

## M-DCPS PASSWORD MANAGEMENT FOR EMPLOYEES

1. Log into the Portal and click the *APPS / Services / Sites* tab.
2. Click on the *M-DCPS Password Management APP*.
3. Enter your employee number to log into Password Management.
4. Click the *Continue* button.



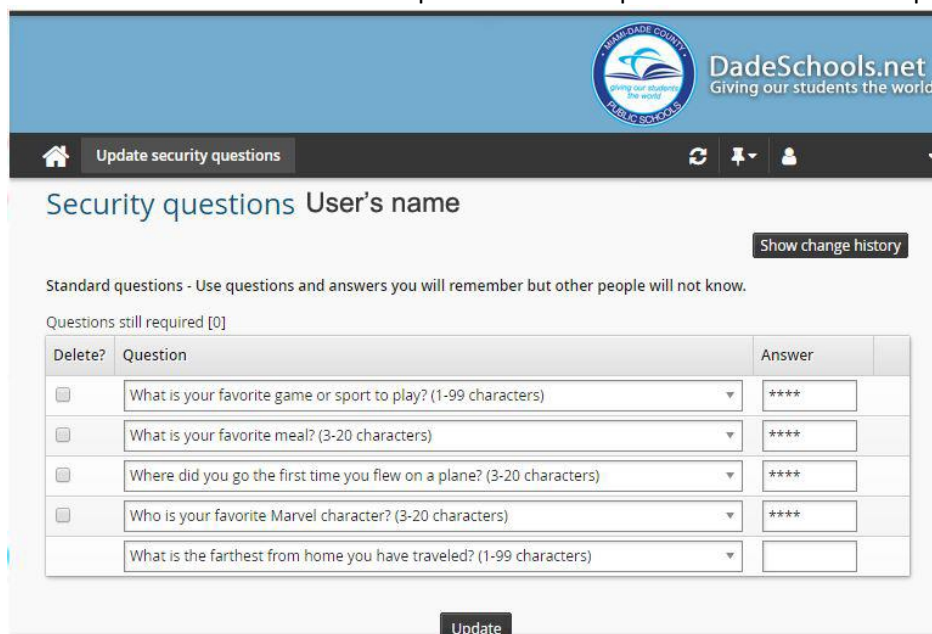
The screenshot shows the login page for M-DCPS Password Management. At the top, there is a blue header with the Dade Schools.net logo and the tagline "Giving our students the world". Below the header, the page title is "M-DCPS Password Management: Log in". There is a text input field labeled "Your DADESCHOOLS.NET ID:" and a "Continue" button below it.

5. Enter your existing Dadeschools password (e.g., portal password, email password, network password) and click the *Enter your Dadeschools password* button.



The screenshot shows the password entry page. It features the same blue header as the previous page. Below the header, the page title is "Enter your Dadeschools password". There is a text input field for the password and an "Enter your Dadeschools password" button below it.

6. Create your new profile. Select and answer four new questions. Click Update button to submit questions.



The screenshot shows the "Security questions" page. At the top, there is a blue header with the Dade Schools.net logo and the tagline "Giving our students the world". Below the header, there is a navigation bar with a home icon, "Update security questions", and a user profile icon. The page title is "Security questions User's name". There is a "Show change history" button. Below the title, there is a section for "Standard questions - Use questions and answers you will remember but other people will not know." and a section for "Questions still required [0]". There is a table with columns for "Delete?", "Question", and "Answer".

Delete?	Question	Answer
<input type="checkbox"/>	What is your favorite game or sport to play? (1-99 characters)	****
<input type="checkbox"/>	What is your favorite meal? (3-20 characters)	****
<input type="checkbox"/>	Where did you go the first time you flew on a plane? (3-20 characters)	****
<input type="checkbox"/>	Who is your favorite Marvel character? (3-20 characters)	****
	What is the farthest from home you have traveled? (1-99 characters)	

At the bottom of the page, there is an "Update" button.

7. On *Passwords* screen, create your **NEW 12-character password**. Be sure to include all password requirements listed.

Change password

Passwords User's name

You last changed your passwords using M-DCPS Password Management on 2/28/2019 11:55 AM, via the Change password module.

Enter a new password.

Remember - This will only update your Dadeschools password, not your Mainframe password

The password must:

- have at least 12 characters
- have both upper and lower case characters
- have at least 1 non-alphanumeric characters
- have at least 1 Number
- not contain the profile ID or name
- not be an old password

New password: \*

Confirm: \*

Change password

8. **Green check** marks will appear as you include each of the complex requirements in your new password.

9. Click the *Change password* button at the bottom of the screen.

10. Click the *House* icon – located on the black bar above *Passwords*.

Change password

Passwords User's Name

You last changed your passwords using M-DCPS Password Management on 2/28/2019 11:55 AM, via the Change password module.

Enter a new password.

Remember - This will only update your Dadeschools password, not your Mainframe password

The password must:

- ✓ have at least 12 characters
- ✓ have both upper and lower case characters
- ✓ have at least 1 non-alphanumeric characters
- ✓ have at least 1 Number
- ✓ not contain the profile ID or name
- ✓ not be an old password

New password: \*  ✓

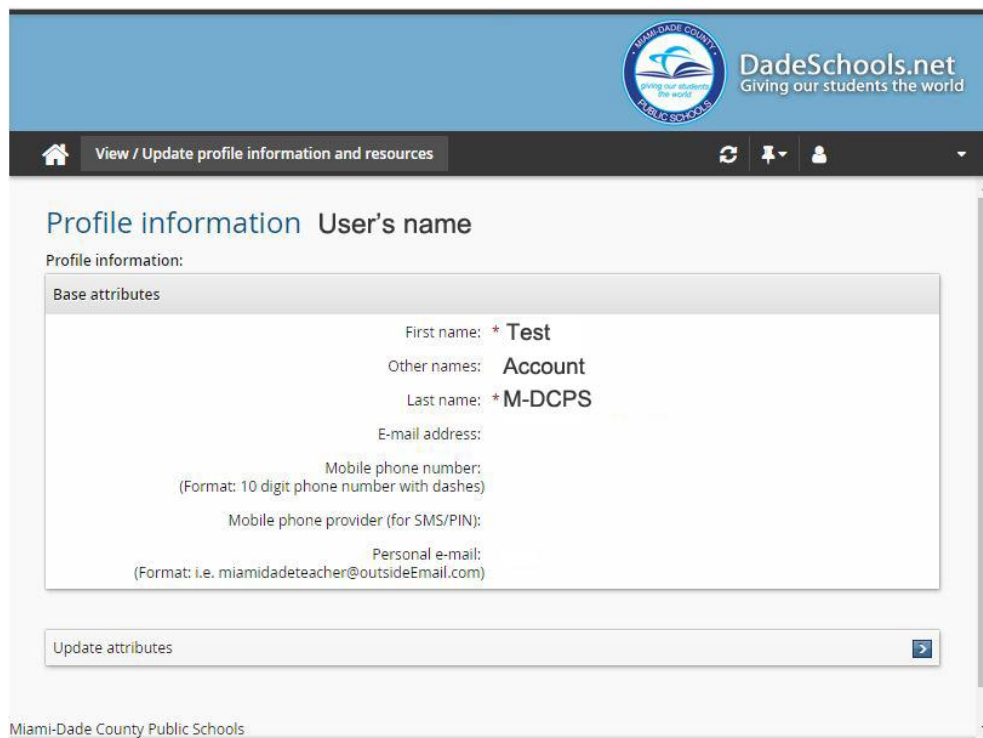
Confirm: \*  ✓

Change password

11. In the *My profile* box click on the *View / Update profile information and resources* link.



12. Click on the blue *Update attributes* arrow located in the lower right-hand corner to add more personal information for self-managed password resets.



13. Enter all the fields on this screen. Providing your cell phone information and/or external email address will allow you to reset your password without Helpdesk assistance via a text message or email.

14. In the Details box notice the Red arrows updating the *Base attributes*.

15. Click the *Submit* button.

The screenshot shows a web form titled "Update attributes". The main section is "Base attributes" and contains the following fields:

- First name \*: Test
- Other names: Account
- Last name \*: M-DCPS
- E-mail address: (empty)
- Mobile phone number: (empty)
- Mobile phone provider (for SMS/PIN): (Select one) dropdown menu
- Personal e-mail: (empty)

The right-hand "Details" panel shows "Base attributes" with "4 attributes changed". The list of changed attributes includes:

- E-mail address (with a minus sign)
- Mobile phone number (with a minus sign)
- Mobile phone provider (for SMS/PIN) (with a minus sign)
- Personal e-mail (with a minus sign)

Below this list is a "Requester notes:" field (empty) and a "Submit" button.

16. Your Base attributes have been updated, and your request was successfully submitted.

The screenshot shows the same "Update attributes" form, but now with data entered in the previously empty fields:

- First name \*: Test
- Other names: Account
- Last name \*: M-DCPS
- E-mail address: test@dadeschools.net
- Mobile phone number: 123-456-7894
- Mobile phone provider (for SMS/PIN): T-Mobile
- Personal e-mail: personal@gmail.com

The "Details" panel now shows "3 attributes changed". The list of changed attributes includes:

- Mobile phone number (with a plus sign)
- Mobile phone provider (for SMS/PIN) (with a plus sign)
- Personal e-mail (with a plus sign)

The "Requester notes:" field and "Submit" button are still present.

✔ Your request was successfully submitted. ✕