

Self-Service Password Reset & Synchronization Creating Your Profile



Introduction



To assist with individual password management, *Information Technology Services (ITS)* utilizes *P-Synch*, a webbased 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 <u>https://passwordreset.dadeschools.net</u>.

Creating Your Profile

To use the self-service password management tool, users 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: <u>www.dadeschools.net</u>, ▼ Click the Employees tab

Under Employee Toolbox,

Click Password Management

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



▼ Select Get Started

The Self-service login screen will be displayed.

In the Login ID for P-Synch field,

≪ Back 會 Home 論	Log out	M-DCPS
Se	elf-service login	
	Enter your login ID Login ID for P-Synch :	
	Log in C	
	Administrator login	
2-Synch® v6.4.2.3483	© 2008 Hi	tachi ID Systems, Inc

- ▼ **Type** Employee number
- ▼ Click Log in

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

ID: XXXXX Name: Sample Employee	Verify password	
	Enter your password for Sample Employee	
	Password:	
	Солблие	
nch8 v6.4.2.3483		© 2008 Hitechi ID S

▼ Click Continue

The **Answer personal questions** screen will be displayed.

You must configure a valid Q&A profile before the other options are available to you. In the future, *P-Synch* will be able to verify your identity by asking these questions.

IF 0223	Answer personal questions for Sample Employee [XXXXXX]						
	You must configure a valid Q&A profile before the other options are available to you. You have not defined enough questions.						
	In the Advance, PSynch and be able to werky your identity by asking these questions. Add secret personal questions and answers by filing in the blanck, then block the Statement based of the Advance of the - One the assess to a pre-defined question to remove A.						
	Clear the question or answ Pre-populated example ques Minimum dustrians [3], Ouestion	ver of a user-defined question to remove tions: a still required (3)	ι it.				
	Question		Answer	Confirm	Hoddled by Haddled a		
	What oby were you born in? (1-99 characters)						
	What is the date of your birth (MM/DD/YYYY)? (format: NN/WN/NNNN)		1				
	What is the farthest from home	you have traveled? (1-99 characters)					
	User defined questions: Minimum questions (0), Questions still required (0), Minimum server length (3)						
	Question	Answer	Confirm	Hodified by	Modified on		
	"new"						
	Formet help		Submit				

From the drop-down list beside the pre-populated example questions,

- ▼ Select a question
- **Type** the answer in the **Answer** field
- **Type** the answer again in the **Confirm** field
- **7 Click** Submit after the 3 questions and answers have been completed.

NOTE: Clear the answer to a question to remove it.

An optional user defined question can be used if you prefer to use one of your own questions. A total of three (3) questions must be completed to configure the profile.

The Main Menu screen will be displayed.

SYNCH

ID: XXXXXX Name: Sample Employee	Main menu	
Change passwords		
Answer personal questions	0	
	P-Synch options	
	Change passwords	
	Answer personal questions	
	You have answered 4 question(s). (3 are required.)	

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

In the future when you login to *P-Synch*, you will change your password or personal questions from the **Main Menu**.

To exit P-Synch Password Management,

▼ Click Logout

Whom to Contact for Assistance



For additional assistance with *P-Synch,* please submit a *HEAT Self Service (HSS)* request at: <u>http://selfservice.dadeschools.net</u>.

