

Introduction



To assist with individual password management, *Information Technology Services (ITS)* has acquired *P-Synch*, a Web-based program. Students will be able to reset their password 24/7 by accessing the Web site at:

<https://studentsreset.dadeschools.net>

Creating Your Profile

To use the self-service password management tool, students must select profile questions and answers to be used for identification.

*****VERY IMPORTANT*****

Only use Back and Main buttons within the application. Use of Internet browser buttons will result in error.

Go back to Web site and begin again.

From the M-DCPS home page at: www.dadeschools.net,



▼ Click the **Students** tab

The **dadeschools.net Students** screen will be displayed.

Under **Nothing is More Powerful Than a Good Education**,

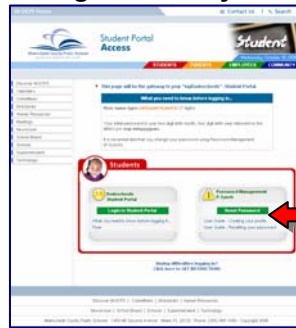


▼ Click **MyDadeschools Student Portal**

The **Student Portal Access** screen will be displayed.

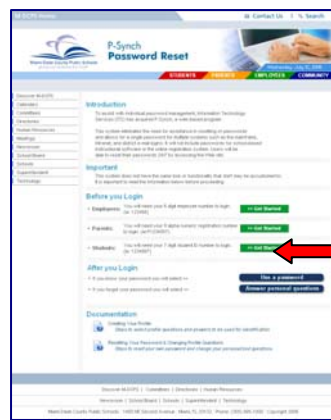
Before you begin to login, you will need your 7 digit student ID number.

On the **Student Portal Access** screen, under **Password Management P-Synch**,



▼ Click **Reset Password**

The **P-Synch Password Reset Introduction** screen will be displayed.



In the **Students** section of **Before you Login**,

▼ Select **Get Started**

The **Self-service login** screen will be displayed.

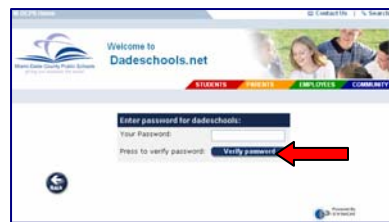


In the **My network login ID** is field,

▼ **Type** Your 7 digit student ID number (ie: 1234567)

▼ **Click** Login

On the **Password entry** screen,



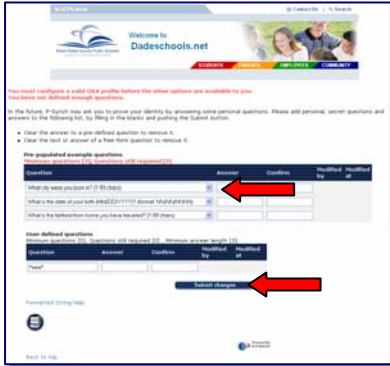
▼ **Type** Your **Password**

Your initial password is 2 digit birth month, 4 digit birth year, followed by the letters pw (eg: mmyyyyppw)

▼ **Click** **Verify Password**

The **Password entry** screen will be displayed to verify your password.

From the drop-down list beside the challenge question,



- ▼ **Select** a question
- ▼ **Type** the answer in the **Answer** field

After all the required questions have been answered,

- ▼ **Click Submit changes**

The **Password status** screen will be displayed.



- ▼ **Click Logout**

Your profile has been created. You are now able to reset your own password.

Whom to Call for Assistance



For additional assistance with *P-Synch Self Service Password Reset*, contact your school.