

Introduction



To assist with individual password management, *Information Technology Services (ITS)* utilizes *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**,

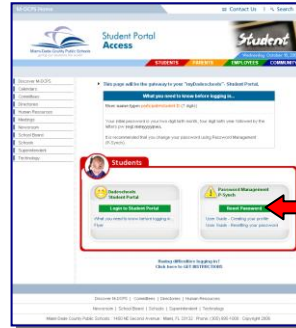


▼ Click **Login to Portal**

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**

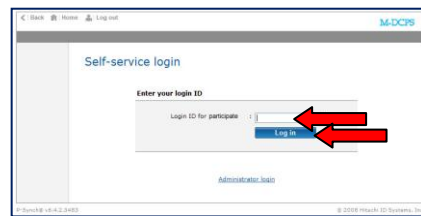
The **P-Synch Password Reset Introduction** screen will be displayed.



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

▼ Select **Get Started**

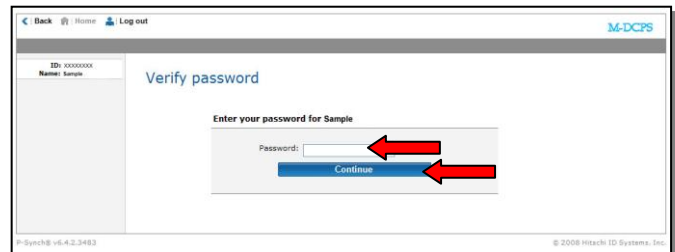
The **Self-service login** screen will be displayed. In the **Login ID for Participate** field,



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

▼ Click **Log in**

On the **Verify Password** screen,

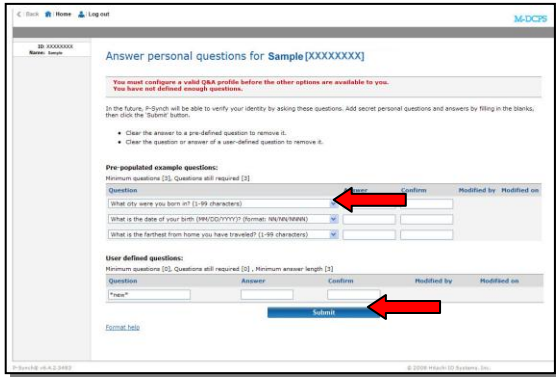


Your initial password is your 2 digit birth month, 4 digit birth year, followed by the letters pw (eg: mmyyyypp)

▼ Click **Continue**

The **Answer personal questions** screen will be displayed.

From the drop-down list beside the challenge question,

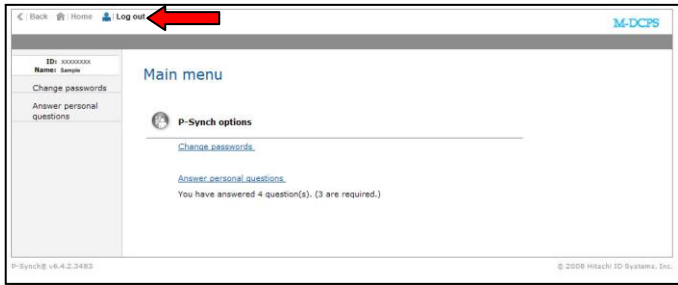


- ▼ **Select** a question
- ▼ **Type** the answer in the **Answer** field

After the three (3) required questions have been answered,

- ▼ **Click** **Submit**

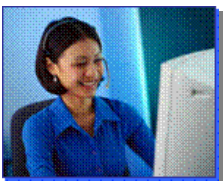
The **Main menu** screen will be displayed.



- ▼ **Click** **Log out**

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

Whom to Contact for Assistance



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