

**Find Student**

Student number  Do not leave this field blank. **Find** **Clear**

Student's Name

Enrollment date

Grade Level

**Fill out**

**Student Information**

Student number

Student's Name

Enrollment date 08/31/2017 \*

Full-Time Equivalency  \* Please select Full Time from the drop down menu.

Grade Level

School  Poolsville HS

**Submit**

5. On the Enroll New Student page, enter the ID of the student you are enrolling and click the **Find** button.

If the student ID is a duplicate, a message will be displayed at the top of the page indicating that the student record already exists.

⚠ • Student already exists

If the student is already enrolled in another MCPS school and has not transferred to your school, the message below will be displayed at the top of the page. You must wait for the nightly process to complete before the updated student record is available for your school. *You should keep a paper copy of student emergency information on file until you can update the record online.*

⚠ • This student is currently enrolled in an MCPS school. Unfortunately, you will need to wait until tomorrow to access their information.

6. Click the **Fill Out** button to view student information and verify it against your record.
7. Click the **Submit** button.