

## MEMORANDUM

TO: All Employees

FROM: Information Technology Services (ITS)

SUBJECT: **SELF-SERVICE PASSWORD MANAGEMENT**

To eliminate the management of multiple passwords and improve security, ITS is in the process of implementing a web-based password management application called P-Synch. This application allows for a single password for multiple systems such as the mainframe, intranet, and district e-mail logins. Once users are registered, they will have the ability to reset their passwords 24 hours a day, 7 days a week. The District-wide implementation of P-Synch will begin on Wednesday, July 27, 2005 and will become the District's standard for password management. We are requesting that all employees create a Personal Profile and change their password as soon as possible. Instructions for using P-Synch are attached and are also available online from e-Handbooks. To access e-Handbooks, go the M-DCPS home page ([www.dadeschools.net](http://www.dadeschools.net)), click on the Employees tab and select e-Handbook from the Toolbox or click on the following link: <http://ehandbooks.dadeschools.net/>. If you need additional assistance after reading the attached instructions, please call Support Services at 305-995-3705.

**NOTES:** ITS is currently in the process of migrating all administrative staff to the Dadeschools.net environment. Until you have been migrated, P-Synch will not function for you. For non-migrated users passwords must still be managed by the owner. Also, this process will function only on machines connected to the district's network environment. Therefore, resetting of passwords for school-based instructional software or the online registration system for employee training will not be available using P-Synch.

Below is a brief description of the two processes that each user will be asked to complete. As mentioned above, detailed instructions are provided from the e-Handbook web site.

### **Creating a Personal Profile**

The Personal Profile will consist of three challenge questions and the corresponding answers. Users must choose three questions from a list of available challenge questions or create three of their own challenge questions. Each time the user logs in they will be prompted to answer one of the challenge questions. After setting up your three challenge questions, you will need to change your existing password using P-Synch.

### **Changing Password**

From the M-DCPS home page click on the Employee tab and then click on *Password Management* listed under *Frequently Viewed Sites*.

#### **Password Requirements**

- Password length must be eight (8) character
- Password cannot contain your employee number
- Password, must contain at least one letter (A-Z) and at least on numeric number (0-9)
- Password **cannot** contain special characters such as: !, @, \$, %
- Password should not contain your name

Beginning on July 27, each time a user who **has not** created their Personal Profile and reset their password will receive a message reminding them to complete the process. Once the process has been completed the message will no longer appear.

If you have any questions or require assistance with the process above, please call Support Services at 305-995-3705.