Introduction

To assist with individual password management, *Information Technology Services (ITS)* has acquired *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.**
>
> 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 precaution, Internet Explorer does not automatically resubmit your information for you.
>
> To resubmit your information and view this Web page, click the **Refresh** button.
>
> **Go back to Web site and begin again.**

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

Under **Frequently Viewed Sites**,
▼ **Click** **Password Management**
The **Self-service login** screen will be displayed.

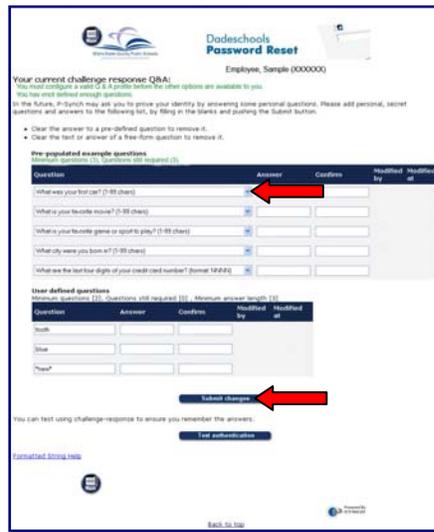▼ **Type** Employee ID number in the **My login ID on dadeschools** field

▼ **Click Login**

On the password entry screen,

Note:School sites enter dadeschools password. Administrative offices enter computer login password.

▼ **Type** **Your Password** *(See Note above)*
▼ **Click** **Verify password**

Multiple challenge questions will be displayed.

From the drop-down beside the challenge question,

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

The **What would you like to do?** screen will be displayed.

▼ **Click** **Logout**

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

Whom to Call for Assistance

For additional assistance with Self-Service Password Reset, contact *Information Technology Services, Help Desk* at (305) 995-3705.