Self-Service Password Reset & Synchronization
Creating Your Profile

Introduction

To assist with individual password management, *Information Technology Services (ITS)* utilizes *P-Synch*, a web-based 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 https://passwordreset.dadeschools.net.
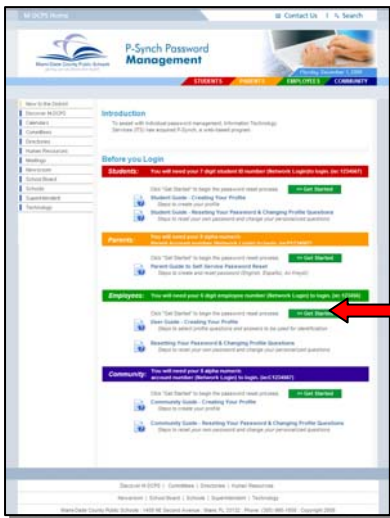
Creating Your Profile

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: www.dadeschools.net,
▼ **Click** the **Employees** tab

Under **Employee Toolbox**,
▼ **Click** **Password Management**

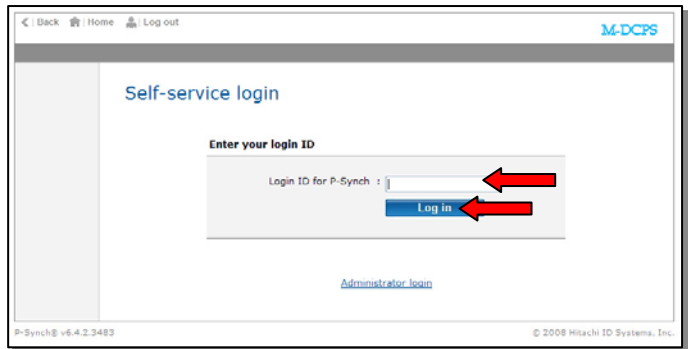The **P-Synch Password Management Introduction** screen will be displayed.

Before you begin, you will need your 6 digit employee ID number to login.

Under **Employees**,
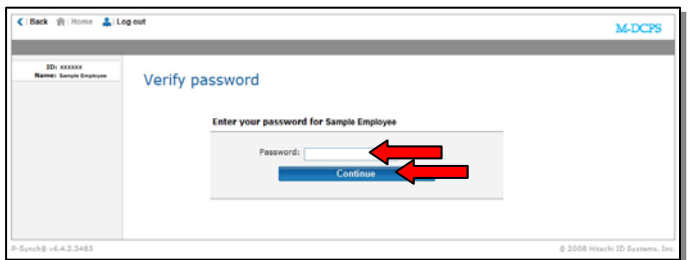▼ **Select** **Get Started**

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

In the **Login ID for P-Synch** field,

▼ **Type** Employee number
▼ **Click** **Log in**
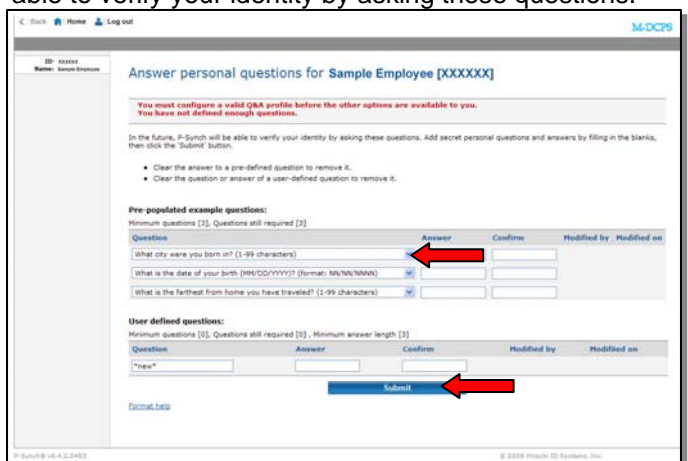
The **Password Verification** screen will be displayed.

▼ **Type** **Password**
▼ **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.

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
▼ **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.

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)* r*equest* at: http://selfservice.dadeschools.net.