

Introduction



To assist with individual password management, *Information Technology Services (ITS)* has acquired *P-Synch*, a web-based program.

This system eliminates the need for assistance in resetting of passwords and allows for a **single** password for multiple systems such as the mainframe, intranet, and district e-mail logins. It will not include passwords for school-based instructional software or the online registration system. Users will be able to reset their passwords 24/7 by accessing the Web site at <https://passwordreset.dadeschools.net>.

Creating Your Profile

To use the self-service password management tool, users 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 **Employees** tab

Under **Employee Toolbox**,
▼ Click **Password Management**



The **Password Reset** Introduction screen will be displayed.

Before you begin, you will need your 6 digit employee ID number to login.

▼ Select **Get Started**

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



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

▼ **Type** Employee number

▼ **Click** **Login**

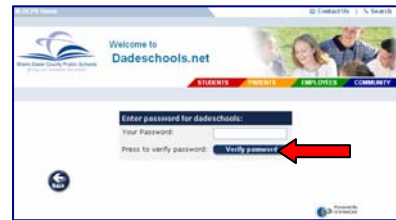
On the **Password entry** screen,



▼ **Type** Your Password

▼ **Click** **Login**

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



▼ **Type** Your Password

▼ **Click** **Verify Password**

From the drop-down list beside the challenge question,



Note: School sites enter dadeschools password. Administrative offices enter computer login password.

- ▼ **Select** a question
- ▼ **Type** the answer in the **Answer** field
- ▼ **Type** the answer again in the **Confirm** field
- ▼ **Click** **Submit changes** after the 3 questions and answers have been completed.

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 Self-Service Password Reset, contact *Information Technology Services, Help Desk* at (305) 995-3705.