

# myMCPS Classroom

## The Next Generation Parent Portal

Getting Started

### Communication Between Home and School



**Announcements:**  
Share information, reminders, and school and classroom news.



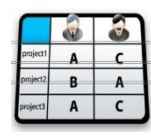
**Calendars:**  
Communicate due dates, upcoming events, field trips, assemblies, and testing schedules.



**Assignments:**  
Provide a view of assignments, classroom work, missing work, and feedback.



**Quick Access:**  
Check on overdue library books, add funds to lunch accounts, and update emergency card.



**Academic Records:**  
See current and historical grades, attendance records, transcripts, and student schedules.

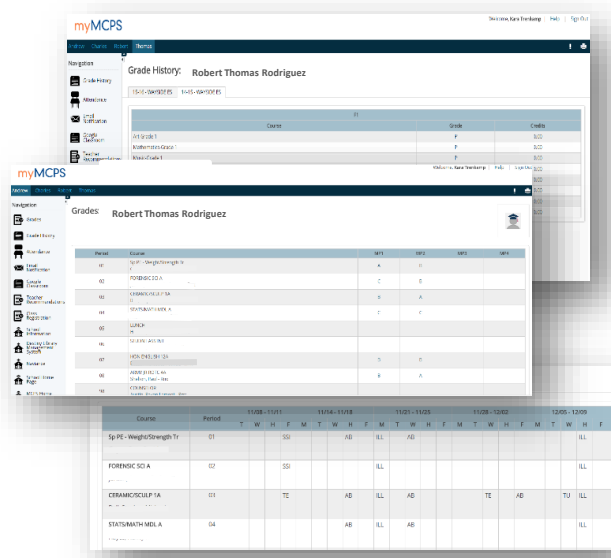


**Resources:**  
Access curriculum materials, resources, supports, and services.

### Quick Access



myMCPS Mobile Application



Desktop Application

For more information and support visit:  
[www.montgomeryschoolsmd.org/mymcps-classroom](http://www.montgomeryschoolsmd.org/mymcps-classroom)

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### Account Creation

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

1. Navigate to [portal.mcpsmd.org](http://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. If you do not have an email address access this guide to help you create one. MCPS staff: Use a personal email address rather than your MCPS address
6. Create a 7 character password.
7. Make sure you have your student's Access ID and Access Password from the letter sent to your student's primary address.
8. Enter the name, Access ID and Access Password for each student you want to link to your account.

The image shows three screenshots of the myMCPS web portal with numbered callouts (1-8) indicating the steps in the account creation process:

- 1:** Click the "Create Account" button on the "Student and Parent Sign In" page.
- 2:** Click the link for "IGT-RA: User Responsibilities for Computer Systems and Network Security".
- 3:** Click the "I Agree" button.
- 4:** Enter your first and last name in the "Parent Account Details" form.
- 5:** Enter your personal email address in the "Email (will be username)" field.
- 6:** Enter a 7-character password in the "Password" field.
- 7:** Enter the student's Access ID and Access Password in the "Link Students to Account" section.
- 8:** Enter the student's name in the "Student Name" field.

### 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 web enabled device.