TECH**TIPS** For **SUBS**

Welcome to MCPS*!*

The Technical Help Desk is providing the following Tech Tips to assist and guide you through some of the common MCPS applications such as:

- Setting up Direct Deposit
- Outlook E-mail
- ePaystub
- Substitute Employee Management System (SEMS)
- Professional Development Online (PDO)

MCPS Outlook (Domain) Account Creation

When hired by MCPS, you are assigned a unique Employee ID number and MCPS **User Name** (also called a Login ID or User ID). You will also be emailed a temporary **Password.**

myID

When you receive your temporary password, you are required to reset the password in **myID**, MCPS's password management system.

1. **Go to** https://www.montgomeryschoolsmd.org/myid/
2. Click **Register for Password Self Service**
3. **Sign in** with your username and temporary password
     NOTE: If you are using a personal computer enter mcpsmd\ in front of your user name (example: mcpsmd\smithjoh)
4. Click **next**
5. Enter your **temporary password**, click **next**
6. **Answer** at least 3 security questions and click **next**
7. Once you are registered go to https://www.montgomeryschoolsmd.org/myid/ > click **Forgot Password**.
8. Enter your **username**, click **next**
9. **Answer** your security questions, click **next**
10. Change your password

Your MCPS **User Name** (also referred to as: User ID, Outlook User Name, Log in ID) remains with you throughout your career at MCPS. However, your Outlook **password** must be changed every 120 days.   An email reminder will be sent to your MCPS Outlook email account 2 weeks prior to expiration.

Logging in to MCPS Resources

After you have reset your temporary password in **myID** you can now use your MCPS Outlook user name and new password for the following:

Computers at a School

When logging onto a computer at any school use your Outlook user name and password

For example:
Username: smithjoh
Password: The password you created in myID

Note: You will have basic access to the computer until you are finished with the onboarding process. If you need additional access to shared files and folders, please contact your school's Media Specialist or ITSS for a visitor/guest account.

Employee Self-Service to set up Direct Deposit

1   Visit the Direct Deposit web page at:
    https://www.montgomeryschoolsmd.org/departments/ersc/employees/pay/direct-deposit.aspx
2   Click the **Quick Start Guide** link to access detailed enrollment instructions. You also may wish to read **Frequently Asked Questions** about direct deposit.
3   Next, click on the **Employee Self-Service (ESS)** link.
4   Click on **My direct deposit** found under the green My Pay banner.
5   **Sign in** using your MCPS username (example: smithjoh) and password.

MCPS Outlook E-mail

Best practice: Please check your email at least once a week!
1   Go to https://outlook.mcpsmd.org
2   Enter your **username@mcpsmd.org** and **password**
3   Click the **Sign in** button and follow the on screen directions to set up your mailbox.

ePaystub

To access your ePaystub:
1. **Go to** https://epaytax.mcpsmd.org/login.aspx
2. **Login** using your user name (example: smithjoh) and your Outlook password
    a.   **NOTE: Do not use @mcpsmd.org after your user name when logging into systems other than Outlook**
3. On the left under **View My Documents** click on **My ePaystub**
4. Under View, to the right of the date of the paycheck, click on the **magnifying glass**
5. Enter your **employee id** number
6. Under "Generate New Security Code" **enter the security code** shown in the blue box above
7. Click on **Submit**

Important: If you cannot get past the security screen, your browser might be blocking our page from popping up. You need to allow our page to use pop-ups. An easy way to do this in Internet Explorer is to click allow pop-ups on the banner that appears at the bottom of the screen. In Chrome you will see "pop-up blocked" to the right in the address bar (�'s) click it and choose "always allow pop-ups from epaytax.mcpsmd.org".

Employee Self-Service

(For best performance, allow pop-ups when using ESS.)

Need more help?
http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/employee-self-service/pop-up%20blocker%20instructions.pdf

Substitute Employee Management System (SEMS)

To access SEMS go to: https://montgomerycountymd.eschoolsolutions.com

A user guide can be found at:
https://www.montgomeryschoolsmd.org/uploadedFiles/departments/personnel/substitutes/SEMS_Sub_QRCard.pdf

Important: You must set up your account initially by phone on the Sub Automated Line before you can access the sub system online.

To set up your account on the phone, call the Sub Automated Line at 301-298-2864
- Enter **your employee ID number** followed by the star (*) key.
- When asked for your PIN, **enter your employee ID number again** followed by the star (*) key.
- **Record** your name followed by the star (*) key.
- Next you will hear your primary location and classification.
- You will be asked to select a new PIN. **Enter a PIN** that is at least six (6) digits in length but no more than nine (9) digits followed by the **star (*) key**.

Once you have set up your account by phone, you will be able to access the sub system online, using your MCPS username (example: smithjoh) and password. If you need further assistance, please call the Substitute Help Line at 301-279-3280.

Professional Development Online (PDO)

To access PDO:
1. **Go to** https://pdo.mcpsmd.org/
2. **Login** using your user name (example: smithjoh) and your Outlook password

NOTE: New hires will need to wait 3-5 days after their hiring date before attempting to log into PDO

To sign up for a training in PDO:

1. Enter one or two keywords under **Course Search**.
2. Click **Search**.
3. Click the **Section Title** (in blue lettering) of the section you choose to attend and the course detail page opens.
4. Click **View All Sections** (if present).
5. Click **Register**.
6. Click **Next**.
7. A **confirmation screen** appears confirming your enrollment in the class.

Important Message: Computer and Email Security

- Do not leave your MCPS computer unattended while you are logged in
- You can lock the computer at any time by pressing the Windows logo key+L on your keyboard
- It is a security violation if you share confidential access credentials provided to you by MCPS
- What are "phishing" email messages? An attempt to gain sensitive, confidential or personal information such as usernames, address, phone numbers or passwords from a mail recipient
- Typically, the message appears to be legitimate and/or from a trusted source

It is important that you know that MCPS network administrators will NEVER ask for your password via e-mail. If you receive a suspicious email, please forward the email to abuse@mcpsmd.org. Do not reply to the email and do not click on any links in a suspicious email. If you do accidentally fall for a phishing scam it is very important that you change your password immediately and notify the Help Desk or your school's ITSS (Information Technology Systems Specialist.)

Technology Help is Available

Many technical and non-technical questions can be answered by using the search site feature on the MCPS website (www.montgomeryschoolsmd.org).

Substitute Help Desk
Tel: 301-279-3280
Hours: 6:30am to 3:00pm, Monday-Friday

Self Help
Many user guides and answers to common FAQ's can be found on the Help Desk's webpage (http://www.montgomeryschoolsmd.org/departments/helpdesk/)

Technical Help Desk

1. **E-mail:** Help_Desk@mcpsmd.org

2. **Call:** 301-517-5800 , 7 am to 5 pm Monday-Friday

3. Submit your own ticket by going to the Unicenter Service Desk (USD). Step by step directions can be found at:
   http://www.montgomeryschoolsmd.org/departments/helpdesk/unicenter.aspx

Note: The Technical Help Desk experiences an overwhelming volume of requests for assistance during the first few weeks of school. ***Please do not duplicate requests for help***. We will respond to each inquiry as quickly as possible. Thank you in advance for your patience.