

# myMCPS Classroom

## The Next Generation Parent Portal

Getting Started

### 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:

- Screenshot 1 (Left):** Shows the 'Student and Parent Sign In' page. Callout 1 points to the 'Create Account' button. Callout 2 points to a link for 'IGT-RA: User Responsibilities for Computer Systems and Network Security'. Callout 3 points to the 'I Agree' button.
- Screenshot 2 (Middle):** Shows the 'Create Parent Account' page. Callout 4 points to the 'First Name' field. Callout 5 points to the 'Email (will be username)' field. Callout 6 points to the 'Password' field.
- Screenshot 3 (Right):** Shows the 'Link Students to Account' page. Callout 7 points to the instruction 'Enter the Access ID, Access Password, and Relationship for each student'. Callout 8 points to the 'Access ID' field for the first student.

### 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.