

NEO 2025 Pre-Readiness Technology Checklist

Before the first day of NEO, new MCPS educators should complete the following tasks. Don't wait until the first day of NEO to log in for the first time!

#	Task	Where to Go	Need Help?
1 	Log into your MCPS Outlook email with your MCPSUsername@mcpsmd.org and your password. This information was part of the welcome email that was sent to your personal email address once you were officially hired. Sample MCPS Username Email: - brownjoh@mcpsmd.org Sample Outlook Email Address: - john_a_brown@mcpsmd.org	Click Check Email on the MCPS Staff page	Your MCPS Outlook email address is firstname_mi_lastname@mcpsmd.org* Contact the MCPS Help Desk at 301-517-5800 if you do not know your MCPS username, email address, or password
2 	Download and register (see the <i>Need Help?</i> column) the PDO app- "Unified Talent Mobile" on the App Store.	Your Mobile App Store	Need help with the PDO app? Please follow the directions and refer to the information on the PDO Mobile App for Participants document.
3 	Log into Google Beginning in March 2023, when staff enter their MCPS Google account as part of logging into Google, <u>they will immediately be prompted to enter their Outlook login and password</u> . They will no longer be prompted for the Google password. Platforms that normally require MCPS Google credentials, such as Google Drive and Gmail. Canvas, or Zoom, will be affected by this change. *Some staff will not have a middle initial in their email address. Double check the email address provided to you in your welcome email. Your Google account will follow that convention.	Google Drive	Looking for more information? Please review the Staff Guide - MCPS Federated Identity .
4 	Log into myMCPS Classroom - NEO resources and materials will be shared via myMCPS Classroom - you will use your MCPS Google account to log in by clicking the blue Staff>Login w/ Google Students button. - Log into your myMCPS Classroom account before the first day of NEO to make sure you can access it. You may not see courses on your Dashboard until NEO begins.	myMCPS Classroom Request a Practice Course	Having trouble logging in? Please review the myMCPS Classroom Support Guide .
5 	Remind App Download and log into or create an account on the Remind App. Use your mcpsmd.net email when logging into/creating your account. After logging into Remind, please be sure to join the New Educator Orientation 2025 Remind class to receive live notifications during NEO. Class code: neo2025	Your Mobile App Store Join NEO 2025 Remind Class	Remind Quick Guide (for Parents)-- The top portion includes directions for setting up the app. How will Remind be used beyond NEO? Please review this resource about the Remind app.
6 	Log into Zoom to set up your MCPS account. Your MCPS Zoom account will be different from a personal Zoom account you may already have. - Some NEO sessions will be held via Zoom - Log in to your account before the first day of NEO to make sure you can participate in the sessions. You will use your MCPS Google account to log into Zoom	MCPS Zoom Test Zoom meeting	Looking for more information? Please review the Zoom Support Guide for Staff . Tip: Log into Zoom first before clicking

NEO 2025 Pre-Readiness Technology Checklist

	Test your internet connection by joining a test Zoom meeting		the webinar or meeting link
--	--	--	-----------------------------

	Account	Where to Go	Need Help?
7 	Synergy SIS and TeacherVUE Log into Synergy with your MCPS Username and Outlook password. Note: Access to Synergy is role based. Sample MCPS Username: - brownjoh (no @mcpsmd.org here) Access: - To request elevated access for a staff member an administrator must submit a request through the ServiceNow Portal or send an email to Help_Desk@mcpsmd.org. - Please specify the level of access the staff member is needing. - LTS obtain access on their 11th duty day. To request expedited access please follow the steps listed above. - Staff are not permitted to request their own access.	Synergy SIS and TeacherVUE Site	Synergy Navigation TeacherVUE Support Guide
8 	Employee Self Service Log into all ESS applications such as ePaystub, Direct Deposit, Benefits, Address Change, and PenPoint with your MCPS Username and Outlook password. Sample MCPS Username: brownjoh (no @mcpsmd.org here)		MCPS Employee Self Service
9 	ServiceNow Log into ServiceNow with your MCPSUsername@mcpsmd.org and your current Outlook password. <i>This is not the Help Desk (helpdesk@mcpsmd.org).</i> Sample MCPSUsername@mcpsmd.org: brownjoh@mcpsmd.org Access: To request elevated access for a staff member to assist with Chromebook Check In/Out, please submit a request through the ServiceNow Portal or send an email to Help_Desk@mcpsmd.org .	ServiceNow	 ServiceNow: Support Guide [Staff]
10 	ERSC Connect Log into ERSC Connect (ServiceNow) with your MCPSUsername@mcpsmd.org and your current Outlook password. Sample MCPSUsername@mcpsmd.org: brownjoh@mcpsmd.org	ERSC Connect	 ERSC Portal Support Guide

NEO 2025 Pre-Readiness Technology Checklist

11

MCPS Technology Resource Center

This [site](#) is to serve as a resource center for MCPS-supported technology. Use the tabs on the previously provided link to review support materials related to the identified topic. Select the Professional Development menu option to access current professional development opportunities related to these available technologies.

*Some staff will not have a middle initial in their email address. Double check the email address provided to you in your welcome email. Your MCPS Google account will follow that convention.