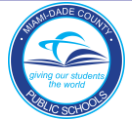


Self-Service Password Reset & Synchronization

Creating Your Profile



Introduction



To assist with individual password management, *Information Technology Services (ITS)* utilizes *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

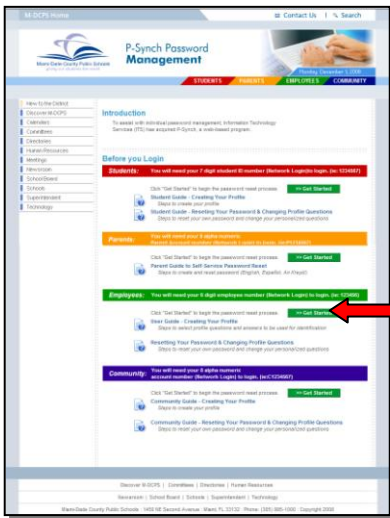
To use the self-service password management tool, users must select profile questions and answers to be used for identification.

*****VERY IMPORTANT*****
Only use Back and Main buttons within the application. Use of Internet browser buttons will result in error.
Go back to Web site and begin again.

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

Under the **Highlights** tab,
 ▼ Click **Password Management**

The **P-Synch Password Management Introduction** screen will be displayed.

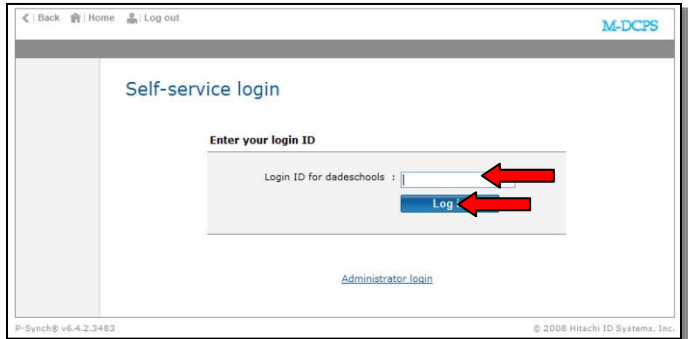


Before you begin, you will need your 6 digit employee ID number to login.

Under **Employees**,
 ▼ Select **Get Started**

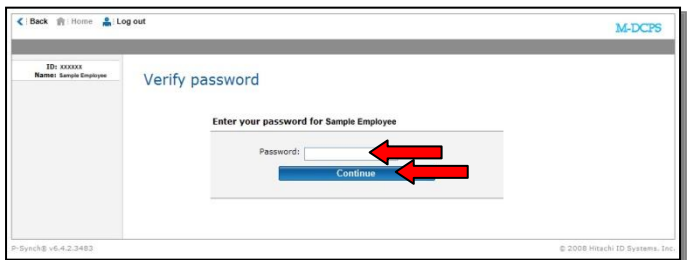
The **Self-service login** screen will be displayed.

In the **Login ID** for **dadeschools** field,



- ▼ **Type** Employee number
- ▼ **Click** **Log in**

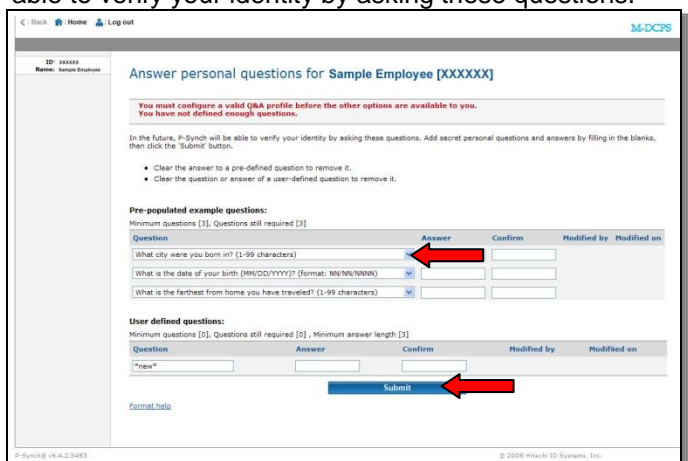
The **Password Verification** screen will be displayed.



- ▼ **Type** **Password**
- ▼ **Click** **Continue**

The **Answer personal questions** screen will be displayed.

You must configure a valid Q&A profile before the other options are available to you. In the future, *P-Synch* will be able to verify your identity by asking these questions.



From the drop-down list beside the pre-populated example questions,

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

NOTE: Clear the answer to a question to remove it.

An optional user defined question can be used if you prefer to use one of your own questions. A total of three (3) pre-populated questions must be completed to configure the profile.

The **Main Menu** screen will be displayed.



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

In the future when you login to *P-Synch*, you will change your password or personal questions from the **Main Menu**.

To exit *P-Synch* Password Management,
▼ **Click Logout**

Whom to Contact for Assistance



For additional assistance with *P-Synch*, please submit a *HEAT Self Service (HSS)* request at:
<http://selfservice.dadeschools.net>.