

# myMCPS Classroom

## The Next Generation Parent Portal

Montgomery County Public Schools invites you to learn more about your student's experience at school by using a new online system.

Create a **Parent Portal** account to view information such as:

- **Schedule** – View your student's schedule and contact teachers
- **Attendance** – View attendance records
- **Grades** – Check grades from this year and years past
- **Resources** – Learn about the reading and math programs
- **Document Library** – View student test scores
- **Announcements & Assignments** – Teachers are able to post important reminders, news, and work for students to complete. Now, you can see it too!



After you create your account at [www.portal.mcpsmd.org](http://www.portal.mcpsmd.org) you will also be able to view this information on your smart phone using the myMCPS Mobile app.

**We are here to help you!**

Go to [www.montgomeryschoolsmd.org/mymcps-classroom](http://www.montgomeryschoolsmd.org/mymcps-classroom) or email [myMCPS\\_Support@mcpsmd.org](mailto:myMCPS_Support@mcpsmd.org) for support

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### Create an Account

#### Follow the steps below or watch video: [bit.ly/portalaccount](http://bit.ly/portalaccount)

Ask the front office of your student's school for the Parent Access Letter. Each student has their own unique information, so you will need one letter for each student.

1. Go to [www.portal.mcpsmd.org](http://www.portal.mcpsmd.org) and click Create Account
2. Click the hyperlink to read regulation IGT-RA
3. Click I Agree
4. Enter your first and last name
5. Enter your personal email address\*
6. Create a 7 character password
7. Make sure you have your student's Access ID and Access Password from the Parent Access Letter
8. Enter the name, Access ID and Access Password for each student you want to link to your account

\*MCPS staff: Use a personal email address rather than your MCPS email address

The image shows two screenshots of the myMCPS web portal. The left screenshot is titled 'Student and Parent Sign In' and features a 'Create Account' button (1). Below it, there is a section for 'Create an Account' with a link to 'IGT-RA: User Responsibilities for Computer Systems and Network Security' (2) and an 'I Agree' button (3). The right screenshot is titled 'Create Parent Account' and shows a 'Parent Account Details' form with fields for 'First Name' (4), 'Last Name' (5), 'Email (will be username)' (5), 'Password' (6), and 'Re-enter Password' (6). Below this is a 'Link Students to Account' section (7) with a table for entering student information, including 'Student Name', 'Access ID' (8), 'Access Password', and 'Relationship'.

### No Email Address? No Problem.

There are many free email providers available to you. You can create an account with Google, Yahoo, or many others. After filling out some basic profile information, creating an email address specific to you, and creating a secure password, you will be able to access your email from any computer, tablet or smartphone.