



INTRODUCTION

Montgomery County Educational Service Center and PublicSchoolWORKS are fully committed to the security of your information. As part of our district's ongoing commitment to security and reducing the number of passwords you need to remember, the login process for PublicSchoolWORKS will be changing to a Google Single Sign-On procedure. This ensures that you will be able to log in using your district Google account username and password.

The login change will be effective on March 2nd, 2023. This change will only affect how you log in, everything else will remain the same. Below are step-by-step instructions on how to log in to your PublicSchoolWORKS account via Google.

ONLINE TRAINING PROCEDURES

- Login to your MCESC.org email account.
- Open the email from "Montgomery County ESC - Staff Training" with the subject of "Training – New Enrollment".
- Click on the link "Click here to start your training". You will be brought to PublicSchoolWORKS login page.
- Click on the button "Sign In" with the Google logo. If you are already logged in to you district account, you will immediately be logged in to PublicSchoolWORKS.

Portal Staff Training



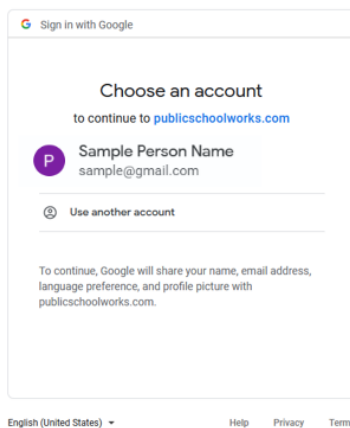
Account
Login

Log in with your district Google Account.

To begin, click the "Sign in" button below and follow the steps on the Google login screen.



https://accounts.google.com/o/oauth2/auth/oauthchooseaccount?redirect_uri=storaj



- If you are logged in to multiple accounts, you will see the screen to the left. Log out of ALL accounts. Next, choose your district email account and log in. **You cannot be logged into more than one Google account.** If you use a personal email address, you will log in to the account, but not be able to access PublicSchoolWORKS.
- You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate.** Make any changes needed to your Occupation or Site and then click on the button: "Click here when correct."
- For each course shown, click on "Start."
- After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**