



Parent Portal Account Registration



Introduction

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 opening an account, you must obtain a Parent PIN number from each child's school and 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.

Where to Register

To locate the **Parent Account Registration** page,

▼ **Log on** to the M-DCPS Web site at:
<http://www.dadeschools.net>

▼ **Click** on the **Parent** tab

The **dadeschools.net Parents** page will be displayed.



From the **dadeschools.net Parents** page,

▼ **Click** **Login to Portal**

The **Parent Portal Access** page will be displayed.





Parent Portal Account Registration



Parent Portal Access Page

The **Parent Portal Access** page lists the information that parents/guardians must obtain to create a new parent portal account.

There are three account options:

- **Login to Parent Portal**
- **Create an Account**
- **Forgot User ID/Password**



Login to Parent Portal - This link is for parents who have registered for a Parent Portal account to connect to the Parent Portal with their user ID and password.

Portal Access Instructions - Describes easy steps for the entire registration process with space for noting your Parent Portal account information required for creating your account and for future reference.



Create an Account - This link is to register for an account and obtain a user ID and password to access the **Parent Portal**.

User Guide - Step-by-step instructions on how to create a Parent Portal account.



Forgot UserID/Password - A link for parents to request their user ID and/or password through their registered e-mail account.



Parent Portal Account Registration

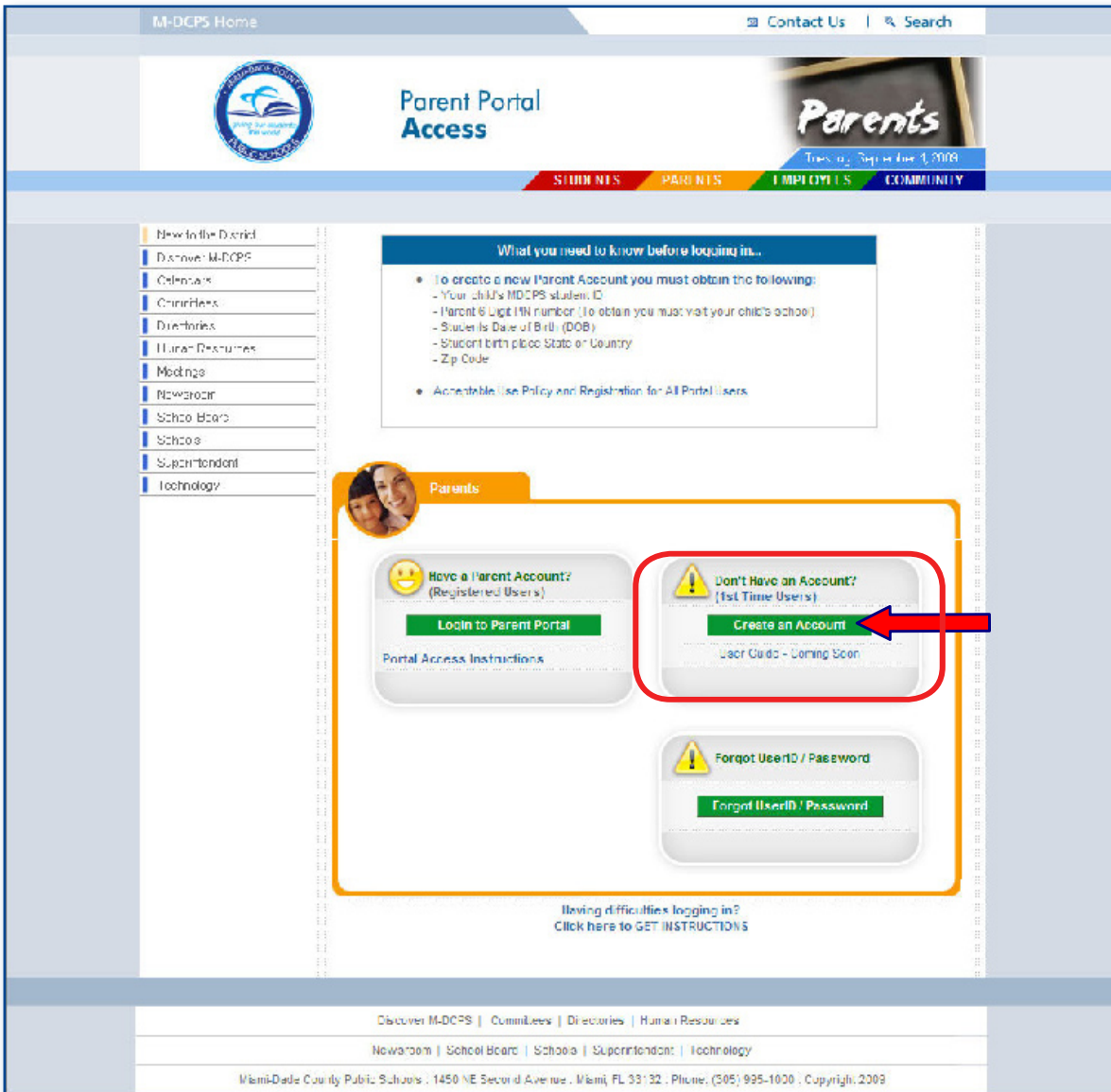


Creating a Parent Portal Account

Parents/guardians will have access to view student information for the student(s) they register on their **Parent Portal** account. A student ID number can only be associated with one **Parent Portal** account.

To create a new account, from the **Parent Portal Access** page,

▼ Click **Create an Account**



The **M-DCPS Acceptable Use Policy** page will be displayed.



Parent Portal Account Registration



By requesting a **Parent Portal** account, you are certifying that you have legal custody of the student in the M-DCPS school system.

- ▼ **Read** the **M-DCPS Acceptable Use Policy**

If you are in agreement with the terms,

- ▼ **Click** **I Agree**
- ▼ **Click** **Next**

The **Welcome to the Parent Registration System** page will be displayed.

M-DCPS Acceptable Use Policy

Purpose of the rule

The purpose of this rule is to establish a policy for the acceptable use of the network as a tool for learning in Miami-Dade County Public Schools (M-DCPS) (hereinafter referred to as District). The M-DCPS network is defined as all computer resources, including software, hardware, lines and services that allow connection of District computers to other computers, whether they are within the District or external to the District.

This includes connection to the Internet. In summary, the rule affirms that no user may use the network to take any action or receive and/or communicate any language that the employee or student could not take or communicate in person. Users are defined as anyone authorized by administration to use the Network. This includes, but is not limited to, staff, students, parents, vendors, contractors, and volunteers. Prohibitions in applicable federal, state and/or local law or regulation, collective bargaining agreements and Board Rules are included. Additionally, this rule reflects that there is no expectation of privacy in the use of e-mail or network communications when such communications occur over M-DCPS provided equipment by M-DCPS employees, students, or others.

Purpose of Access to the Network

Networks give schools the ability to share educational and research resources from around the world with all students. These resources include access to instructional applications, interactive collaboration between teachers, students and other users, document sharing, communications of all forms with people from around the world and libraries, museums and research facilities.

I. Acceptable Use Policy

☒ I Agree ☐ I Disagree

Next

In the **Parent Registration System**,

- ▼ **Type** First Name
- Middle Name
- Last Name

In the e-mail box,

- ▼ **Type** your e-mail address (ex: myemail@dadeschools.net)
- ▼ **Re-Type** your e-mail address

Select a personal password; exactly eight (8) characters long. *This password will be required each time you log in to the Parent Portal.*

- ▼ **Type** Password
- ▼ **Type** Password again
- ▼ **Click** Register

For security purposes,

- ▼ **Type** the code displayed from the image on the screen

If you are unable to read the image, click on the link provided.

Welcome to the Parent Registration System

Please Enter the following:

1

First Name: Martha
Middle Name: R
Last Name: Vargas

2

Email Address: martha_lvargas@yahoo.com (example: myemail@dadeschools.net)
Re-type Email Address: martha_lvargas@yahoo.com

3

Password (must be exactly 8 characters long):
Re-enter Password:

4

For security purposes, please type the code from the image below
If you are unable to read the image, please [click here](#)

Security Code: 7B9mN

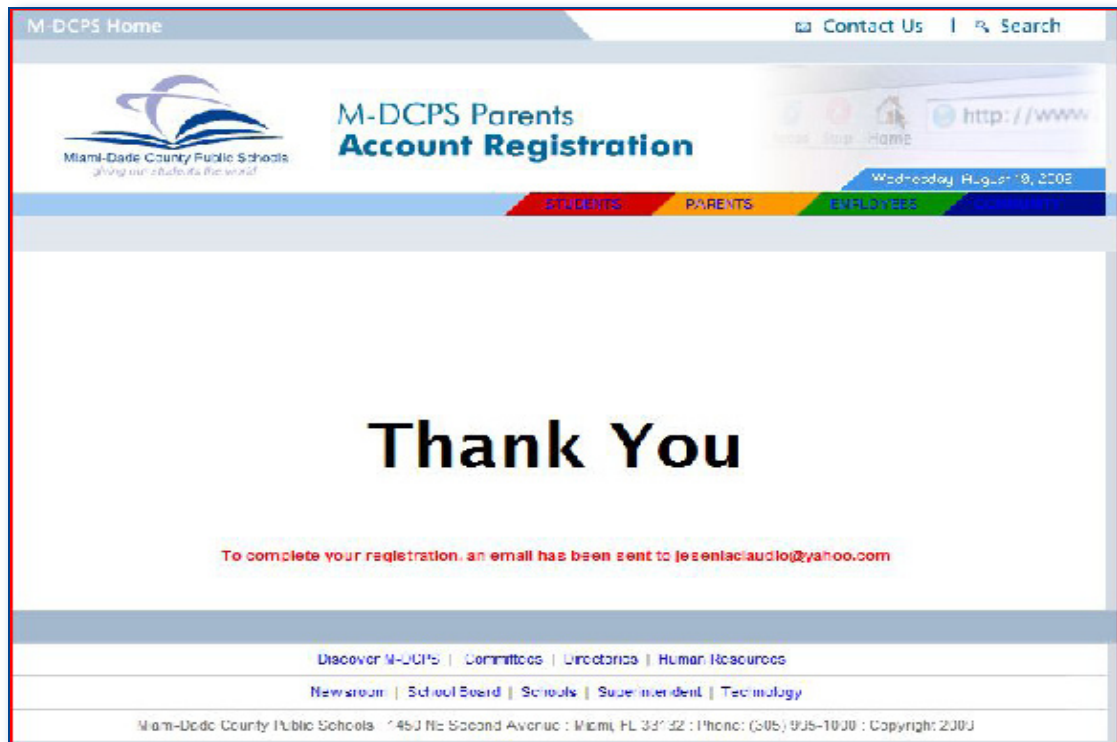
Register



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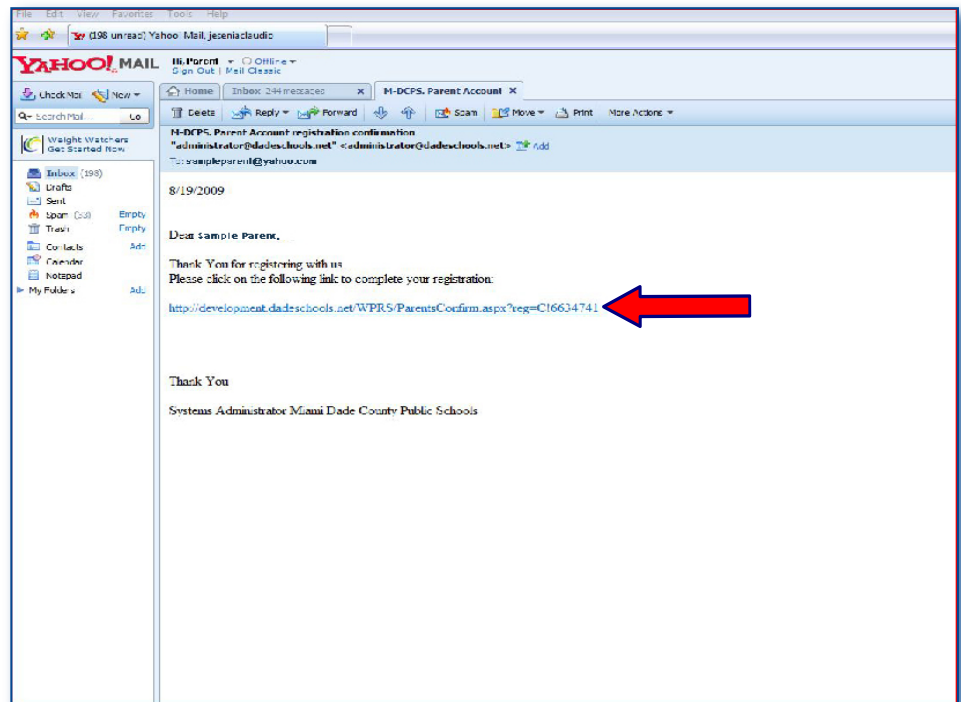
The **Thank you** message will be displayed. To complete your registration, an e-mail has been sent to the e-mail address that you entered in the registration process.



Please log on to your e-mail account to read the message.

In the **M-DCPS Parent Account registration confirmation** e-mail message,

▼ **Click** on the link provided to validate your registration

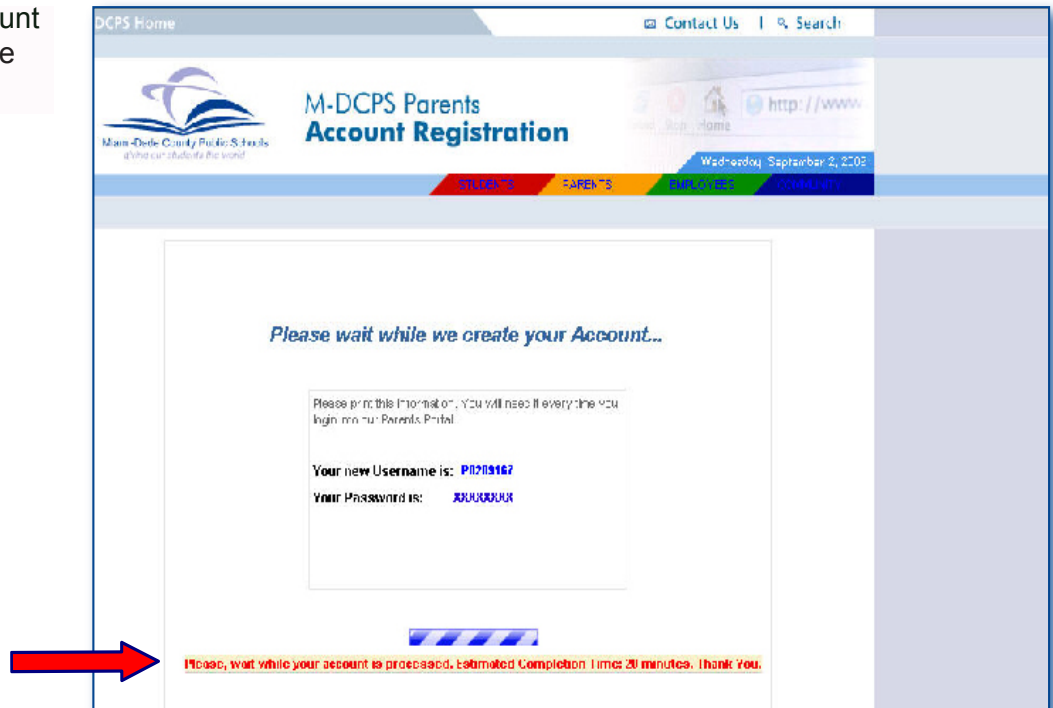




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Please wait while your account is created. A message will be displayed upon completion.

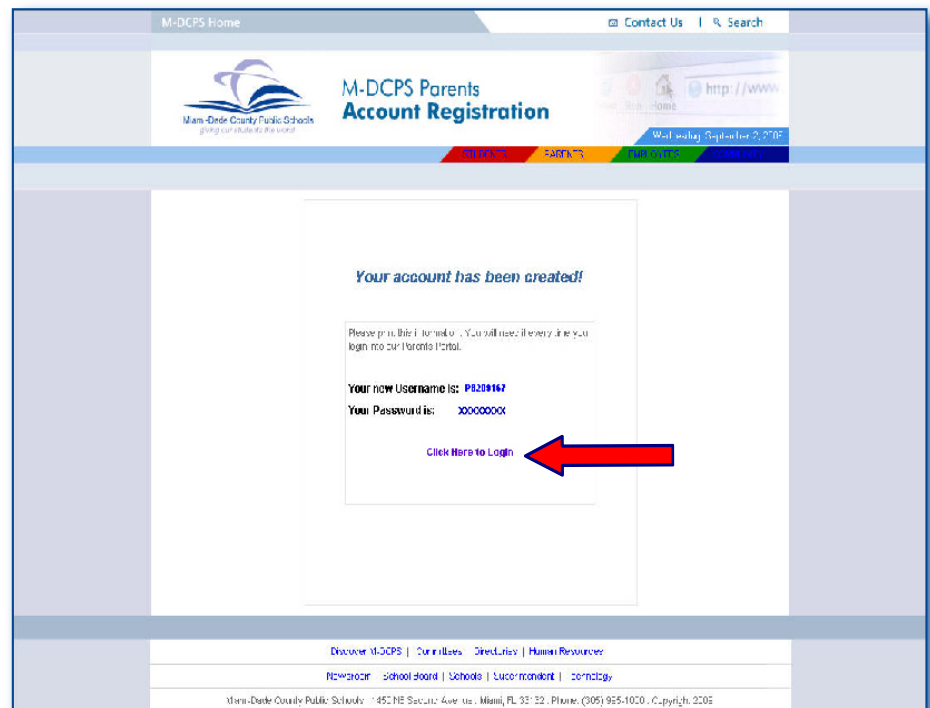


Congratulations! Your account has been created. Your **username** and **password** will be displayed. They will be required each time you log in to the **Parent Portal**.

It is recommended that this page be printed and filed for future reference.

You must log in to the **Parent Portal** to add your child(ren) to the account.

To log in to the **Parent Portal**,
▼ Click on the **Login** link





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Logging in to the Parent Portal

In the **Username** field,

- ▼ **Type** your user ID (issued in the message at the end of the registration process)


In the **Password** field,

- ▼ **Type** your password (selected during the registration process)

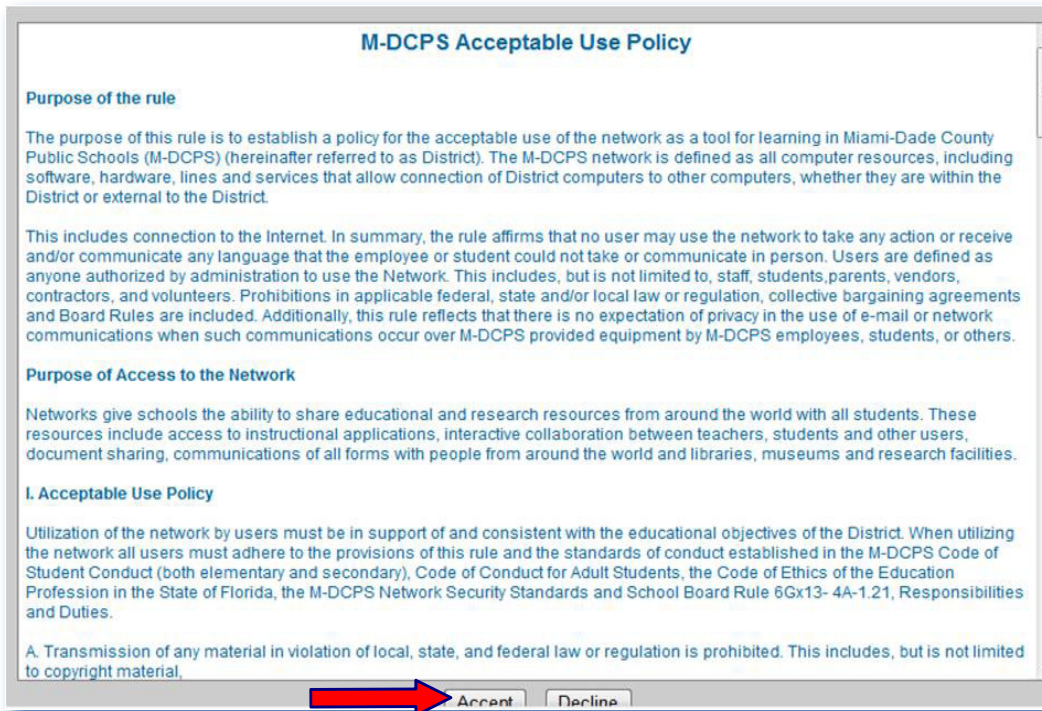
- ▼ **Click** **Log in** 

or,

- ▼ **Press** **Enter** on your keyboard



The first time you log in to **Parent Portal**, the **M-DCPS Acceptable User Policy** will be displayed. In the future, the **Parent Portal** home page will be displayed after the user ID and password have been entered.



To accept the terms and enter into the **Parent Portal**,

- ▼ **Click** **Accept**

The **M-DCPS Parent Portal** home page will be displayed. You may now add your child(ren) to your **Parent Portal** account.



Parent Portal Account Registration



Adding a Student 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. To view attendance, testing, and academic information for your child(ren), they must be added to the account.

To register a student for the account, from the **Parent Portal** home page,
▼ **Click** the link provided to add a student(s)

The **Register Students** page will be displayed.



Complete the requested student information in the spaces provided 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 **Student born in the U.S.?** field,

- ▼ **Click** **Yes** or **No**

From the drop-down menu,

- ▼ **Select** **Birth State** (or **Country** if not U.S. born)
- ▼ **Click** the green **Click to add** arrow

The registered student's name will be displayed under the **Registered Students** field.

To add another student to the account,

- ▼ **Click** the green **Click to add** arrow

Follow the registration process, as explained above.

Note: If your answers do not match your child's school records, you will be able to complete your account registration, but 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.



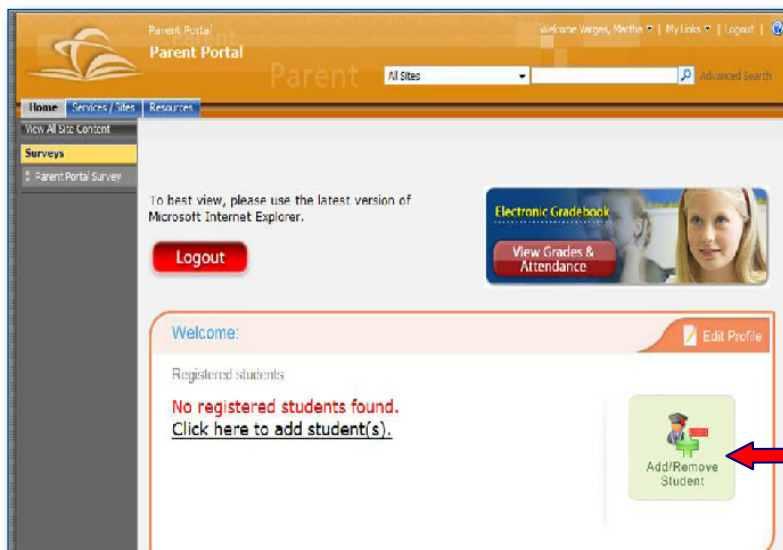
Parent Portal Account Registration



Removing a Student from the Parent Portal Account

To remove a registered student (option available only if more than one student is registered),

▼ **Log on** to the **Parent Portal**



Under **Registered students**,

▼ **Click** the **Add/Remove Student** link for the student to be removed

On the message: **Are you sure you want to remove this child,**

▼ **Click** **Yes or No**

To exit completely,

▼ **Click** **Logout**
(in the upper right corner)
▼ **Close** the Internet browser

Forgotten Username and/or Password

If you forget your user ID and/or password,

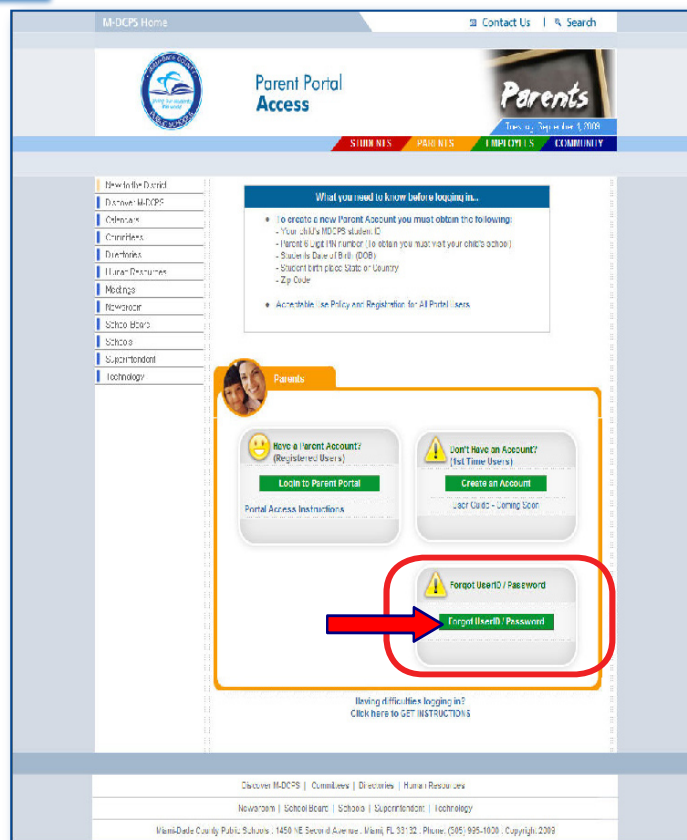
From the **Parent Portal Access** page,

▼ **Click** **Forgot User ID/Password**

Complete the requested information and your user ID and password will be sent to your e-mail address on file.

To change your e-mail address,

Log in to the **Parent Portal** and click on **Profile** to change your e-mail address.



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 need to submit a **Self Service incident** on your behalf.