

**Translated Support Guides:** [Chinese](#), [French](#), [Korean](#), [Spanish](#), [Vietnamese](#)

## How to create and use your Portal account

Click the topic below to learn more

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## How do I set up my Parent Portal account for the first time?

Follow the steps below or watch [this screencast](#)

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 nearby. This is found in the letter that was 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 displays two screenshots of the myMCPS Parent Portal interface. The left screenshot shows the 'Student and Parent Sign In' page with a 'Create Account' button highlighted by an orange circle. Below the button is the 'Create an Account' section, which includes a paragraph of text and a link to 'IGT-RA: User Responsibilities for Computer Systems and Network Security' (also highlighted by an orange circle). An 'I Agree' button is located at the bottom right of this section. The right screenshot shows the 'Create Parent Account' page. It features a 'Parent Account Details' section with input fields for 'First Name', 'Last Name', 'Email (will be username)', 'Password', and 'Re-enter Password'. The 'Password' field is highlighted by an orange circle, and a note below it states '\*Be at least 7 characters long'. Below this is the 'Link Students to Account' section, which contains a table with two rows. Each row has a 'Student Name' field, an 'Access ID' field, an 'Access Password' field, and a 'Relationship' dropdown menu. The first row is numbered '1' and the second row is numbered '2'. Orange circles highlight the 'Access ID' and 'Access Password' fields in both rows.

## I don't have an email address.

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

## I don't have my student's Access ID or Access Password.

Each student's Access ID and Access Password is available in the letter sent to the student's primary address. This information is available for middle and high school students at the start of the 2017-2018 school year. Elementary information will be available later.

## I didn't receive a letter in the mail.

The letter was sent to the student's primary address. Please reach out to your student's school's main office if you did not receive a letter. The school staff will be able to update your address information or generate a new copy of the letter for you, whichever is needed.

## Parent Access Letters [Translated]

[English](#) [Amharic](#) [Chinese](#) [French](#) [Korean](#) [Spanish](#) [Vietnamese](#)



## I created an account, but now I can't remember my password.

Click **Forgot Username or Password** to reset your account information. You will need to know your email address to successfully reset your password.

The screenshot shows the myMCPS sign-in interface. At the top, there's a blue header with the myMCPS logo. Below it, the title 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account'. Underneath, there's a 'Select Language' dropdown menu currently set to 'English'. Below the language selection are two input fields: 'Username' and 'Password'. A link labeled 'Forgot Username or Password?' is located below the password field and is highlighted with an orange border. A grey arrow points from the 'Create Account' button area towards this link. At the bottom right of the form, there is a 'Sign In' button.

## What information can I access using the Parent Portal?

For a more detailed breakdown of what can be accessed in the Parent Portal, please refer to the [Parent Portal View](#).

myMCPS	
	
	
Toogle between multiple students. if applicable	
Current look at student grades that have been entered	
Historical grade data	
Attendance report	
View student schedule	
Access student work in myMCPS Classroom (via Observer	
View student schedule (via student account)	
School contact information	
Update account preferences: add additional students	
Update student emergency information (at the	

A myMCPS Classroom Observer account allows parents to view their student's work.

**Creation of the myMCPS Observer account is not automatic at the time of Parent Portal account creation.** Instead, parents will receive an email when the account is ready.

# myMCPS Classroom

The Next Generation Staff, Student, and Parent Portal

Link to external applications are available as well.

Welcome, ELISE HAWKINS | Help | Sign Out

**Applications**

Applications	Description
MCPS Home	Link to the MCPS Home Page
myMCPS Classroom	Login to myMCPS Classroom
Section 504	Go to the Section 504 home page.
Student Emergency Information	Student Emergency Information
College and Career Readiness	Access to the College and Career Readiness Planner for students in Grades 6-12, powered by Naviance
Library Management System	Access to the online library card catalog system, powered by Destiny
School Lunch Menus	Access to elementary and secondary school lunch menus, nutritional information, and more...

All external applications are accessed by clicking the pop-out arrow on the right-hand side.

## How do I access student grades?

Student grades are the first thing parents/guardians will see when they log into the Parent Portal. They will only see grades that have been entered by the teacher into the gradebook.

**Navigation**

- Grades
- Grade History
- Attendance
- My Schedule
- School Information
- Account Preferences

**Term Grades:**

Period	Course	MP1	MP2	MP3	MP4
01	HON MOD WORLD A	A			
01					
02					
02					
03					

**Assignment Breakdown:**

Course	Teacher	Period	Current Grade %	Current Grade
HON MOD WORLD A		01	100%	A

Category	Points	Percent	Grade
HW for Prac/Prep	10 / 10	100.0	A

Due Date	Category	Assignment	Score	%	Grade
Sep 8, 2017	HW for Prac/Prep (10)		5.0 / 5.0		A
Sep 7, 2017	HW for Prac/Prep (10)		5.0 / 5.0		A

Student courses are listed here

Student grades are listed under the corresponding Marking Period

Clicking on the letter grade will display an assignment breakdown

Note: GPA is not available in the Parent Portal at this time.

## How do I access my student's interim report?

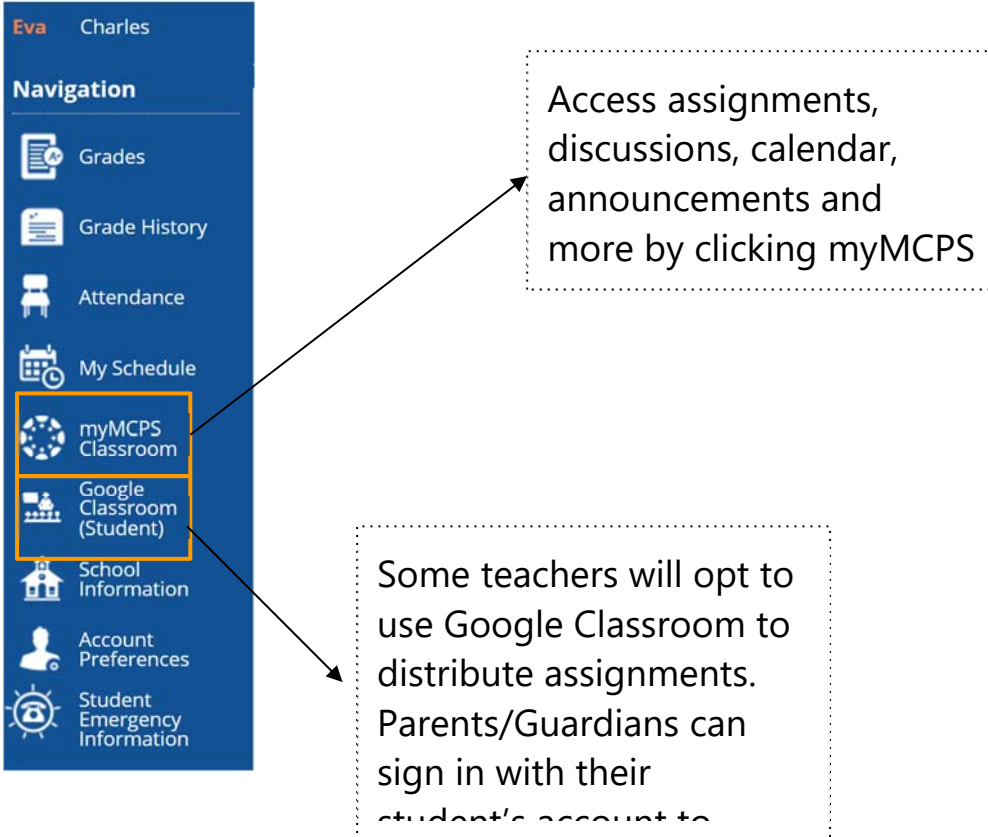
Interims for students in our secondary schools are now available!

- **Parents with active myMCPS Portal accounts** will receive only an electronic interim report posted to the myMCPS Portal on the "Mailed Centrally" date. To learn more about how parents can access their child's interim online please review the guide, [Accessing Student Interim Reports](#).
  - **Parents without active myMCPS Portal accounts** will receive interim reports via U.S. mail.

## How do I view student assignments?

Student assignments that are completed via myMCPS Classroom are available for parents/guardians to view. This access becomes available after the Parent Portal account is created. Once the Parent Portal account is created, parents/guardians will receive an email with more information regarding myMCPS Classroom access as an Observer. The link to myMCPS Classroom (Canvas) is available on the left hand menu as shown below.

myMCPS



The image shows a vertical navigation menu for the myMCPS system. The menu items are: Eva Charles, Navigation, Grades, Grade History, Attendance, My Schedule, myMCPS Classroom, Google Classroom (Student), School Information, Account Preferences, and Student Emergency Information. Two callout boxes are present: one pointing to the 'myMCPS Classroom' item with the text 'Access assignments, discussions, calendar, announcements and more by clicking myMCPS', and another pointing to the 'Google Classroom (Student)' item with the text 'Some teachers will opt to use Google Classroom to distribute assignments. Parents/Guardians can sign in with their student's account to...'

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If a teacher is using myMCPS Classroom, once a parent/guardian enters myMCPS Classroom, they will experience Observer level access to their student's dashboard, as seen below.

## Student Dashboard:

The screenshot shows a student dashboard with a left-hand navigation menu containing icons for Account, Dashboard, Courses, Calendar, Inbox, and Resources. The main content area is titled "Dashboard" and features several widgets. A red box highlights a folder icon with a notification badge, with an arrow pointing to a text box that says "Note messages and". Another red box highlights a list of tasks in the "Coming Up" section, with an arrow pointing to a text box that says "Feed of current and". A third red box highlights the "Recent Feedback" section, which shows "Nothing for now". A fourth red box highlights the "IB English Literature 2A: Julie Dea..." widget, with an arrow pointing to a text box that says "Note: Teachers may choose to use other platforms or ways in which to".

Note messages and

Feed of current and

Note: Teachers may choose to use other platforms or ways in which to



## I have more than one student. How do I see each student's activity in myMCPS Classroom?

All courses pertaining to all students who are linked to parent accounts will be shown on the same dashboard, ensuring that parents only have one place to look. Pay attention to the school listed on the course tile, as well as the name of the course, to determine which student is enrolled in that course.

The screenshot shows the myMCPS Classroom dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Resources. The main area is titled 'Dashboard' and contains several course tiles. The top row features three tiles for 'BC Calculus' by '2017-2018 RICHARD MONTGOMERY'. The bottom row features one tile for 'IB English Literature 2A: Julie Dea...' by '2017-2018 RICHARD MONTGOMERY'. On the right side, there is a 'Coming Up' section with a 'View Calendar' link, listing upcoming assignments like 'HW: Draw Tangents and Intro to Chap 3' and 'Unit 2 Test'. A 'Recent Feedback' section at the bottom right shows 'Nothing for now'.

Note: Teachers may choose to use other platforms or ways in which to

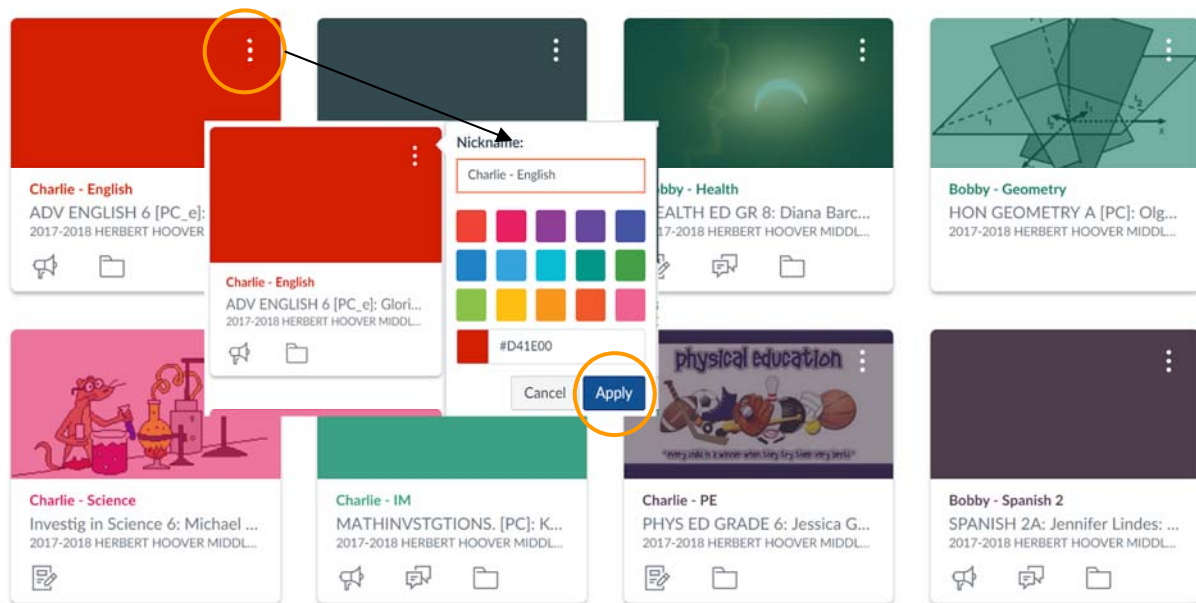
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## How can I make specific course tiles easier to find in myMCPS Classroom?

Consider giving the courses nicknames to make it easier to see at a glance who they belong to. This changes the name of the course only for you. To do so, click the three dots on the course tile, type in a Nickname, and click Apply.

Dashboard



### How do I see calendar items in myMCPS Classroom?

To view the calendar, click the calendar icon from the left navigation menu. You will then see one calendar with events and assignments from all students linked to your account. Note the color coding to help you distinguish between events/assignments for different courses.

Nicknames given to courses (see previous page) also show on the Calendars list on the right hand side.

The screenshot shows the myMCPS Classroom interface. On the left is a navigation menu with icons for Account, Dashboard, Courses, Calendar, Inbox, and Resources. The 'Calendar' icon is highlighted with an orange box and a callout arrow. The main area displays a calendar for September 2017 with various events and assignments. A callout box on the right side of the calendar reads: "You will only see events for calendars that are selected. Deselected calendars are arev." To the right of the calendar is a 'CALENDARS' list with checkboxes and color-coded squares next to course names: Trenkamp, Kara (Parent), Charlie - English, Bobby - Ceramics, Bobby - Health, Bobby - Geometry, Charlie - Science, Charlie - IM, Charlie - PE, and Bobby - Spanish 2. Below this list is an 'UNDATED' section with a 'Calendar Feed' link.

### The grades shown in myMCPS Classroom and the Grades tab of the Parent Portal don't match

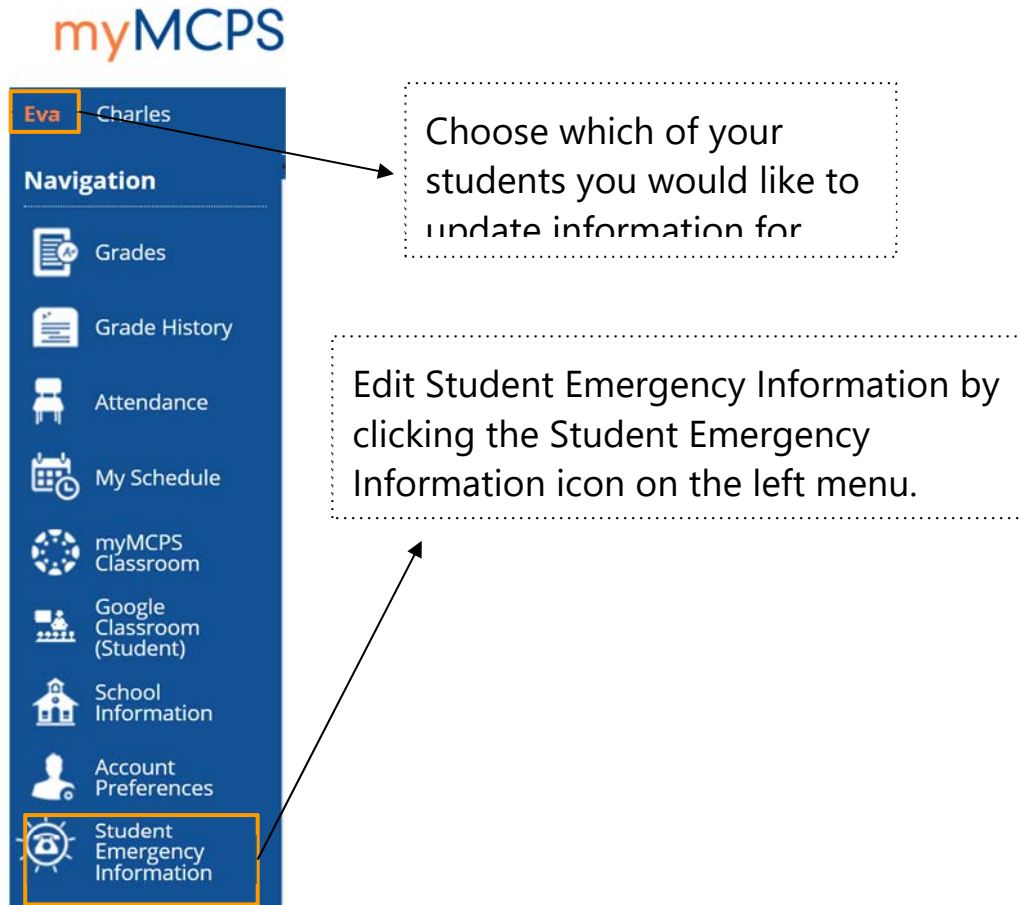
Students may see additional grades in their myMCPS Classroom courses, if the teacher is using myMCPS Classroom and has made the myMCPS Classroom Grades tab available for students to see.

It is also possible for students to not see any grades in myMCPS Classroom.

**The Grades section of the Parent Portal is the source of truth for student grades that will contribute to the grade on the report card. The Grades section of the Parent Portal shows a complete look at the student's grades as entered by the teacher in the gradebook.**

## How do I update my student's emergency information?

Online entry has now closed. The deadline for online entry is 9/24/17.



Please click [here](#) to view more information.

## How do I turn off notifications that come from myMCPS Classroom?

Parents/Guardians with Observer accounts will receive notifications of assignments, due dates, grades, and more. To turn off notifications:

1. Log into the Portal at [portal.mcpsmd.org](http://portal.mcpsmd.org)

# myMCPS Classroom

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2. Click myMCPS Classroom from the left hand navigation menu
3. Click Account
4. Click Notifications
5. Set preferences on the right side

Use the options on the right side to set your notification preferences for myMCPS Classroom.

## How do I add additional students to my account later?

Follow the steps below or watch [this screencast](#)

1. Log in and click account preferences from the left hand navigation bar
2. Click the Students tab. You will see associated students listed.
3. Click Add
4. Enter student name, Access ID and Access Password, found on the letter mailed to the student's primary address. Repeat as needed

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The screenshot shows the myMCPS Classroom interface. At the top left is the myMCPS logo, and at the top right is the user name 'Welcome, Elise Hawkins' with 'Help' and 'Sign Out' links. A navigation sidebar on the left lists: Grades, Grade History, Attendance, Email Notification, myMCPS Classroom, My Schedule, Class Registration, School Information, Account Preferences (highlighted), and Student Emergency Information. The main content area is titled 'Account Preferences - Students' and includes a 'Students' tab, a 'My Students' section with the text 'To add a student to your', and a list containing '1. Robert Trenkamp'. An 'Add Student' dialog box is open in the center, titled 'Add Student' with a close button. It contains a 'Student Access Information' section with the following fields: 'Student Name' (text input), 'Access ID' (text input), 'Access Password' (text input), and 'Relationship' (dropdown menu with '-- Choose'). 'Cancel' and 'OK' buttons are at the bottom of the dialog. Three orange circles are overlaid on the image: one on the 'Students' tab, one on the 'Add' button in the background, and one on the 'Access Password' field in the dialog box.

## Tell me about the myMCPS mobile app

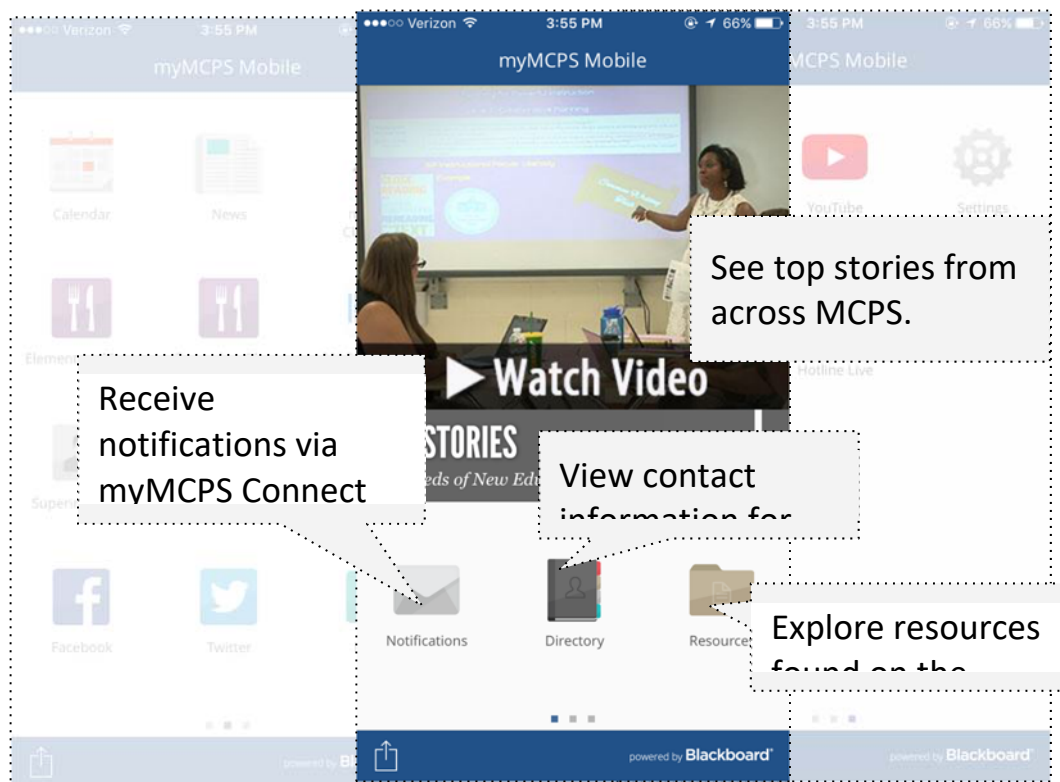
[iTunes Store](#)

[Google Play Store](#)

[Mobile Web App](#)

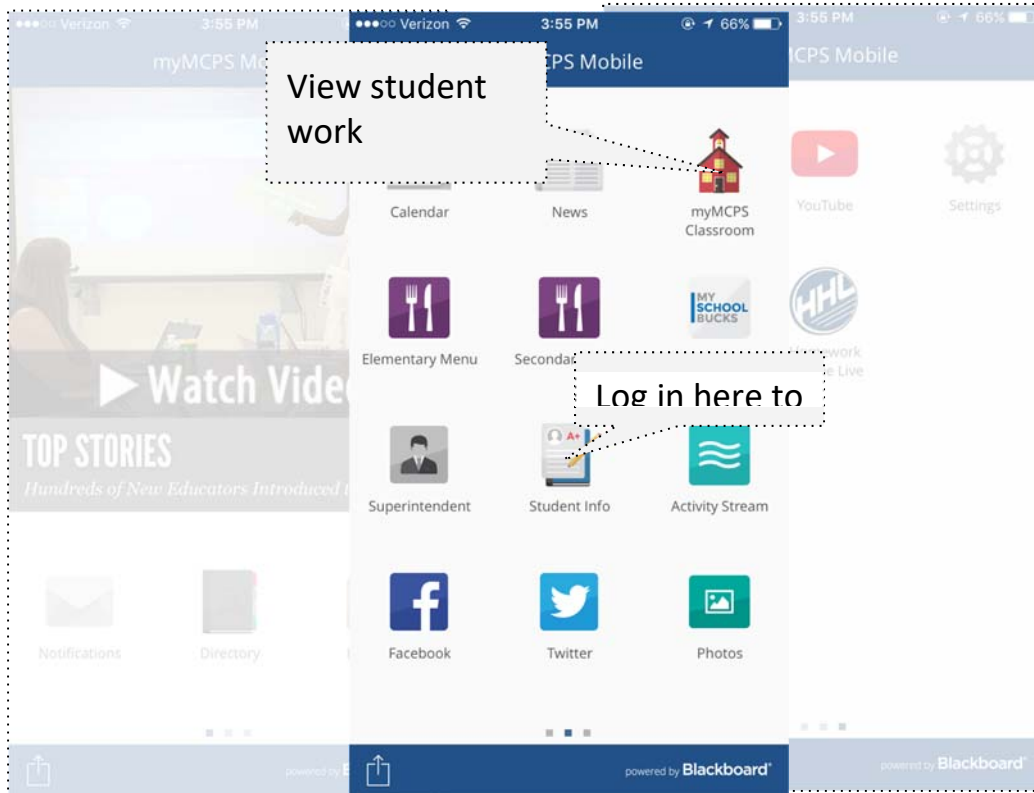
The app will provide direct access to content available on the MCPS website, including information about schools, the school year calendar, lunch menus, and the Board of Education. After creating a Parent Portal account, parents/guardians will receive an email on how to log in to the app with their new account. The email will be sent to the email address used to create the Parent Portal account and will include a temporary password. After logging in to the app with the temporary password, users can reset the password by clicking the icon labeled with their name.

Those who download the app will have the option to receive “push notifications,” or alerts on their phone or tablet about important MCPS news and districtwide emergency closures or delays.



# myMCPS Classroom

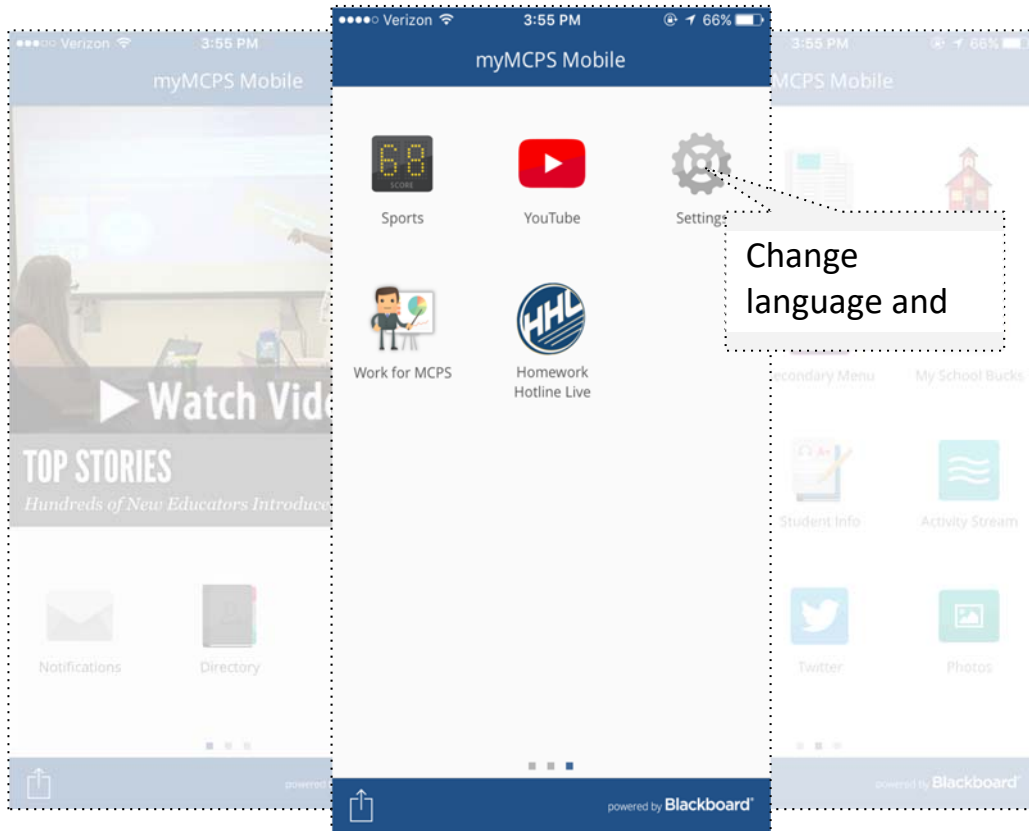
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# myMCPS Classroom

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## myMCPS Parent Portal and Edline Comparison

myMCPS Portal, Mobile and Edline Feature Matrix

Feature	Parent/Student		
	Portal	Mobile	Edline*
<b>Academic</b>			
Assignments *	✓	✓	✓
Attendance	✓	✓	✓
Google Apps	✓	✓	
Class Registration	✓		
College and Career Planning	✓	✓	
Google Classroom	✓	✓	
Grades *	✓	✓	✓
Historical Grades	✓		
myMCPS Classroom	✓	✓	
Schedule	✓	✓	
<b>Social Media</b>			
Facebook		✓	
High School Sports		✓	
Photos (Flicker)		✓	
Twitter		✓	
YouTube		✓	
<b>School Information</b>			
Academic Alerts		✓	
Online Emergency Contact	✓		✓
MCPS Directory	✓	✓	
MCPS Web	✓	✓	
Lunch Menus	✓	✓	
Multi-language Support	✓	✓	✓
Online Athletic Forms	✓	✓	
Online Lunch Payment	✓	✓	
Public Calendars	✓	✓	
Resources	✓	✓	✓
School Information	✓	✓	✓
School Library	✓	✓	
Targeted Notifications	✓	✓	✓
504 Parent Access (A)	✓		

✓ = Available for 1st Semester FY2018

\* = Secondary Schools Only

## Parent Portal Back to School Night Flyers

[English](#) [Chinese](#) [French](#) [Korean](#) [Spanish](#) [Vietnamese](#)