





# How to Register your myID Security Questions

## Summary

1. Login to myID
2. Setup your challenge questions

Subtasks	Steps
1. Access the Internet	Navigate to <a href="http://montgomeryschoolsmd.org/myid/">http://montgomeryschoolsmd.org/myid/</a> <b>Note:</b> If you are using a MCPS computer be sure you are logged into the computer as yourself
2. Click "Register for Password Self Service"	
3a. <u>MCPS computers:</u>  Click Next  <b>myID Registration:</b> Registering your password allows you to quickly reset it if you ever forget it. This self-service feature is enabled once you complete a series of security questions.  Click 'Next' to update your security questions. 	3b. <u>Personal (non-MCPS) computer:</u>   <ol style="list-style-type: none"> <li>If using Internet Explorer click "use another account"</li> <li>Enter your Outlook user name preceded by mcpsmd\ (example – mcpsmd\smithjoh)</li> <li>Enter your current Outlook password</li> <li>Click OK</li> <li>Click Next</li> </ol> <b>myID Registration:</b> Registering your password allows you to quickly reset it if you ever forget it. This self-service feature is enabled once you complete a series of security questions.  Click 'Next' to update your security questions. 

<p>4. Enter Outlook password</p>	<p>Enter your current myID password below, then click 'Next'. (logged in as: <b>MCPSMD\scottj07</b>)</p> <p>Password: <input type="password"/></p> <p><b>Next</b> <b>Cancel</b></p> <p>Click Next</p>
<p>5. Answer at least 3 challenge questions</p>	<p><b>myID Registration:</b> Register answers to your security questions.</p> <p>You must answer at least 3 questions to register.</p> <p>Each answer <b>must contain at least three characters, and no two answers may be the same.</b></p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>What is your mother's maiden name? <input type="text"/></p> <p>In what city or town was your first job? <input type="text"/></p> <p>What did your mother's father do for a living? <input type="text"/></p> <p>What was the name of your first pet? <input type="text"/></p> <p>What is your mother's middle name? <input type="text"/></p> <p>What was the color of your first car? <input type="text"/></p> <p>What was your childhood nickname? <input type="text"/></p> <p>What was the name of the school you attended at age 8? <input type="text"/></p> </div> <p>The responses you provide are stored by MCPS in a secure manner and can only be read by you.</p> <p><b>Next</b> <b>Cancel</b></p> <p>Click Next and you will see a message saying you are now registered.</p>

*If you have questions or comments, please contact the MCPS Technical Help Desk at 301-517-5800 or email us [helpdesk@mcpsmd.org](mailto:helpdesk@mcpsmd.org). Thank you!*