

WHAT YOU NEED TO KNOW BEFORE YOU MOVE TO A NEW LOCATION

- Backup your “My Documents” folder, favorites and other important files to a CD or flash drive.

Note: Need help? Contact your Information Technology Systems Specialist (ITSS), or call the Technical Help Desk (301-517-5800)

- At your new location, copy the documents to your new “My Documents” folder.

After you are officially assigned to your new location in payroll, access to the network and appropriate school/office shared folders is automatically granted.

- [Click here](#) for a list of applications automatically assigned based on your MCPS position code and location.
- [Click here](#) for a list of applications that require additional permissions or requirements for access.
- [Click here](#) for other school based applications requiring individual access.

Applications Automatically Assigned

MCPS Careers

Computer Login

School/office menu; including shared folders

Destiny

Epaystub

FMS (mileage expenses only)

Human Resources Online (direct deposit form)

Map-R/-P/-M Assessment teacher access - Teacher access is given after classes are assigned in OASIS

myMCPS (access level based on position code/location in payroll)

mClass (Reading Assessment) - Teacher access given after reading classes are assigned in OASIS

OASIS (excluding OSS)

Outlook e-mail (including school private folder and master calendar)

Professional Development Online (PDO)

Pinnacle Electronic Gradebook/Attendance - Teacher access given 24-48 hours after classes are assigned in OASIS

Achievement Series (stand-alone application/account) – Teacher access given 24-48 hours after classes are assigned in OASIS

Substitute calling system (School based staff only)

Unicenter Service Desk (USD)

[\(top\)](#)

Applications Requiring Additional Permissions

Principal or AP sends request for access to: Help_Desk@mcpsmd.org

- **Achievement Series** (Admin Access)
- **Applicant Tracking System**
- **SASI or myMCPS Scheduler**
- **Serious Incident Database**
- **Additional access in myMCPS**

Connect Ed - Training required (register in PDO). If you currently have access please contact Help_Desk@mcpsmd.org to move your account to a new location

FMS (iProcurement for ordering materials) - Training required (register in PDO) Complete FMS account request form found on the Financial Management website. Users, who currently have access, should update FMS iProcurement preferences with new deliver to location and favorite accounts.

Timekeeper - User submits PACS access request form:
<http://www.montgomeryschoolsmd.org/departments/forms/pdf/280-63.pdf>

ICB - Contact Paul Hibbard at 240-777-2715

Maximo - Email your name, employee ID#, school name and number, position and school phone number to Richard_CoxJr@mcpsmd.org in maintenance.

OSS/Special Services (to create IEP's) - Training required (register in PDO)

Webtrips - Principal/Director sends email to: FieldTrips@mcpsmd.org

School shared folders (example O-shared, SIMS, Download folder) – Contact School ITSS

[\(top\)](#)

Other Applications

Edline - this has also changed.

United Streaming - School Media Specialist creates account

EPES - School ITSS installs and arranges access

[\(top\)](#)