# First-time Use of *myID*

If you are a new employee, you will receive an e-mail with your MCPS username. All current MCPS users will use their existing MCPS username. Both new and current MCPS employees will receive an e-mail with a temporary *myID* password to be used in the next steps. Please print a copy of your e-mail(s) or have the username and password information at hand for the steps below.

1. Open Internet Explorer and go to the Web address https://myid.mcpsmd.org to display the *myID* login page.

2. In the **User ID** field, enter your username.

3. In the **Password** field, enter the temporary *myID* password that was e-mailed to you.

4. Click the **Login** button to set up your challenge questions and answers. If you forget your password, you will be able to use these questions and answers to identify yourself and reset your password.
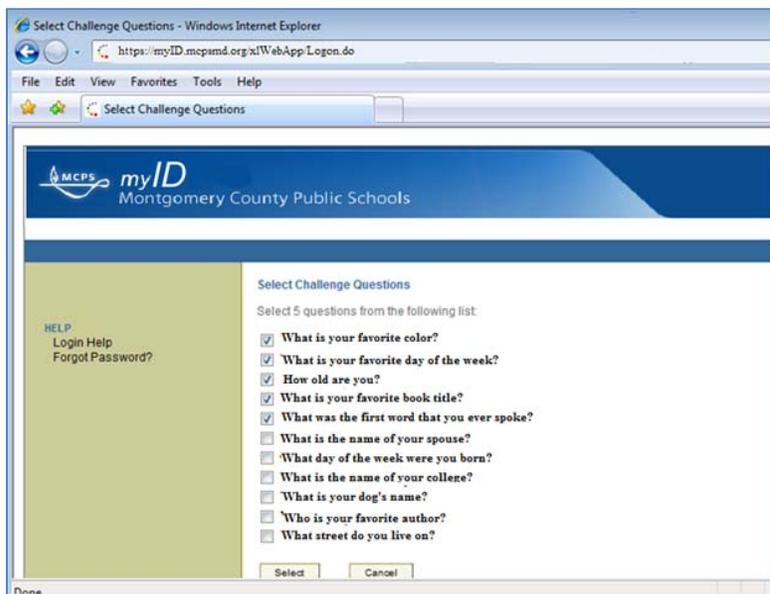
5. Click the checkboxes to select 5 of the 11 challenge questions that you can easily answer.

6. Click the **Select** button when done. You will be prompted to answer the selected challenge questions.

7. Answer the questions that you have selected.

    Tip: Be honest with your answers so that you will be able to remember them in the future if you forget your password.

8. Click the **Save** button when done.

9. Click the **OK** button to save your questions and answers.

10. You will next be prompted to change your temporary *myID* password to a new password. This password will be used for most MCPS applications. The password must have at least eight characters, must have at least one capital letter, and must contain at least one number.

11. Click the **Save** button when done.

12. After clicking the **Save** button, you will be logged out of *myID*. You should immediately log out of your workstation and then log back in so that your passwords will all be synchronized to be the same password.