M E M O R A N D U M

TO: All Employees

FROM: Information Technology Services (ITS)

SUBJECT: **SELF-SERVICE PASSWORD MANAGEMENT REMINDER**

To eliminate the management of multiple passwords and improve security, ITS implemented 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 began on Wednesday, July 27, 2005 and is the District's standard for password management. Employees who **have not** created a Personal Profile and changed their password should do so as soon as possible. Instructions for using P-Synch are attached and are also available online from e-Handbooks. To access e-Handbooks, go to the M-DCPS home page (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.

NOTE: 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 one numeric number (0-9)
   - Password **cannot** contain special characters such as: !, @, $, %
   - Password should not contain your name

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.

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.

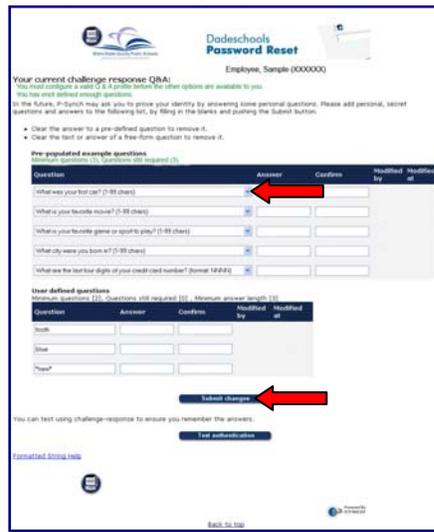▼ **Type** Employee ID number in the **My login ID on dadeschools** field

▼ **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.

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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 **Employee** tab

Under **Frequently Viewed Sites**,
▼ **Click** **Password Management**

Add this site to your Internet Favorites for future reference.

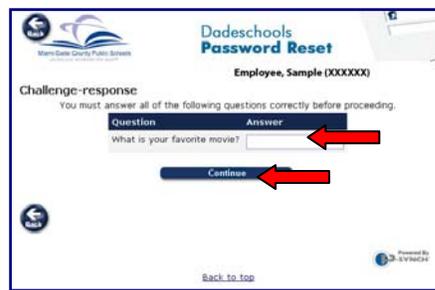The **Self-service login** screen will be displayed.

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

If 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.
On the **challenge-response** screen,

▼ **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, contact the *ITS Help Desk* at (305) 995-3705.

The **What would you like to do?** screen will be displayed. It allows users to pick a new password or to answer or change profile questions.

▼ **Click** **Pick a new password**

On the **Select a new password** screen,
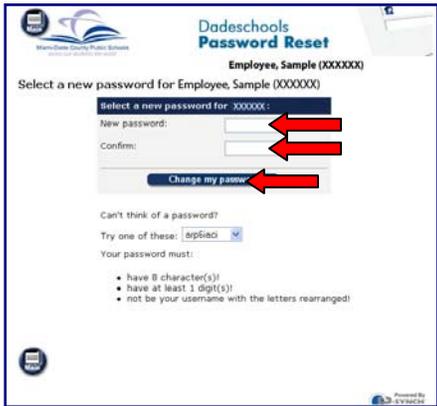
▼ **Type**   the new password *(See the Password Requirements at the bottom of the screen or the next page of this document.)*

▼ **Type**   the new password again in the **Confirm** field

▼ **Click**   **Change my password**

The **Password change results** screen will be displayed. Verify the **Password change results** confirmation message.

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

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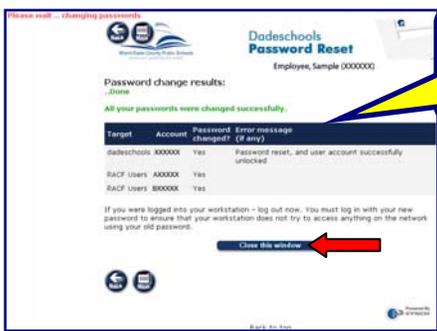
If the user was logged into a workstation, log out now. Users must log in with the new password to ensure that the workstation does not try to access anything on the network using the old password.

Password Requirements

Users must follow these guidelines when creating a password.

- Must contain eight (8) characters, start with a letter, only @, #, $ punctuation marks allowed.
- Must contain at least one (1) numerical digit.
- Can not be your username with the letters rearranged
- Can not be an old password.
- Can not contain more than two (2) pair(s) of repeating characters.

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 **Frequently Viewed Sites**,

▼ **Click**   **Password Management**

The **Self-service login** screen will be displayed.
In the **My login ID on dadeschools** field,

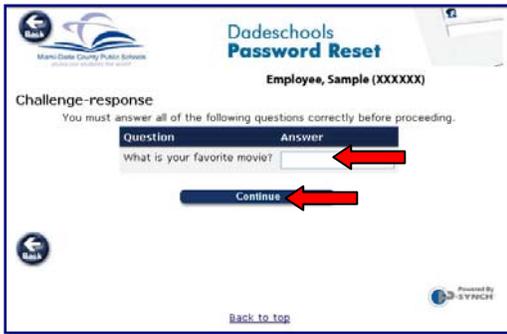▼ **Type**   Employee ID number

▼ **Click**   **Login**

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

▼ **Click**   **Answer personal questions**
           (or **Use a password**)

The **Challenge-response** screen will be displayed.
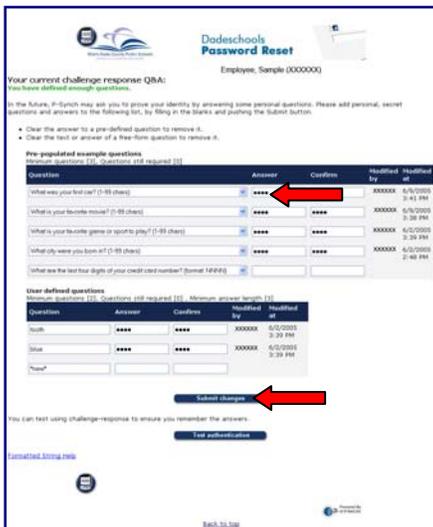
On the **Challenge-response** screen,

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

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

▼ **Click**   **Answer personal questions**
The **Your current challenge response Q & A** screen will be displayed.

On **Your current challenge response Q & A** 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.
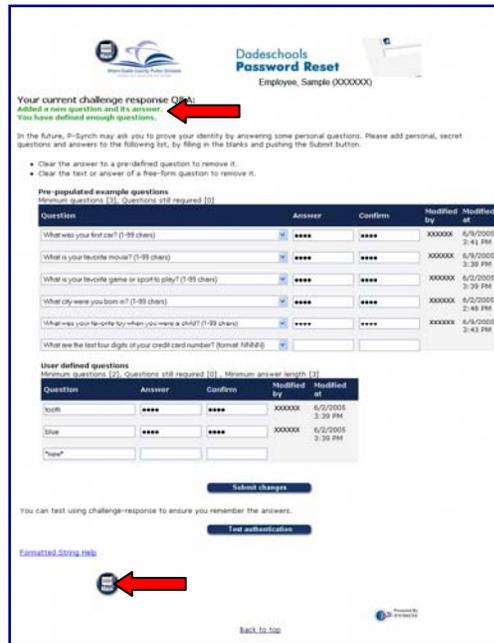
▼ **Click**   **Main** button to return to the **What would you like to do?** screen
▼ **Click**   **Logout**

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