

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

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

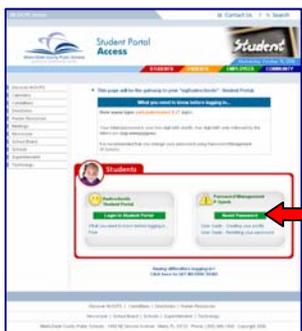
To retransmit your information and view this Web page, click the **Refresh** button.

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,



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

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



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.

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,



- ▼ **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

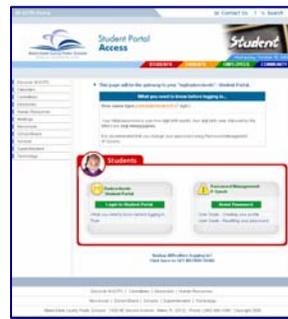
Students must follow these guidelines when creating a password.

- 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/>,



Under **Password Management P-Synch**,

▼ **Select Reset Password**

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



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

▼ **Select Get Started**

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

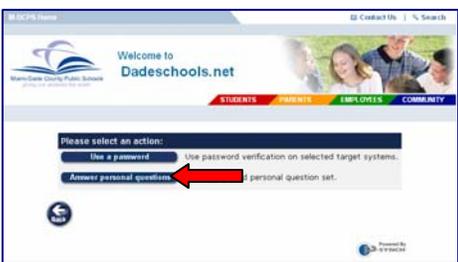
On the **Network login** screen,



▼ **Type** your 7 digit student 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.



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

▼ **Click** Continue

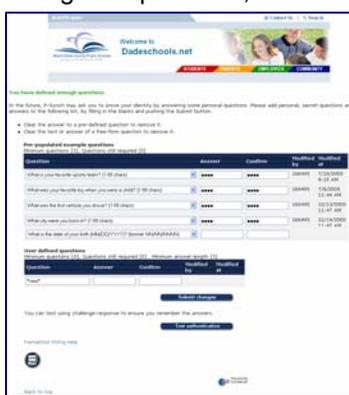
The **Password status** screen will be displayed.



▼ **Click** Answer personal questions

The **Your current challenge response Q & A** screen will be displayed.

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

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.