

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 301-279-8456

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

Applicant Signature

Date

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