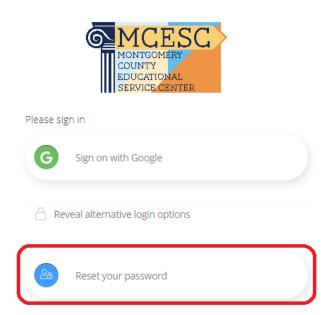
Visionary Leaders Providing Exemplary Service



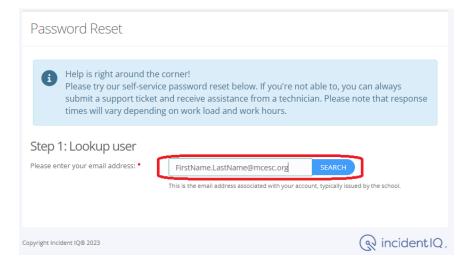
Welcome to the MCESC - Getting Started with Email

Welcome to the Montgomery County Educational Service Center. It's time to activate your email address, which will be used to get into your Google Workspace account. We use Gmail (email), Google Drive, and several other Google Single Sign on accounts. This will double as your username and password to log you into any End User Device (Windows, Chromebooks, iPad) if you are assigned one.

Step 1: Navigate to help.mcesc.org **Step 2:** Click on "Reset your password"



Step 3: Enter your new MCESC email address: FirstName.LastName@mcesc.org



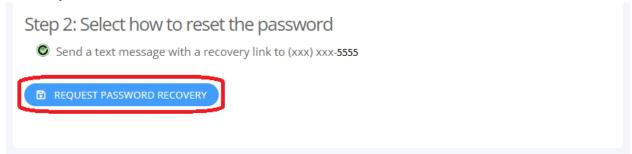


Visionary Leaders Providing Exemplary Service



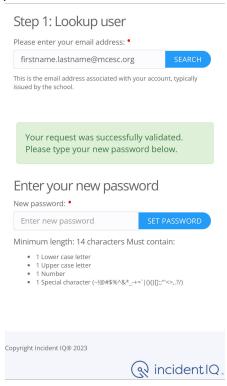
Note: This email address will log you in to any End User Device (Windows, Chromebooks, iPad) if you are issued one. This will also get you into your Google Workspace account which includes Gmail (email), Google Drive, and several other Google Single Sign on accounts.

Step 4: Select Send a text message with a recovery link to the phone number and Request Password Recovery



Note: If your phone is not capable of receiving such link, or you need to update the number on file, please reply to this email and we will either update the phone number, or issue you a temporary code instead.

The link will come from (443) 290-9659 and expire within 24 hours. Please tap on the link and enter your new password.



Step 5: Your accounts will be ready to sign on within 5 minutes after entering a new password. Please proceed to gmail.com and enroll in 2 Step Verification. If you will be using a Windows Device, please follow the steps to enroll in **Duo 2 Step Verification**.

If you have trouble with either of these steps, please contact our help desk via phone (937) 225-4606.