MyMCPS Scheduling
School Year 2015 - 2016

Computer Instructions

A. Prior to logging onto MyMCPS Scheduler website: use your transcript, the MBHS course bulletin, and the MCPS course bulletin to fill in your Registration Worksheet. This will help guide you through the process.

- Log into the computer
- Click on internet explorer
- Go to http://scheduler.mcpsmd.org
- Enter your username (your 6-digit ID number) and computer password
- Click on register for next year
- Using your Registration Worksheet, select your courses. Any teacher recommendations will be in the Alerts column.
- If you are not planning on having a 9th period, you must choose the first section called class activity. This is for place holding only.
- Starting with English, click on the pencil and select your course (both A and B) in the left hand column.
- Work through all of the different groupings as needed.
- You will need to choose between 6 and 8 credits in order for the submission to work.
- When you have finished selecting your courses, enter submit.
- You can print a copy for your records.
- Have your parent sign your Registration Worksheet. Bring the signed worksheet with you during your registration date and time. Counselors will keep the signed sheet on file.

In the spring, you will be provided with a printout of your selections and will be given an opportunity to change your selections. After that time, no changes will be made (even when school starts) unless an error has been made.

Please make wise and informed selections.