

Introduction



To assist with individual password management, *Information Technology Services (ITS)* has acquired *P-Synch*, a Web-based program. *P-Synch* is available to community members after completion of an Account Registration. Users are 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, community members 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://www2.dadeschools.net>,



▼ **Click the Community tab**

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

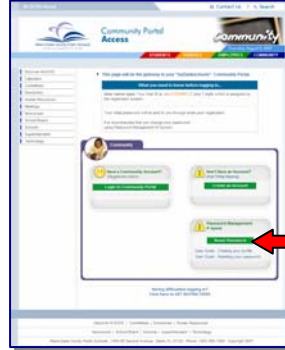
On the **Community** screen,

▼ **Click Community Portal**



Before you begin to login, you will need your user name and password as assigned in the Account Registration process.

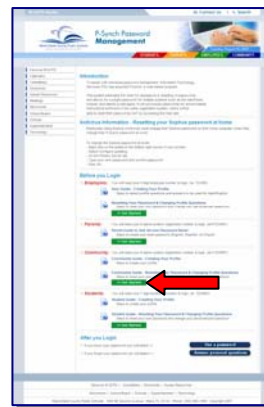
On the **Community Portal Access** screen,



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

▼ **Select Click Here**

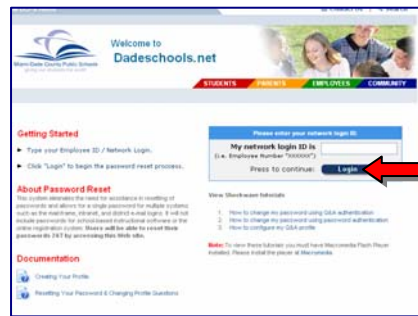
The **P-Synch Password Reset Introduction** screen will be displayed.



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

▼ **Select Get Started**

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



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

▼ **Type** Your 8 digit alpha-numeric registration number (ie: C1234567); case-sensitive – use upper case letters

▼ **Click Login**

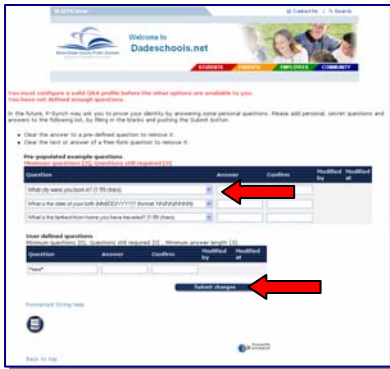
On the **Password entry** screen,



▼ **Type Your Password**
 (As assigned in the Account Registration process)

▼ **Click Verify Password**

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 changes**

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



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

- ▼ **Click** **Logout**

Whom to Call for Assistance



For additional assistance with *P-Synch Self Service Password Reset*, contact the appropriate department.