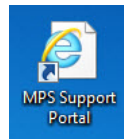# MPS Support Portal

You will see an icon on your desktop called MPS Support Portal. Click the icon to log in.

By default it will open to the Technology Support program. You will see the log on screen below. Enter your username and password (your MPS one).

Once logged in you will see the screen below. It defaults to the Create New Work Order tab. This is where you would create a new work order. You will need to fill in all of the drop down and text boxes on this page. Once completed, hit the Submit Work Order button. This will send it to the Technology Department automatically. The next tab at the top is Pending Work Orders. This is for work orders that are still in progress. You can check on them and you will see any updates that have been made to your work order. The last tab is Completed Work Orders. This is where you can see all completed work order that you have submitted.

MPS Technology Support Portal

Open Tickets: 120YTD Closed Tickets: 2619Logout mhstest   School Portal

Welcome _MHS. This site will allow you to submit and view technology work orders you submit.

| Create New Work Order | Pending Work Orders | Completed Work Orders |

New Work Order

**Please complete all fields before submitting your work order.**

Building

Room #

Phone Ext

Category

Availability   _When is a good time for a Tech to stop by?_

Request

Submit Work Order   Cancel

If you need to utilize one of the other applications in the portal, place you mouse on the Support Portal button. This will drop down a list of the other applications. Below is a screenshot of the other applications. You may or may not see them all depending on whether you have access. Simply click on the one you want.

School Portal

Mileage
Print Shop
Student Management
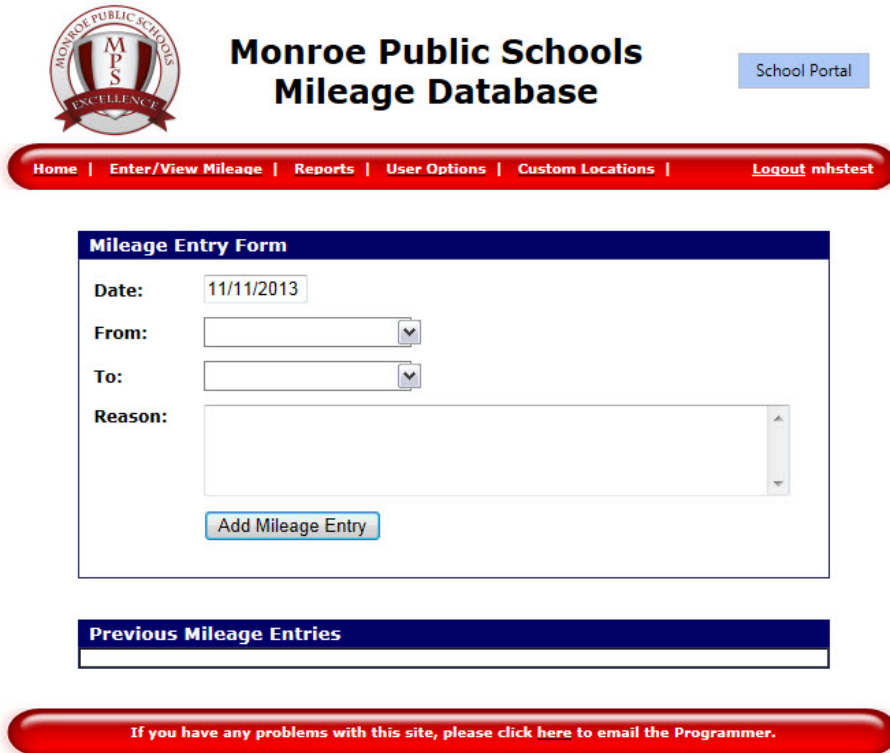Student Progress
Technology Support
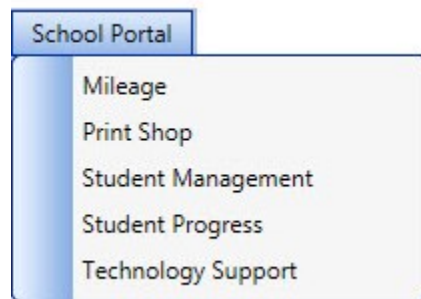
Mileage

The first time you log onto the program you will need to fill out some information. You may need to contact your office for some of that information. Below is a screenshot of that page.

Once you fill in the information and click Create Account you will come to the Home screen. There you will see a list of where you can navigate. The first thing you will want to do is click on Enter/View Mileage.
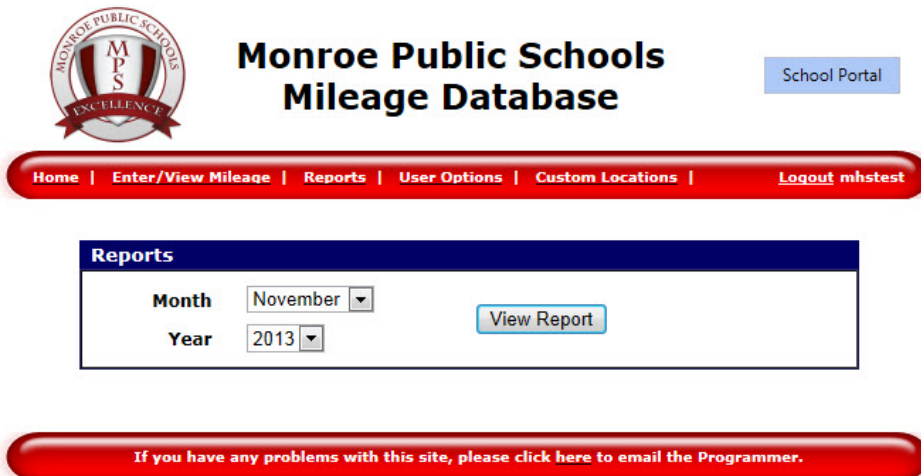
This will bring you to the screen below. It will automatically put in today's date. You can change that if needed. Click on the two drop down lists to fill in the From: and To: fields. You will also need to fill in the reason field to describe the purpose of the trip. Then you will click Add Mileage Entry.

At the end of each month when you are ready to turn in your mileage, you can click on the Reports tab to print out your report. It will default to the current month so if you would like to print a different month's report you will need to choose that month.
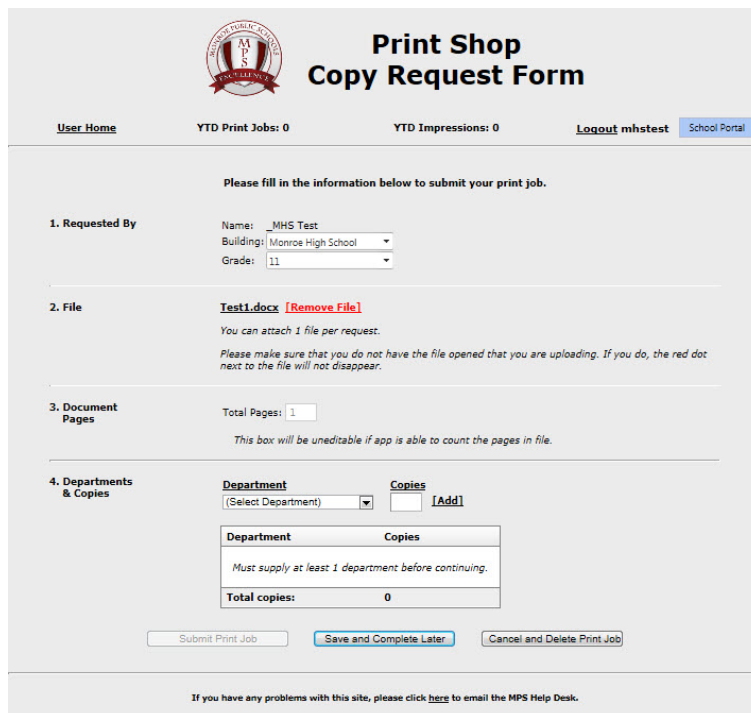
Print Shop

If you choose the Print Shop form you will see the screen below. It will default to the page where you can create a new print job.

When you are submitting the form Step 1: you will need to add your school and grade level. Step 2: you will browse to the file you want to send and select it. It will attach to the form. Step 3: if this only one page there is nothing to do here. If you have a multiple page document you could choose which page to send if you need to.

Step 4: You select the department that the print job will get billed to. Select the number of copies. *Important:* Make sure you click "Add" after entering the number of copies. This will then show the results at the bottom. If you do not hit Add you will not be able to go to the next step.

4. Departments & Copies

Department		Copies	
(Select Department) ▾			[Add]

Department	Copies	
Math	5	[Remove]
Total copies:	**5**	

Next choose what special print options you would like.

5. Sides

Copies need to be: ◉ 1 sided ○ 2 sided

6. Paper Stock

All paper listed on this form is provided free of charge.

*ncr - carbonless forms

*other - stock you are providing.
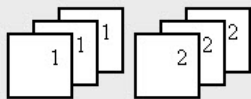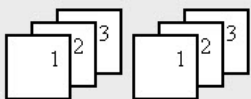
◉ White Paper
○ White Cardstock
○ ncr / 2 part
○ ncr / 3 part
○ ncr / 4 part
○ ncr / 5 part
○ Other: *Must explain in note field before submitting*

7. Stock Size

◉ 8½ x 11 (Letter)
○ 11 x 17 (Ledger)
○ 24 x 36 (Poster)
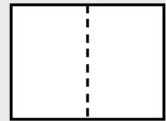
8. Output

◉ un-collated   ○ collated

9. Finishing

◉ None   ○ Double Staple   ○ Booklet (11 x 17)
              Up to 70 pages   8 to 64 pages (8½ x 11)
                                     2 to 16 pages (11 x 17)

○ Single Staple   ○ Single Fold   ○ Hole Punch
Up to 70 pages

If you have any special instructions for the print shop enter them in the provided text box. Once you have the form filled out with all the options you need, click Submit Print Job. If you not ready and would like to finished at a later time choose Save and Complete Later. You also have an option to cancel as well.

Notes or Special Instructions:

Most copy requests are completed and returned within 24 hours; however, some things may delay your request up to 4 business days. These things include requests for ncr, glued tablets, folding, very large requests and busy times of the year including the start and finish of each school year.

If you have any questions about our copy services, please call the Print Shop at 734-265-3130. If we can't make it to the phone, please leave a message and we'll return your call as soon as possible. We check our voicemail several times daily. Our hours are from 7:00 a.m. to 4:00 p.m. Monday thru Friday.

| Submit Print Job | Save and Complete Later | Cancel and Delete Print Job |

Student Management

This application allows staff members to reset student passwords quickly and easily. If you have this in your list of applications you will be able to change student passwords.

Student Password Reset Tool

Welcome to the MPS Student Password Reset Tool.

To use this tool, you need to use your MPS Windows/Email Login Username and Password.

Log In
User Name:
Password:
Log In

If you have any problems with this site, please click here to email the Monroe Technology Department Help Desk.

Once logged on you will see the screen below. This screen requires only the Student ID number. You simply enter the number and press the Reset Password button. It will automatically reset the student's password back to *monroe*.

Student Progress

If you have this application in your portal list you will be able to see the students in your class and also select them to track their progress by setting levels and adding periodical notes for each student.

If you would like to track an individual student, simply click on that student from the list. The screen below will come up and you can see or add his level along with providing and specialized comment. Then simply hit Submit.

MPS Student Progress Monitoring

School Portal

Amira Aaron

Addition & Subtraction   Current Stage: 17

Stage 15 - Applies Place Value Knowledge for Addition and Subtraction of 2 digit numbers

• Landmark Numbers: changing the numbers to make them friendly; 33+39 can be solved as 33+40, then subtract the 1 OR
• Splitting: numbers are split by place value position and thought about as expanded notation; 33+29 can be solved as (30+20)+(3+9). OR
• Constant Difference: 89 - 24 would be solved by adding 1 to both numbers and solving 90 – 25.

Stage 17 - Applies Knowledge of Hundreds, Tens and Ones

• Can look at groups of hundreds and tens and know how many without counting: 7 hundreds is seven hundred, 3 tens is thirty and 3 more ones is 733.
• Understands 100 more and 100 less than numbers to 1100.
• Can re-group numbers using hundreds, tens and ones: 433 is 4 hundreds, 3 tens and 3 ones OR 3 hundreds 12 tens and 13 ones OR 4 hundreds, 1 ten and 23 ones, etc.

Stage 18 - Applies Place Value Knowledge for Addition and Subtraction of 3 digit numbers (within 1000)

• Keeping one number whole, then adding or removing chunks of 10's and/or 100's.

Observation Notes:
History

Select Existing: None

Teaching Points:
History

Select Existing: None

Student Goals:
History

Select Existing: (Select Goal)

mental math

Next Conference:

Entry:

Workshop

Submit   Cancel