

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>

*****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 procedure, Internet Explorer does not automatically resend your information for you.

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

Go back to Web site and begin again.

Resetting Your Password

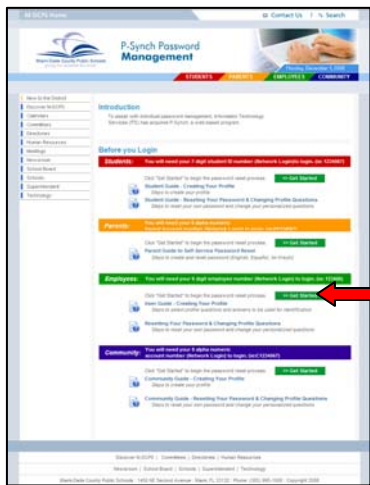
Once the profile has been created, users can reset their own password.

From the M-DCPS home page at: www.dadeschools.net,

▼ Click the **Employees** tab

Under the **Employee Toolbox**,

▼ Click **Password Management**



The **Dadeschools Password Management Introduction** screen will be displayed.

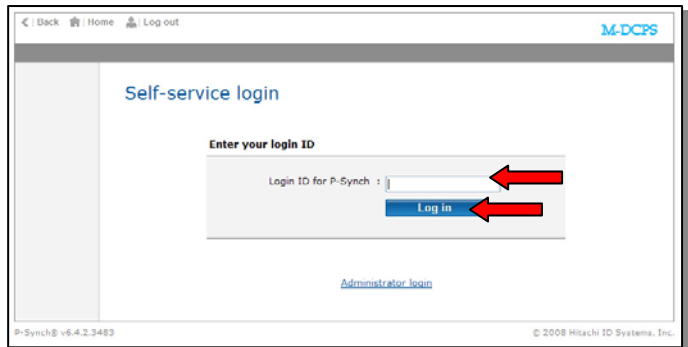
Before you begin, you will need your 6 digit employee ID number to login.

Under **Employees**,

▼ Select **Get Started**

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

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



▼ **Type** Employee number

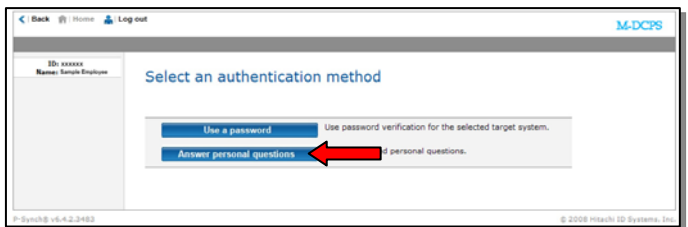
▼ **Click** Log in

The **Select an authentication method** screen will be displayed.

The user's identity must be verified before creating a new password by using a current password or by answering pre-created profile challenge questions.

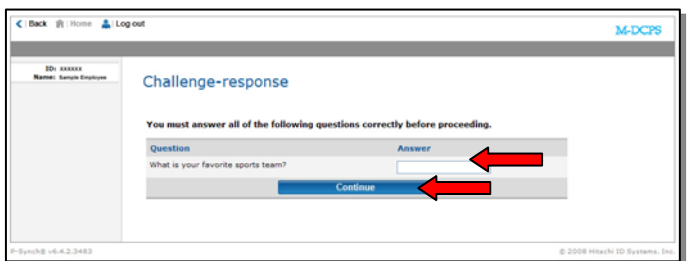
If the verification is processed by answering personal questions,

On the **Select an authentication method** screen,



▼ **Click** Answer personal questions

The **Challenge-response** screen will be displayed.



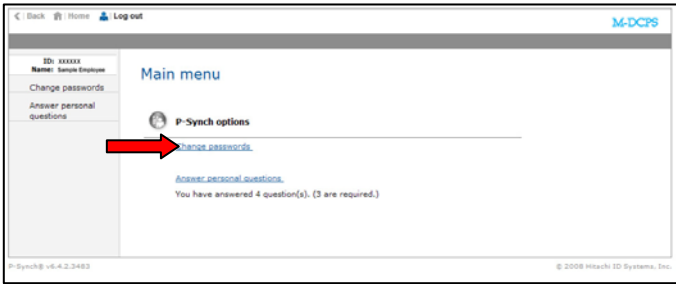
▼ **Type** the answer to the question displayed

▼ **Click** Continue

Note: After three unsuccessful attempts to correctly answer the profile questions, the user will be locked out of the system.

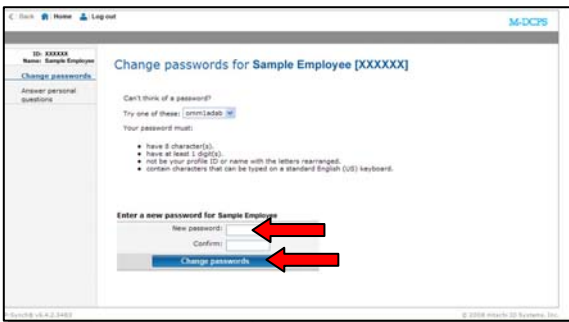
For assistance, the site supervisor must submit a *HEAT Self Service (HSS)* request to have the employee's password reset at: <http://selfservice.dadeschools.net>.

The **Main menu** screen will be displayed with the most recent password activity. It allows users to choose a new password or to answer or change profile questions.



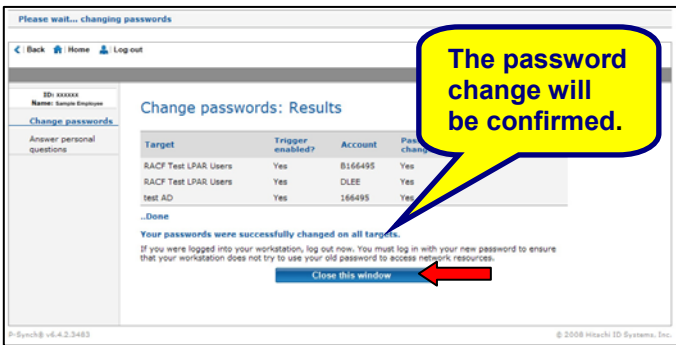
Under **P-Synch options**,
 ▼ **Click Change passwords**

On the **Change passwords** screen,



- ▼ **Type** the new password (See the *Password Requirements* on the screen or the next section of this document.)
- ▼ **Type** the new password again in the **Confirm** field
- ▼ **Click** **Change passwords**

The **Change passwords: Results** screen will be displayed. Verify the confirmation message.



▼ **Click** **Close this window** and exit.

If the user was logged into a workstation, log out now. Users must log in with the new password to ensure that the workstation does not try to access anything on the network using the old password.

Password Requirements

Users must follow these guidelines when creating a password.

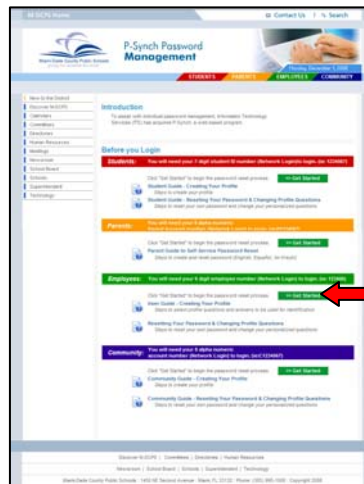
- Must contain eight (8) characters.
- Must contain at least one (1) numerical digit.
- Must contain only characters that can be typed on a standard English (US) keyboard.
- Must not be your profile ID or username with the letters rearranged.

Changing Your Profile Questions

Users have the option of changing their profile questions and answers.

From the M-DCPS home page at: www.dadeschools.net,
 ▼ **Click** the **Employee** tab

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

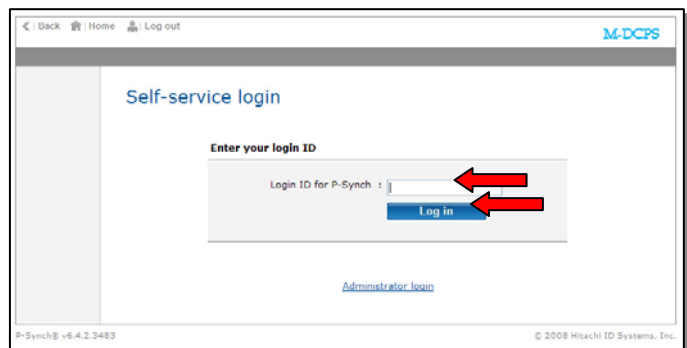


The **Dadeschools Password Management Introduction** screen will be displayed.

▼ **Select** **Get Started**

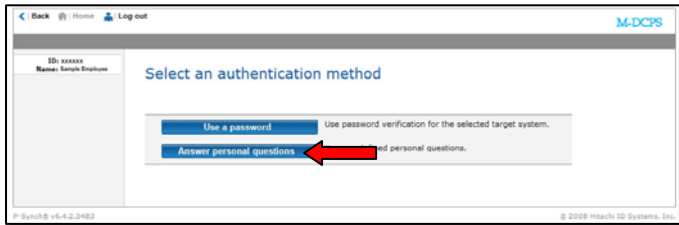
The **Self-service login** screen will be displayed.

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



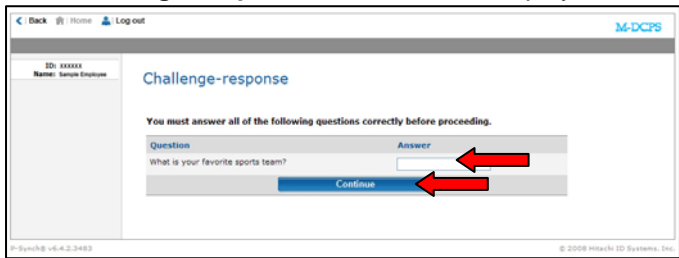
- ▼ **Type** Employee ID number
- ▼ **Click** **Log in**

On the **Select an authentication method** screen,



▼ **Click Answer personal questions**

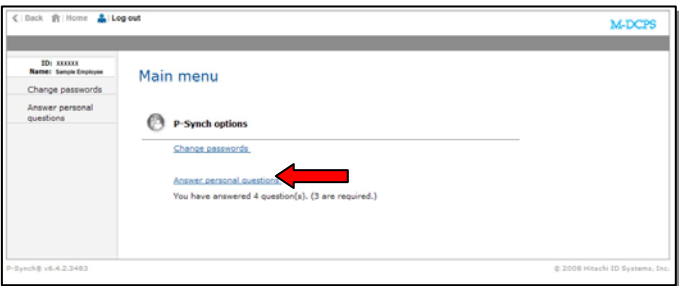
The **Challenge-response** screen will be displayed.



On the **Challenge-response** screen,

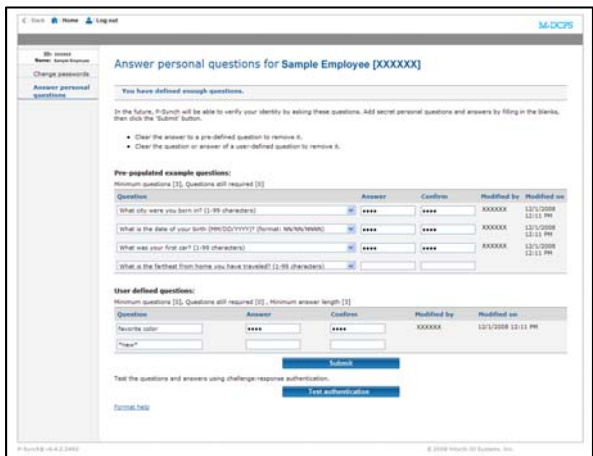
▼ **Type** the answer to the question displayed
▼ **Click Continue**

The **Main menu** screen will be displayed.



▼ **Click Answer personal questions**

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



On the **Answer personal questions** screen, 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,

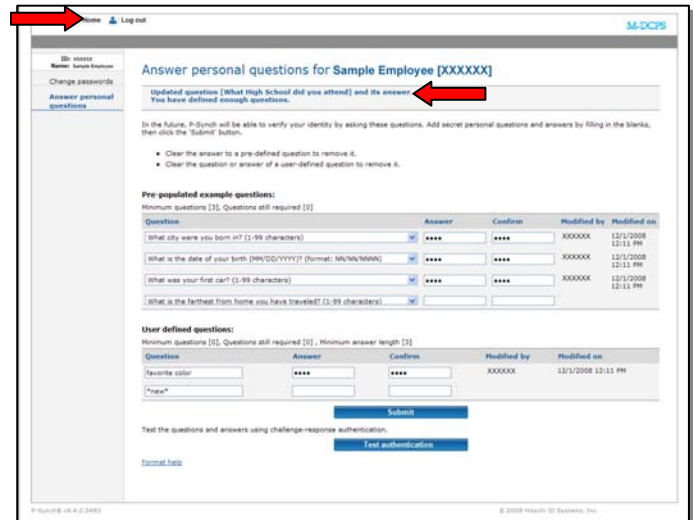
▼ **Select** a question

▼ **Type** the answer in the **Answer** field

▼ **Type** the answer again in the **Confirm** field

▼ **Click Submit changes**

The confirmation message will be displayed showing the changes that were made.



▼ **Click Home** to return to the **Main menu** screen

To exit *P-Synch* Password Management,

▼ **Click Logout**

Whom to Call for Assistance



For additional assistance with *P-Synch*, please submit a *HEAT Self Service (HSS)* request at:

<http://selfservice.dadeschools.net>.