

### Introduction



To assist with individual password management, *Information Technology Services (ITS)* utilizes *P-Synch*, a Web-based program. *P-Synch* is available to parents after their [Parent Account Registration](#) has been completed. Parents 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, parents 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: <http://www.dadeschools.net>,



▼ Click the **Parents** tab

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

Under **The Role of Parents**,

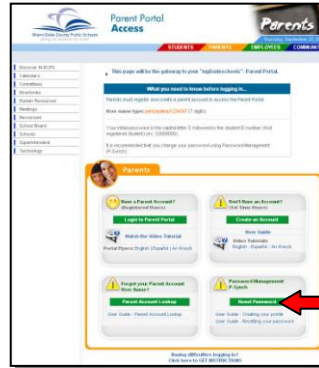
▼ Click **Login to Portal**



Before you begin to login, you will need your 8 digit alpha-numeric number as assigned in the [Parent Account Registration](#) process.

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

On the **Parent Portal Access** screen,



Under **Password Management/P-Synch**,

▼ Select **Reset Password**

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

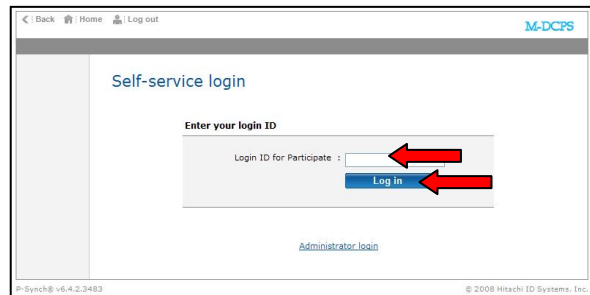


In the **Parents** section of **Before you Login**,

▼ Select **Get Started**

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

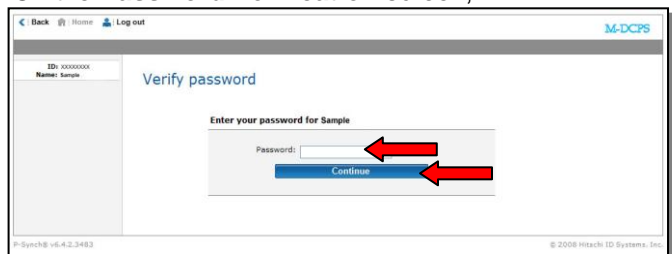
In the **Login ID for Participate** field,



▼ **Type** Your 8 digit alpha-numeric registration number (ie: P1234567); case-sensitive – use upper case letter

▼ Click **Login**

On the **Password Verification** screen,



▼ **Type** Your **Password** (As assigned in the [Parent Account Registration](#) process)

▼ Click **Continue**

From the drop-down list beside the challenge question,

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

After the three questions and answers have been completed,

- ▼ **Click** **Submit**

The **Main menu** screen will be displayed.

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

To exit *P-Synch* Password Management,

- ▼ **Click** **Log out**

### Whom to Contact for Assistance



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