

Keep Your Personal Information Up to Date

Have you moved to a new address or made changes to your contact information?

Make sure your personal information on file with Montgomery County Public Schools (MCPS) is current so you don't miss important employee notifications.

To review and update your information—

1. log in to [MCPS Hub+](#),
2. select the **Me** tab,
3. select the **Personal Information** tile,
4. select the **Contact Info** tile,
5. click the editing tool on the right side of the Address box,
6. make any necessary updates, and
7. click **Submit**.

For instructions with screen shots, refer to the **Add, Edit or Delete Personal Contact Information** section of the [Personal Information Employee User Guide](#).