



## Non-MPS Staff Accounts: How to login to the Staff Intranet

Network access is available for Non-Minneapolis Public School employees who wish to connect to the MPS network for official, school-related work. This access is for one year only and must be renewed annually.

Some non-MPS staff need to access the [MPS Staff Intranet](#). If you are experiencing issues logging in, follow the troubleshooting steps below.

Common issues (click the button below to find the solution):

1

It's giving me an error on the login screen

### Sign in

This username may be incorrect. Make sure you typed it correctly. Otherwise, contact your admin.

`fake.person@hopeacademy.com`

2

I don't see a login screen. It just says "Sorry, you don't have access"

Sorry, you don't have access.

You must be logged in with your MPS account to access this site. All MPS staff have access. Having issues? Try an incognito/private web browser window to confirm you are logged in to your MPS account. Call the service desk at 612.668.0088 if you need assistance.

3

I'm logged into the right account and still see "Sorry, you don't have access"

Sorry, you don't have access.

You must be logged in with your MPS account to access this site. All MPS staff have access. Having issues? Try an incognito/private web browser window to confirm you are logged in to your MPS account. Call the service desk at 612.668.0088 if you need assistance.

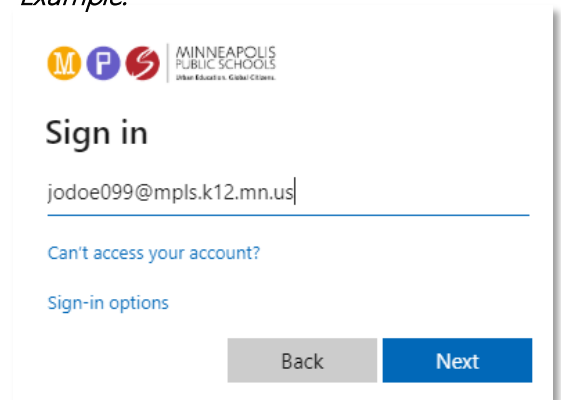
## 1 Make sure you are using the correct login "email"

Most non-MPS staff accounts have a "fake" MPS email address. You cannot send email with this account but you will use it to log in to the staff intranet.

Your login "email" address is your username, followed by "@mpls.k12.mn.us"

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*Example:*



## 2 Try an incognito or private window.

If it does not ask you to login and automatically gives you the "Sorry, you don't have access" message, you might accidentally be logged into a student or shared account.

To confirm you are logging in with the correct MPS account, use one of the following:

- Chrome: [Incognito window](#)
- Explorer: [inPrivate window](#)
- Safari: [Private window](#)

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## 3 Call the IT Service Desk

If you confirmed you are logged in with your MPS "email" address and see an error message, call the service desk at 612.668.0088. Give them your username and ask them if you are a member of the "Staff Intranet GU". They should know what that means. 😊

If you are not a member of that group, someone on the service desk can add you and you should have access within an hour.

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