

Professional Development Online  
Non-MCPS and Temporary Staff Account Request



The purpose of this form is to request access to the MCPS PDO system. By applying for a PDO account, requesters agree to follow the data security regulations outlined in **regulation IGT-RA: Montgomery County Public Schools: Electronic Data Security**.

**User Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

School/Location: \_\_\_\_\_ County: \_\_\_\_\_

Purpose for Request: \_\_\_\_\_

Please select one of the user descriptions below:

MCPS Temp/Part-time Employee

Parent

Student

Educator Outside of MCPS: Private School

Public School

**Completed forms should be sent to:**

Business Information Services, Room 151  
Attn: PDO Administrator  
850 Hungerford Dr  
Rockville, MD 20850  
or fax to 301-517-5002

Non-MCPS staff accounts are assigned on a temporary basis. All non-MCPS **accounts will be deleted on September 1<sup>st</sup> each year regardless of account creation date**. A new form must be submitted each year a PDO account is required.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

<b>FOR PDO USE ONLY</b>	
<b>Created by</b> _____	<b>Date</b> _____
Assigned MELT ID: _____	Assigned EMP ID: _____
<b>Purpose of Account</b> _____	