

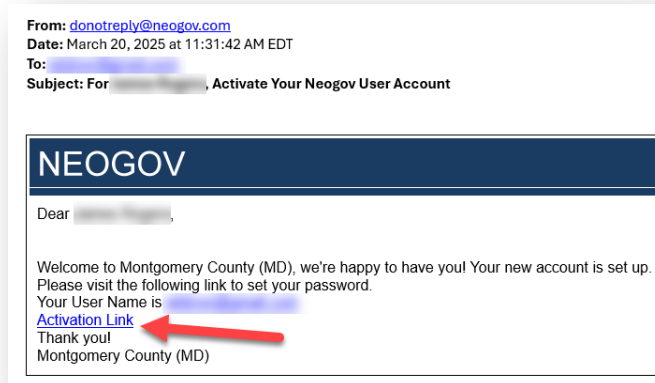


NEOGOV Onboard Access Instruction Guide

- ▶ **Newly hired employees:** After accepting a conditional job offer, follow the steps below.
- ▶ **Current MCG employees:** To log in, see the information on the next page, then follow the steps below.

STEP 1: Activate Your NEOGOV Onboard Account

- You will receive an activation email from donotreply@neogov.com to set up your NEOGOV Onboard Account. The email will be sent to the email address you used when applying for your Montgomery County Government (MCG) job.
- Click the email's Activation Link to set your password.



STEP 2: Log on to the NEOGOV Onboard Account

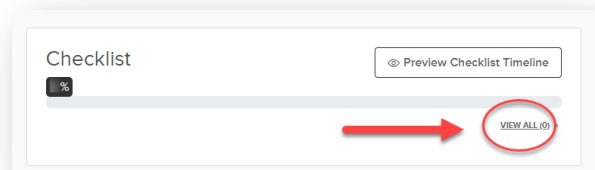
- The NEOGOV Onboard Account can be accessed online at login.neogov.com. Bookmark login.neogov.com for easy return access since, moving forward, you will use this account for all onboarding activities. (Do not go to the account you used to apply for the job and accept the conditional offer.)

STEP 3: View Your Onboard Information

- Your Onboard Portal provides the following information:
 - Welcome Message
 - MCG Introduction
 - Checklist (forms and due dates)
 - Preview Checklist Timeline
 - Helpful Links & Resources
 - MCG Social Media Links

STEP 4: Complete Your Onboard Checklist Tasks

- Checklist items include assignments such as forms and videos. Be sure to read the instructions for each item. To see all the items on the Checklist, click the "View All" link at the bottom.
- To complete an item, click on its task title.
- Required forms must be completed on or before the due date to ensure timely processing of your paperwork.





Current MCG Employees

If you are a current employee who is moving to a new position within MCG, you must log in as follows:

1. Go to at login.neogov.com.
2. Click the Login with SSO (Single Sign On) option.

A screenshot of the NEOGOV login page. At the top is the "NEOGOV" logo. Below it are two input fields: "Username" and "Password". A note below the fields says "All fields are required". There is a blue "Log In" button. Below the button is a link "Forgot your username or password?". At the bottom, there is a link "Login with SSO" which is highlighted with a red arrow.

3. Enter your username and password for logging in to MCG Employee Self Service.
4. In the Employer Code field, enter **montgomerycountymd (no spaces)**, then click Continue.

A screenshot of the "Login With SSO" page. At the top left is a link "< Back to Login Page". Below it is the heading "Login With SSO". There is an "Employer Code" input field. At the bottom is a blue "Continue" button.

5. Once you are logged in, follow the steps on page 1 of this guide.