Parents and guardians of Miami-Dade County Public School (M-DCPS) students are encouraged to open a Parent Portal account. The Portal contains valuable student information including the Electronic Gradebook, which monitors attendance and academic progress in each class. Prior to adding students to your account, you must obtain a Parent PIN number for each child, from his/her school. The parent must provide the school personnel with a picture ID for verification. Parents/guardians must complete the “Parent Portal Identification” form (F-M7052E 10-06) which will be filed in your child(ren)’s cumulative folder at their school.

To access the Portal,

- Open the Internet browser
- Type www.dadeschools.net

On the Dadeschools.net page,

- Click Parents tab

The Dadeschools.net Parents page will display.

Attention School Volunteers: If you have already registered to be a School Volunteer please use your previous account to log in. If you have forgotten the Username or Password of your old account, click on the Forgot Username/Password link located on the Dadeschools.net Parents page, next to the Create Account link. [For information about how to create a new password, go to the Forgot Password section, starting on page 9.]

On the Dadeschools.net Parents page,

- Click Create Account

The M-DCPS Acceptable Use Policy page will display.
Read the M-DCPS Acceptable Use Policy.

If you are in agreement with the terms,

▼ Click I Agree
▼ Click Next

The Parent Portal Account Registration System page will display.

Complete sections 1 through 4.

In section 1,
▼ Type First Name
Middle Name (optional)
Last Name

In section 2,
Create your account password (must be exactly 8 characters long). This password will be required each time you log into the Parent Portal.
▼ Type Password
▼ Re-Type Password

In section 3,
▼ Type your email address
(Ex: sampleparentone@yahoo.com)
▼ Re-Type your e-mail address

In section 4,
For security purposes, please type the code from the image displayed on the page. If you cannot read it, click where designated to display another image.

▼ Click Register

The Thank You message will display.
To complete the registration, an email message will be sent to the email address that was entered in the registration page. [See previous page.]

On the Thank You page,

▼ Click Click here to exit link

The Thank You page will close.

Please log in to your email account to view the email message sent to you to complete your registration.

From the M-DCPS Portal Account Registration - Account Confirmation email message,

M-DCPS Portal Account Registration - Account Confirmation

4/13/2012

Dear Sample Parentone,

Thank you for registering for an account on the M-DCPS Portal. Please click on the following link to complete your registration:

https://webapps.dadeschools.net/wprs/EmailConfirmation.aspx?reg=PAR-1288304&account=p

If the URL above does not appear as a link, please copy and paste into address bar.

Miami-Dade County Public Schools
Portal Account Registration

▼ Click on the link provided to complete your registration

Note: If the URL does not display as a link, copy and paste the URL into the Internet browser’s address field.

The Dadeschools.net page will open to process your request and create your account.
Please wait while your Parent account is created. A Thank You message page will display upon completion.

The Thank You page will display with your new Username (Parent ID). The password you created will not be displayed for security reasons.

You will also receive an email message with your new Username (Parent ID). You will need your username (Parent ID) and password you created to log into the Parent Portal.

▼ Click  Click here to Login link

The Dadeschools.net Parents page will display. [Go to page 6, Adding Students to the Parent Portal Account, for instructions on adding your child to your parent account.]

Note: It is recommended that this page and/or the email message be saved and filed for future reference.
From the Dadeschools.net Parents page,

▼ Click Login to Parent Portal

The Dadeschools.net Login screen will display.

▼ Type Username (Parent ID)
▼ Type Password
▼ Click Login

The Parent Portal page will display. Your personal information will be displayed, your name, parent ID, and email address.

Congratulations! Your account has been created. The username (Parent ID) assigned and the password you selected will be required each time you log into the Parent Portal.
Adding Students to the Parent Portal Account

The Parent Portal home page contains general District news and events. The message, “No registered students found” will be displayed. After adding a student to the account, the Electronic Gradebook will be available within 24 hours. You will be able to view attendance, testing, and academic information for your child(ren), whom you have added to the account.

What you need to know before logging in...

To add students to your new Parent Account you must obtain the following:

- Your child’s M-DCPS student ID
- Parent 6-Digit PIN number (To obtain you must visit your child's school.)
- Student’s Date of Birth (DOB)
- Student’s birth place state or country
- Zip Code

From the Parent Portal home page,

▼ Click Add/Remove Student option

The Add/Remove Student page will open.
Complete the requested student information to add your child to your account.

- Type Student ID number (7 digits)
- Type Parent PIN number (6 digits obtained at the school)
- Type Home Zip Code
- Type Date of Birth (mm/dd/yyyy)

In the questions, **Student born in the U.S.?**,  
- Click Yes or No

From the drop-down menu,  
- Select Birth State (or Country if not US born)  
- Click the green Click to add arrow

The student’s name will be displayed under the Registered Students section. [See sample on the next page.]

Please allow 24 hours before viewing the student’s Electronic Gradebook.

To add another student to the account, follow the registration process, as explained above.

**Note:** If your answers do not match your child’s school records, you will not be able to add your child to the account. If you believe you entered the information correctly and you are unable to add your child to the account, please visit your child’s school for verification.
Removing a Registered Student

On the Registered Students section,

▼ Click the icon by the student’s name

The message “Are you sure you want to remove student SAMPLE STUDENT? will display.

▼ Click OK

The student will be removed from the Parent Portal page.

▼ Click the in the upper right corner, to close the Add/Remove Student page

To exit the Parent Portal,

▼ Click Logout in the upper right corner

The message “You have successfully logged off of the system” will be displayed.
Forgot Password

If you forgot your Portal Username (Parent ID) or Password you may request a new one from the Dadeschools.net Parents page, or the Dadeschools.net Login screen.

From the Dadeschools.net Parents page,

▼ Click Forgot Username/Password? link

The Forgot your Portal User ID or Password? page will display. See sample on next page.

From the Dadeschools.net Login screen, an additional step is required.

▼ Click Forgot Username/Password? link

The Forgot Password? Please choose which type of account: page will display. Sample not shown.

▼ Click Parents tab

The Forgot your Portal User ID or Password? page will display. See sample on next page.
You must enter your User ID/Username (Parent ID) or the email you used at the time of registration.

▼ Type your User ID / Username (Parent ID) or your Email Address
▼ Click Submit

The Thank You message page will be displayed. An email message will be sent to your email address with the requested information.
Log into your email account and open the email message from M-DCPS Portal Account Registration - Reset Password. The message will provide your Username (Parent ID) and a link to the Password Reset page.

From the email message,

▼ Click on the Password link *(Please, click here to reset)*

The Password Reset page will open.

Follow the instructions on the page to enter a new password.

▼ Type new password in the New Password field
▼ Re-Type new password in the Confirm Password field
▼ Click Submit

The Thank You page will open. The message “Your password has been reset. Please click here to login” will display.

Note: It is recommended that your username (Parent ID) and password be saved and filed in a safe place for future reference. This password and username (Parent ID) will be required each time you log into the Parent Portal.
From the **Thank You** page,

▼ **Click** Please [click here](#) to login link

The **Dadeschools.net Login** screen will open.

From the **Dadeschools.net Login** screen,

▼ **Type** Username (Parent ID)  
▼ **Type** Password  
▼ **Click** Login

The **Parent Portal** will display.

**Updating your Personal Information**

If you need to update your email, log into the Parent Portal. Under My Personal Info,

▼ **Click** [Update Personal Info](#) link

The **Edit Profile** page will open.

▼ **Type** new email address  
▼ **Click** Update

The information will be updated in the **Parent Portal ONLY**. *[For changes to the information associated with your child’s computerized records, please visit your child’s school.]*

**For Additional Assistance**

Parents/guardians requiring Portal assistance should contact their child’s school. If the school is unable to assist you, a school employee will submit a **HEAT Self Service** Incident on your behalf.