

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>

VERY IMPORTANT

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

Warning: Page has Expired

The page you requested was created using information you submitted in a form. This page is no longer available. As a security procedure, Internet Explorer does not automatically re-submit your information for you.

To re-submit your information and view this Web page, click the Refresh button.

Go back to Web site and begin again.

Resetting Your Password

Once the profile has been created, users can reset their own password.

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

▼ Click the **Employees** tab

Under the **Employee Toolbox**

▼ Click **Password Management**



Add this site to your Internet Favorites for future reference.

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



▼ Select **Get Started**

The **Network login** screen will be displayed.

On the **Network login** screen,



▼ **Type Your Network login ID** (employee number)

▼ **Click Login**

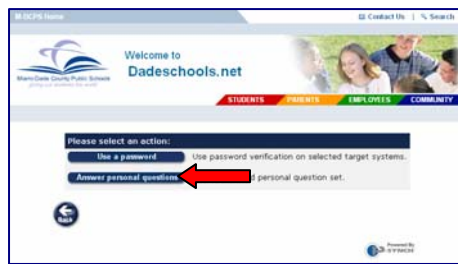
The **Select an action** screen will be displayed.



The user's identity must be verified before creating a new password by using a current password or by answering pre-created profile challenge questions.

If verification is processed by answering personal questions,

On the **Select an action** screen,



▼ Click **Answer personal questions**

The **Challenge-response** screen will be displayed.



▼ **Type** the answer to the question displayed

▼ **Click Continue**

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

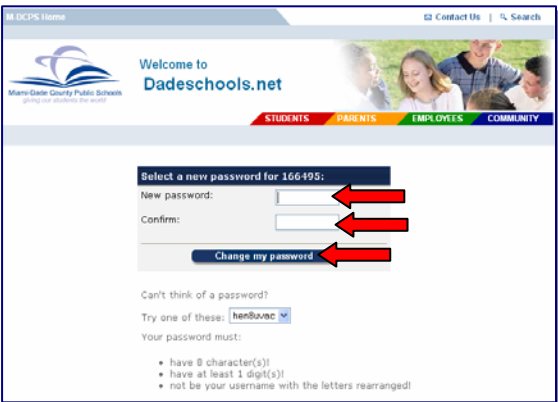
Note: After three unsuccessful attempts to correctly answer the profile questions, the user will be locked out of the system. For assistance, contact the ITS Help Desk at (305) 995-3705.

The **Password status** screen will be displayed with the most recent password activity. It allows users to choose a new password or to answer or change profile questions.



▼ **Click** Pick a new password

On the **Select a new password** screen,



- ▼ **Type** the new password (See the Password Requirements at the bottom of the screen or the next section of this document.)
- ▼ **Type** the new password again in the **Confirm** field
- ▼ **Click** **Change my password**

The **Password change results** screen will be displayed.

Verify the Password change results confirmation message.

▼ **Click** **Close this window** and exit.



If the user was logged into a workstation, log out now. Users must log in with the new password to ensure that the workstation does not try to access anything on the network using the old password.

Password Requirements

Users must follow these guidelines when creating a password.

- Must contain eight (8) characters, start with a letter, only @, #, \$ punctuation marks allowed.
- Must contain at least one (1) numerical digit.
- Can not be your username with the letters rearranged
- Can not be an old password.
- Can not contain more than two (2) pair(s) of repeating characters.

Changing Your Profile Questions

Users have the option of changing their profile questions and answers.

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

▼ **Click** the **Employee** tab

Under the **Employee Toolbox**,

▼ **Click** **Password Management**

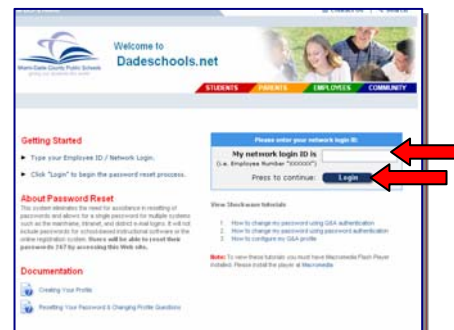
The **Dadeschools Password Reset Introduction** screen will be displayed.



▼ **Select** **Get Started**

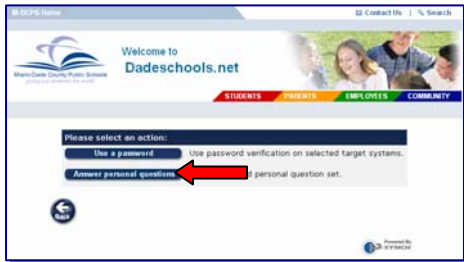
The **Network login** screen will be displayed.

On the **Network login** screen,



- ▼ **Type** Employee ID number
- ▼ **Click** **Login**

On the **Select an action** screen,



- ▼ **Click Answer personal questions** (or **Use a password**)

The **Challenge-response** screen will be displayed.

On the **Challenge-response** screen,

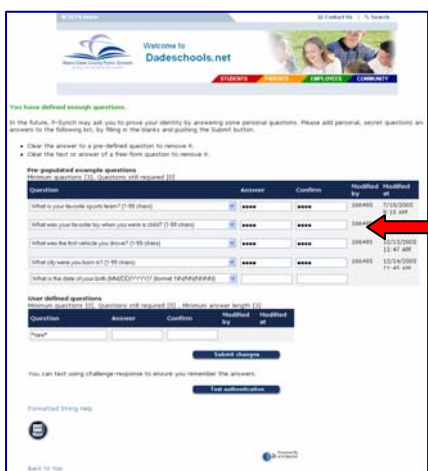


- ▼ **Type** the answer to the question displayed
- ▼ **Click Continue**

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



- ▼ **Click Answer personal questions**
- The **Your current challenge response Q & A** screen will be displayed.



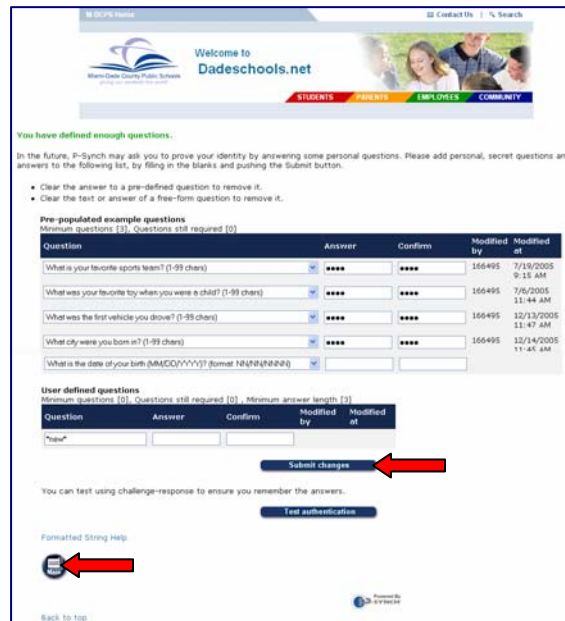
On **Your current challenge response Q & A** screen, using the space bar,

- ▼ **Clear** the answer to a pre-defined question to remove it.
- ▼ **Clear** the text or answer of a free-form question to remove it.

From the drop-down menu of each field,

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

The confirmation message will be displayed showing the changes that were made.



- ▼ **Click Main button** to return to the **Password status** screen
- ▼ **Click Logout**

Whom to Call for Assistance



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