### **Employee & Retiree Service Center**

# QUICK START GUIDE Lawson V10—Access Steps

### Logging on to the Reporting Portal

1. To access the Lawson HRIS V10 portal, copy the following link in the address bar of your **Google Chrome** browser.

#### https://mingle.mcpsmd.org/infor

- 2. Enter your MCPS user ID and password to log in.
- 3. If your login is not successful please notify Krishna Tallur.

- 4. Click on the Apps Menu on the upper left side of your browser.
- 5. Click on Infor Lawson icon.

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Sign in with your MCPS Username and Password					
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#### Accessing the Menu

6. The Lawson screen will appear as follows. Click on **Menu** at the top left corner to open the navigation panel.

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Common Tasks						
Manage Subscriptions Manage your navigation links and home page content						

7. Click **Bookmarks** to see all of the screens, reports, and jobs you have access to.

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