

MEMORANDUM

TO: All ITS

FROM: Information Technology Services (ITS)

SUBJECT: **AUTOMATED PASSWORD RESET**

ITS is in the process of implementing P-SYNCH, a new application which will allow employees to control the resetting of their own passwords. P-SYNCH will synchronize all passwords for the mainframe (CICS, TSO and CTMS) and the Dadeschools network (Intranet and District E-mail). This means that a single password will be used for all of your accesses. This application will be phased in to the District beginning with ITS.

Each employee will be required to register to use P-SYNCH. Registration requires the user to choose three questions and provide the answers. You may select from a list of pre-defined questions or create your own. Your identification will be verified with these questions should you need to reset your password. You must change your password when you register to synchronize your password for all accesses. At any time you need to change your password, you will go to P-SYNCH to reset the password using your challenge questions.

Each department **will be notified** when it has been set up for P-SYNCH, at that time you must go to the following address to register: <https://passwordreset.dadeschools.net>. Instructions for registration and resetting your password are available online at: <http://ehandbooks.dadeschools.net/>.

In addition, with the implementation of P-SYNCH new security rules will go into affect.

- The password must be 8 characters long with at least one number and one letter.
- The password may not be your employee number or name.
- The password will expire every 180 days

If your have any questions or need assistance, please call Support Services at 305-995-3705.