

1. Go to the MCPSS website and click OUR STUDENTS
2. USING YOUR STUDENT CREDENTIALS, LOG IN

**USERNAME**(FIRST, MIDDLE, LAST (INITIALS) + LAST 6 DIGITS OF STATE ID) AND YOUR **PASSWORD** (first initial CAPITALIZED, last initial LOWERCASE, eight digit birthdate)

Example: username: sdh123456@stu.mcpss.com

 Password: Sh03251999

1. After logging in, click on the small windows box of icons in the top left corner (Outlook is your e-mail).