



Employee & Retiree Service Center

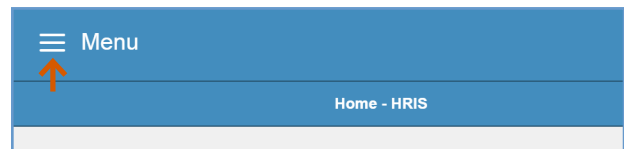
Salary Supplement Verification Forms

Verification of Assignment for Elementary Team Leaders (ETLs)

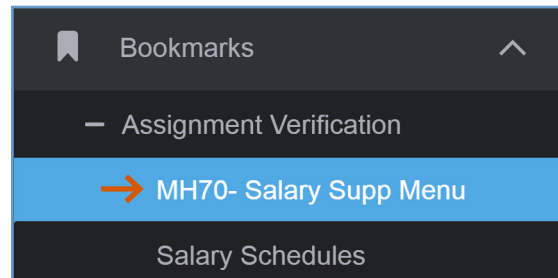
INSTRUCTIONS FOR COMPLETING ONLINE FORM

1. Visit <https://mingle.mcpsmd.org> to access the Salary Supplement Verification Forms log-in screen. You must use the current version of the Chrome browser.
2. Log in using your MCPS username and password.

3. Click on **Menu** at the top left corner of the screen to expand (open) the navigation panel on the left.



4. On the navigation panel, click on the **drop down arrow** next to Bookmarks. Next, click the **plus sign (+)** to the left of Assignment Verification to expand it. Click on **MH70-Salary Supp Menu** to open it. If you wish, click **Menu** at the top to close the navigation panel.



5. If the menu is already displaying your location, continue to Step 6. If your location is not displayed:
 - Type your location number in the location code box, or use the search tool (by clicking the magnifying glass to the right of the location code box) to select your school.
 - Click **Inquire** at the top of the screen. Your school name will appear to the right of the location code box.



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6. Click on **SEL**, next to Elementary Team Leader Assignments. A new screen opens with a list of your teachers.

SEL ←	Elementary Team Leader Assignments (for elementary, infants and toddlers, and special schools only)
SEL	Elected Faculty Representative Assignments

7. Click the boxes under the column labeled **New** that are next to the names of each teacher who will serve as ETLs in the upcoming school year. Do this for both new and continuing ETLs.

ETL Verification		Current	New
Employee ID	Employee Name	ETL	ETL
26408	Amos , Kathleen	<input type="checkbox"/>	<input type="checkbox"/>
66916	Anspach , Desiree	<input type="checkbox"/>	<input type="checkbox"/>

You will not be able to choose more teachers than those allotted to your school.

Note: To qualify as an ETL, an employee must have a 1.0 FTE at your school.

8. Click **Save** to save your selections. You must click **Save** before selecting any other option. You can select all of your ETLs in one sitting, or click **Save** and return later to finish or make changes (until the deadline).

ETL Verification		Current	New
Employee ID	Employee Name	ETL	ETL
26408	Amos , Kathleen	<input type="checkbox"/>	<input checked="" type="checkbox"/>
66916	Anspach , Desiree	<input type="checkbox"/>	<input type="checkbox"/>
66869	Behrens , Thad	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. To view your selections, click on the **Summary** button. This is an easy way to verify that you chose the correct staff.

66310	Weir , Catherine	<input type="checkbox"/>	<input type="checkbox"/>
89958	Zhu , Jessica	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Release Close Summary

10. Once you have completed making your selections and are ready to approve the list, click **Release**. In the release state, no changes can be made; however, you can click **Unrelease** to make further changes up until the deadline date.

89958	Zhu , Jessica	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Save Release Close Summary

11. To exit:

- To return to the menu, click on **Close**.
- To sign out, click on the **person icon** in the upper right corner. Click **Sign out** at the bottom of the menu.

89958	Zhu , Jessica	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Save Release Close Summary

89958	Zhu , Jessica	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Save Unrelease Close Summary

89958	Zhu , Jessica	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Save Unrelease Close Summary

Start Typing

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User Settings

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Sign out ←

