

# Student Guide to Self-Service Password Reset **Resetting Your Password & Changing Profile Questions**



### 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

#### \*\*\*VERY IMPORTANT\*\*\*

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

Warning: Page has Expired

This page is no longer available. As a security presention, 3rd ested was created using infor ally resubmit your informatio your information and view this Web page, dick the Befresh button

Go back to Web site and begin again.

## **Resetting Your Password**

Once the P-Synch profile has been created, students can reset their own password. From the Student Portal Access screen at http://myportal.dadeschools.net/student/,



Under Password Management P-Synch,

Select Reset Password



Add this site to your Internet Favorites for future reference.

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



Before you begin, you will need your 7 digit student ID number to login. (ie: 1234567)

In the Students section of Before you LogIn,

Select Get Started

The Network login screen will be displayed.

### On the Network login screen,



Your 7 digit student ID number (ie: 1234567) Туре Click Login



The student's identity must be verified before creating a new password by either using a current password or 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

The Password status screen will be displayed.

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



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Note: After three unsuccessful attempts to correctly answer the profile questions, the student will be locked out of the system. For assistance, contact your school.

The **Password status** screen indicates the most recent password activity. It allows students to choose a new password or to answer or change profile questions.



▼ Click Pick a new password

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

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	New password:	
	Confirm:	
	Change my password	
	Can't think of a password?	
	Try one of these: hen8uvac 💌	
	Your password must:	
	<ul> <li>have 8 character(s)!</li> <li>have at least 1 digit(s)!</li> <li>not be your username with the let</li> </ul>	ters rearranged!

- ▼ **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 student was logged in, log out now. Students must log in with the new password to ensure that the computer does not try to access anything on the network using the old password.

### **Password Requirements**

Students 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**

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

#### From the Student Portal Access screen at

http://myportal.dadeschools.net/student/,

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Under Password Management P-Synch,

Select Reset
 Password

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

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

The Network login screen will be displayed.

<sup>▼</sup> Select Get Started



## **Student Guide to Self-Service Password Reset Resetting Your Password & Changing Profile Questions**





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- ▼ 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

After all the required questions have been answered,

## 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 your school.