

Accessing Q Staff Portal



Forward Thinking, High Achieving

Missoula County Public Schools is pleased to make Q Staff Portal available to our Staff. Staff portal provides direct access to student data via the Internet. Each Q Staff Portal user will be assigned a unique Identification number and password that will enable staff members to view a student's demographic information, attendance, transcripts, food service, Gradebook, health records and more.


Note: Your access will be setup given your MCPS job description. You may only see some of the modules listed above.


To logon to Q Staff Portal:

1. Open your Internet browser and type the following URL.

<http://www.mcpsmt.org>



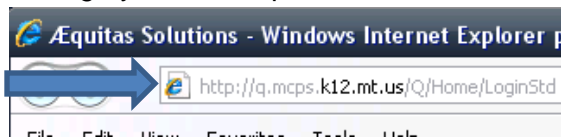
2. Click the Web Connect Icon  on the top Right of the home page
3. Scroll down the page until you can see the **Staff** header.

4. Click the  **Q Staff Portal** Link.
5. Enter your Identification(faculty id) and Password (Example 1)
6. Click Logon.
7. You're done!

The first screen you see after login will be Q Calendar. From here you can **change your password on the file menu**. Or access the Q modules by clicking the "MENU" button.(Example 2)


Need more information on using Q Student Profile, Gradebook, Attendance or other Q Shell modules? Click the Help Link on the top left menu. (Example 3) Help will load content related to the module that you are using.

Change your desktop shortcut:




Click and drag the icon in front of the URL on to your desktop and right click>> rename the shortcut.

logon screen example 1



Note: Name can be used in place of Identification; it must be formatted **last, first** ID is recommended

Example 2: Q Menu



Help Example 3

