ERSC
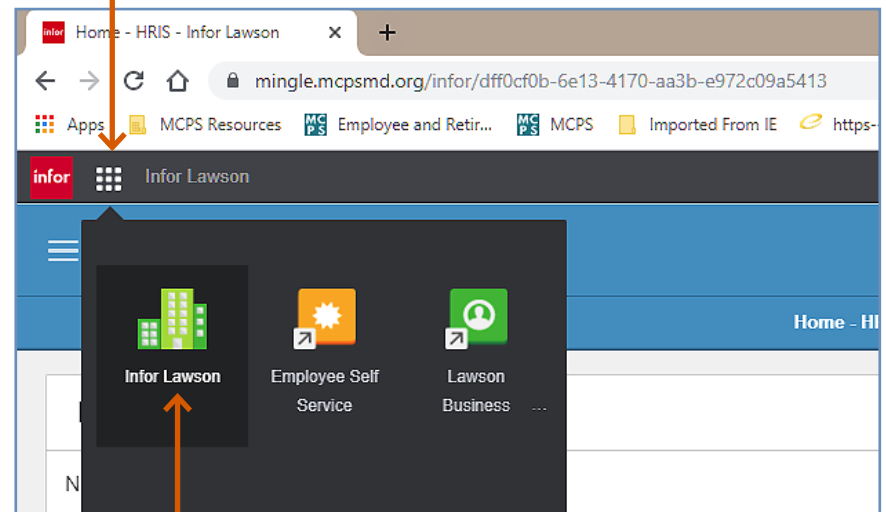
Lawson V10—Access Steps

Logging on to the Reporting Portal

1. To access the Lawson HRIS V10 portal, copy the following link in the address bar of your **Google Chrome** browser.

   https://mingle.mcpsmd.org/infor

2. Enter your MCPS user ID and password to log in.

3. If your login is not successful please notify Krishna Tallur.

4. Click on the **Apps Menu** on the upper left side of your browser.
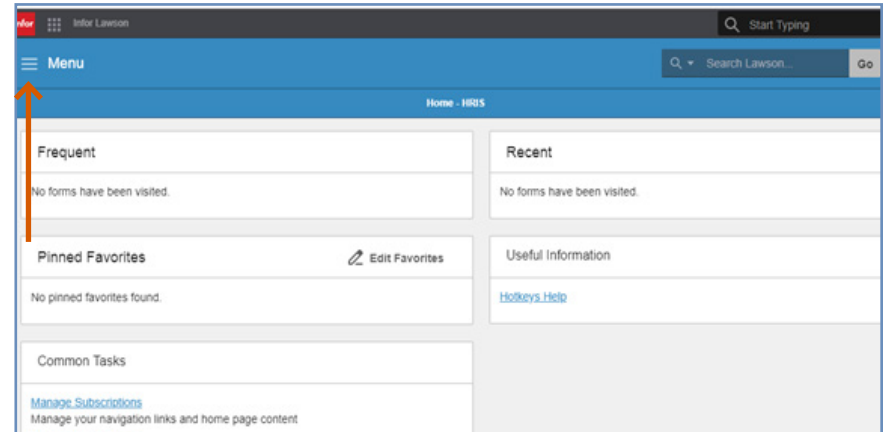
5. Click on **Infor Lawson** icon.

Montgomery County Public Schools

Sign in with your MCPS Username and Password

username

Password

Sign in

Home - HRIS - Infor Lawson

mingle.mcpsmd.org/infor/dff0cf0b-6e13-4170-aa3b-e972c09a5413

Apps | MCPS Resources | Employee and Retir... | MCPS | Imported From IE | https-

infor | Infor Lawson

Home - HR

Infor Lawson | Employee Self Service | Lawson Business

MCPS

Employee & Retiree Service Center

Accessing the Menu

6. The Lawson screen will appear as follows. Click on **Menu** at the top left corner to open the navigation panel.

7. Click **Bookmarks** to see all of the screens, reports, and jobs you have access to.