

STUDENT PORTAL INFORMATION

Over Summer 2012, ITS – district technology department – generated 340,000 login accounts for all students in MDCPS for the start of school. This means that the same username and password a student uses to access their student portal is the same password they will use to log into the computers here at school.

Remember:

- **Username** is always your student ID#
- **Initial Password** is 2 digit birth month, 4 digit birth year and the letters “pw” **UNTIL** you change it. Afterwards the password becomes the one they created.
 - **EXAMPLE:** if you were born on February 10, 2000 then your initial/default password would be 022000pw
 - Whenever you change your student portal password, that password becomes your school computer log in password.
- **Right now, if your password is still the initial password like the sample above you will need to change your password**, so that you are not locked out of your student portal in the future. This initial or default password listed above is only set to log you in for a number of times and then you are locked out again.

As a result of these changes **every student in the district**

1. **Can access all of this information from home** because the portal is fully accessible from home.
1. **Will have a dadeschools.net email.** The benefit of this is that now this provides an avenue for communication between teacher and student. Students can email their teachers and teachers can email students. Click on the tab in the Portal that says Apps/Services/Sites. Look for the link E-mail @Live.edu.
2. **will have to set up 3 security questions** (through PSYNCH), so that if they forget their password, or get a message that reads “access denied” or “incorrect username/password” or “mapper request denied” or something similar to any of those error messages, they have another way to access their portal almost immediately and can change their password. With this, the student who previously could not access their online textbook due to a forgotten password will be able to access it and get their homework done.
 - The following User Guides will assist students with this process.
 - [Student Guide to Creating Personal Questions](#)
 - [Student Guide to Resetting Password & Changing Personal Questions](#)
 - Students can access them on the [STUDENTS](#) page (not their portal) the Students page on the www.dadeschools.net site. On the right hand side of that page under the section titled STUDENT TOOLBOX students can click on USER GUIDES and access them there.
 - If you do not remember setting up security questions, please go home and have a conversation with your parents and find out if they set up the security questions. They will need to let you know the answers so that if you get locked out or forget your password, you might be able to gain access to your portal by answering the security questions.

3. **will have to change their password every 180 days** because it will or has expired.
- See above (#2) for information on accessing USER GUIDES.
 - Most students are receiving a message when they log in.
 - They are asked to enter their OLD PASSWORD, which is the current password they are using, in the space provided.
 - Then they have to come up with a NEW PASSWORD and fill in that information in the space that says NEW PASSWORD and then again in the space that says CONFIRM.
 - Another way students can reset their password is by going to the [STUDENTS](#) page on the www.dadeschools.net site and clicking on [RESET PASSWORD](#) under the STUDENT TOOLBOX Section. Follow instructions or refer to USER GUIDE for assistance.
 - **Guidelines for setting up your password**
 - Has to be ONLY 8 CHARACTERS in length (not 7...not 9 – they want 8 characters)
 - Must include LETTERS and NUMBERS
 - Cannot be your ID# or your name. (reversed or rearranged)
 - Cannot have more than 2 pairs of repeating characters
 - Must contain characters that can be typed on a standard English (US) keyboard

One suggestion for student password might be to find a word that has 7 letters and then add the number 1 at the end.

For example: I'm going to choose the 7 letter word PICTURE and I will add the #1 at the end so it looks like this "picture1". This password follows the guidelines listed above.

then 180 days later when this password expires the next password I will can is "picture2"

then 180 days later when this password expires the next password I will can is "picture3"

then 180 days later when this password expires the next password I will can is "picture4"

then 180 days later when this password expires the next password I will can is "picture5"

Since the program only remembers the last 5 passwords after I have used it 5 times I can go back to using "picture1"

FREQUENTLY ASKED QUESTIONS

Where do I go to access my student portal?

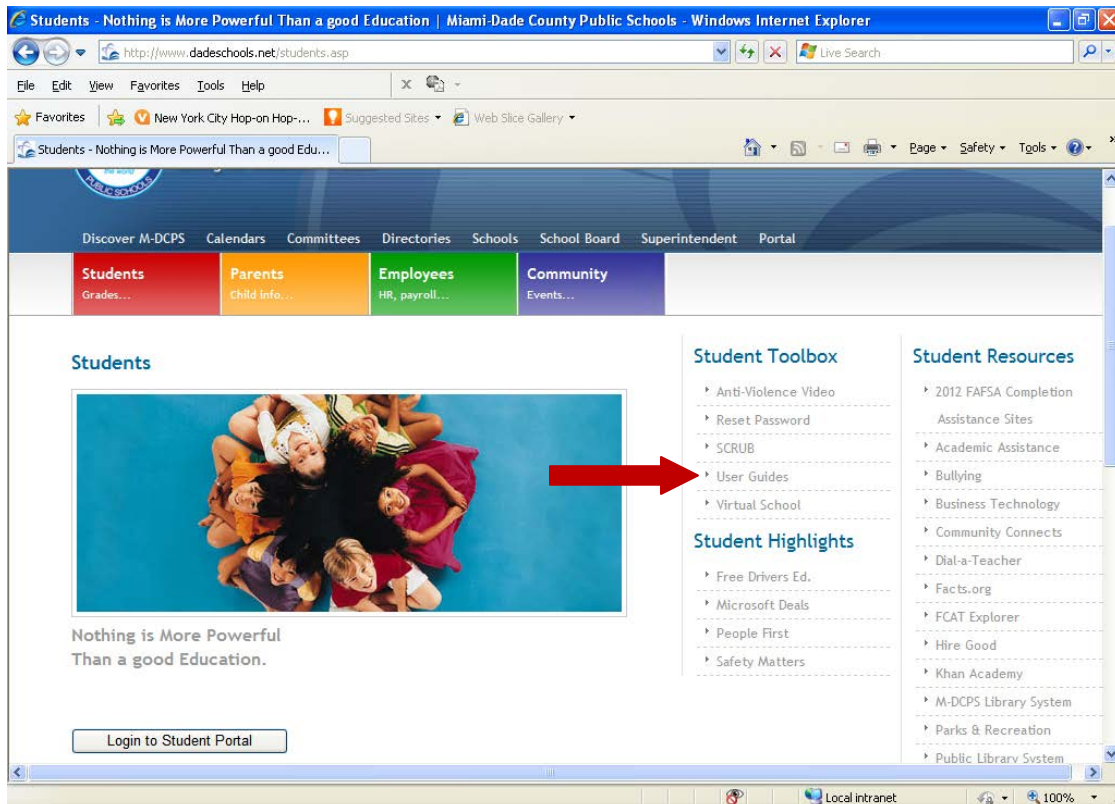
Your Student portal can be accessed through the Miami-Dade County Public Schools located at www.dadeschools.net. Access the link using your web browser and click on the **red** tab titled **STUDENTS**

Before I log in to my portal for the first time, what do I need to know?

- For **Username** type: student ID
- Your **initial password** is your two digit birth month, four digit birth year and the letters pw.
 - EXAMPLE: if you were born on February 10, 2000 then your initial/default password would be 022000pw
- **PLEASE NOTE:** It takes 24 hours after you are **registered** with the Student Portal to be able to change your initial password in the Password Management/P-Synch system.

How do I reset or change my password?

You can access the [STUDENT GUIDE TO RESETTING PASSWORDS & CHANGING PERSONAL QUESTIONS](#). Students can access this USER GUIDE found on the STUDENTS page (not their portal) on the www.dadeschools.net site. On the right hand side of that page under the section titled STUDENT TOOLBOX students can click on USER GUIDES and access information on how to do this there.

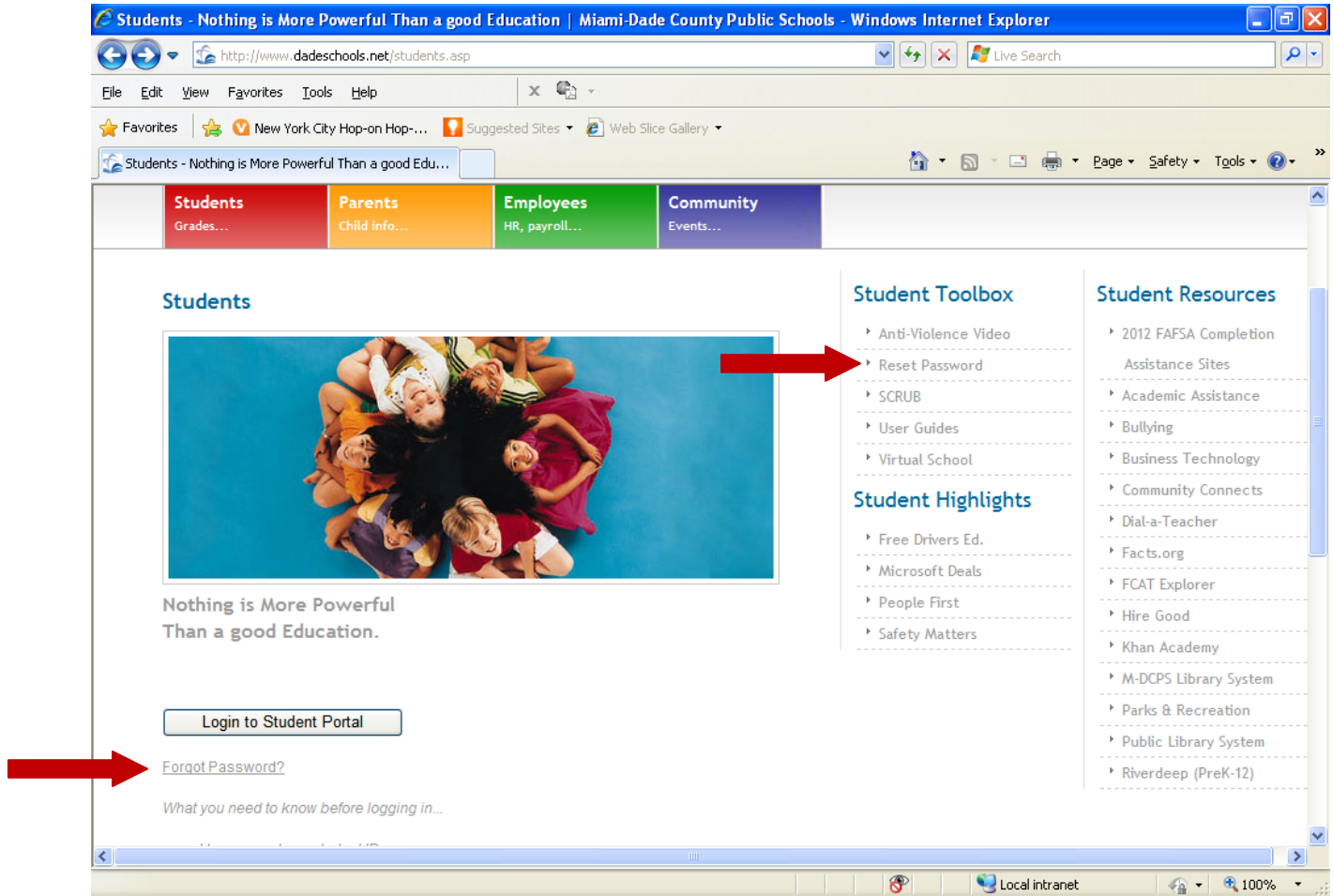


The screenshot shows a web browser window displaying the Miami-Dade County Public Schools website. The page features a navigation bar with links for Discover M-DCPS, Calendars, Committees, Directories, Schools, School Board, Superintendent, and Portal. Below the navigation bar are four colored tabs: Students (red), Parents (orange), Employees (green), and Community (purple). The main content area is divided into two columns. The left column is titled 'Students' and features a large image of a group of diverse students huddled together, with a red arrow pointing to the 'User Guides' link in the 'Student Toolbox' section. Below the image is the slogan 'Nothing is More Powerful Than a good Education.' and a 'Login to Student Portal' button. The right column contains two sections: 'Student Toolbox' and 'Student Resources'. The 'Student Toolbox' section includes links for Anti-Violence Video, Reset Password, SCRUB, User Guides, and Virtual School. The 'Student Resources' section includes links for 2012 FAFSA Completion Assistance Sites, Academic Assistance, Bullying, Business Technology, Community Connects, Dial-a-Teacher, Facts.org, FCAT Explorer, Hire Good, Khan Academy, M-DCPS Library System, Parks & Recreation, and Public Library System. The 'Student Highlights' section includes links for Free Drivers Ed., Microsoft Deals, People First, and Safety Matters.

OR

You can reset or change your password from the default through p-synch password management. There are 2 ways to do this using P-synch.

1. You can use the “[Forgot Password](#)” link under the “Login to Student Portal” option on the STUDENTS page of the MDCPS website OR
2. You can click on “[Reset Password](#)” under the STUDENT TOOLBOX section on the right hand side of the STUDENTS page of the MDCPS website.



Enter your student id (Username) and choose the CHANGE PASSWORD option. Follow the guidelines for your new password.

The password must be changed to something completely new.

o Guidelines for setting up your password

- Has to be ONLY 8 CHARACTERS in length (not 7...not 9 – they want 8 characters)
- Must include LETTERS and NUMBERS
- Cannot be your ID# or your name. (reversed or rearranged)
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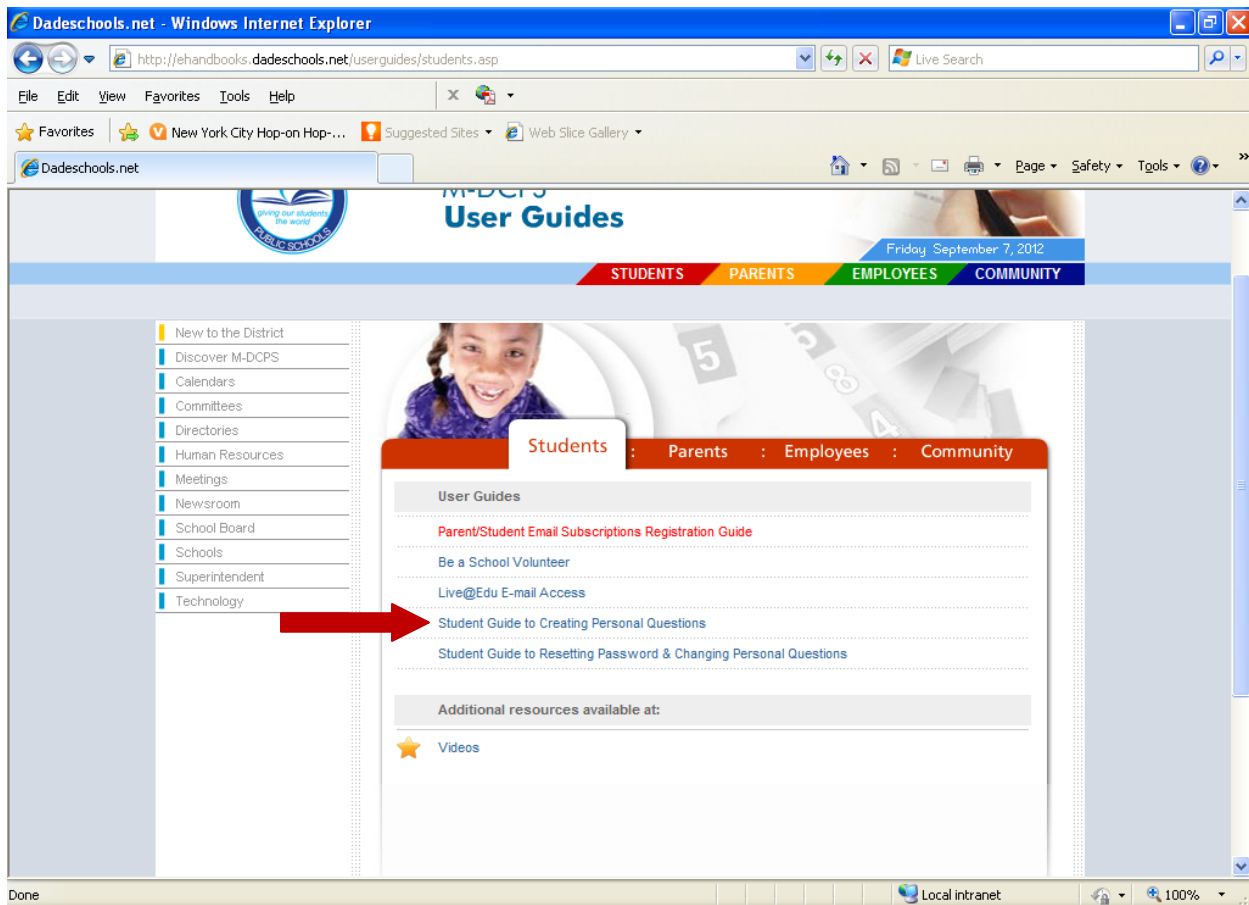
Forgot your password?

Click on the "[Forgot Password](#)" link under the "Login to Student Portal" option on the [STUDENTS](#) page of the MDCPS website. Enter your student id (Username) and choose the CHANGE PASSWORD option. Follow the guidelines for your new password. The password must be changed to something completely new.

- **Guidelines for setting up your password**
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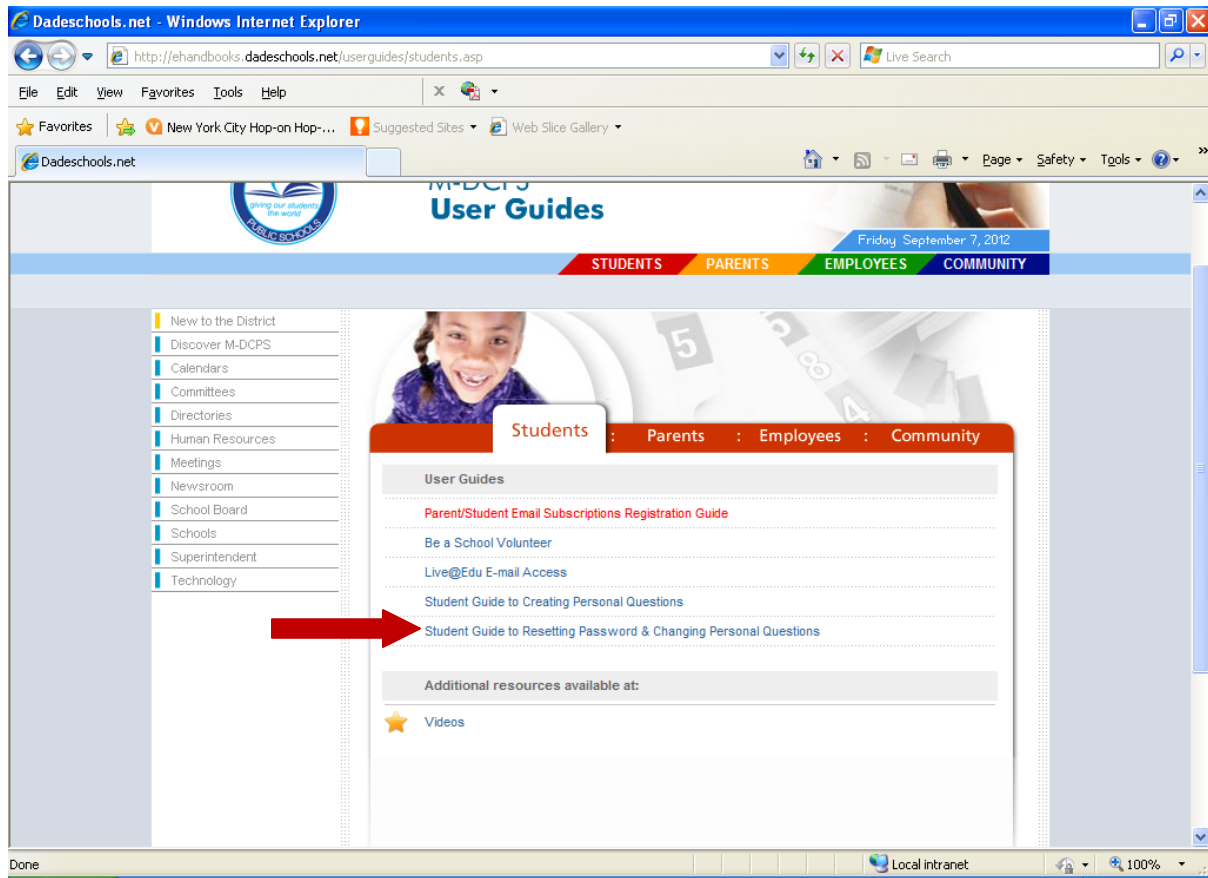
How do I create my personal questions?

- Access the [STUDENT GUIDE TO CREATING PERSONAL QUESTIONS](#)
 - Students can access them on the STUDENTS page (not their portal) the Students page on the www.dadeschools.net site. On the right hand side of that page under the section titled STUDENT TOOLBOX students can click on USER GUIDES and access them there.



How do I reset my password and/or change my personal questions?

- Access the [STUDENT GUIDE TO RESETTING PASSWORDS & CHANGING PERSONAL QUESTIONS](#).
 - Students can access them on the STUDENTS page (not their portal) the Students page on the www.dadeschools.net site. On the right hand side of that page under the section titled STUDENT TOOLBOX students can click on USER GUIDES and access them there.



My password expired, what do I do?

Your password will expire every 180 days. Once your password expires you will receive a notice that your password has expired. A message box will appear for you to reset your password. If you do not delete that message box, you will need to enter your current password (OLD PASSWORD) in the space provided and then enter a NEW PASSWORD and reenter that NEW PASSWORD where it says CONFIRM. Please follow the guidelines below when coming up with a NEW PASSWORD. If you do not follow the guidelines below you will not gain access to your portal and will need to reset your password and possibly answer your security questions to then change your password.

- **Guidelines for setting up your password**
 - Has to be ONLY 8 CHARACTERS in length (not 7...not 9 – they want 8 characters)
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When I try to login, I get a message that says “ACCESS DENIED, INCORRECT USERNAME” or MAPPER REQUEST DENIED” or any other type of error message. What do I do?

- On the students page under the “Login to Student Portal” button, click on “[FORGOT PASSWORD?](#)”
- Input your student id# and click enter
- Click on answer personal questions and answer the questions. If you created the 3 personal questions required you will have a chance to answer each question in order to gain access to changing your password. If you answer the first one incorrectly, another question will come up and then you can answer that one. If you answer that one incorrectly another question will come up. Once you have answered one of the personal questions you previously created, click on CHANGE PASSWORD. Follow the guidelines below:
 - **Guidelines for setting up your password**
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 - Must include LETTERS and NUMBERS
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 - Cannot have more than 2 pairs of repeating characters
 - Must contain characters that can be typed on a standard English (US) keyboard
- You will need to enter your password TWO TIMES and then click enter.
 - If you were successful, the program will tell you.
- Then log out and log back in with your new password to check if it works.

I can log in to my Student Portal at school but when I go home I can't log in there.

What do I do?

- If the portal doesn't load then you may need to update your java and flash player on your home computer. Go to www.java.com and install the newest java and go to www.adobe.com and download and install flash player. It should let you in after that.

I am done with my session on my Student Portal. Is there anything else I need to remember?

- YES. Make sure that every time you log in to your portal you also click the **LOG OUT** button when you are done.