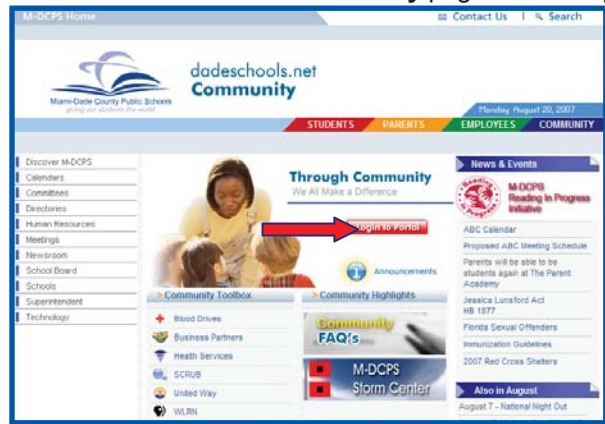To access the **Community Portal**, community members must register with the *Miami-Dade County Public Schools (M-DCPS)* computer network to create an account. A user name and password will be sent to your e-mail.

Getting Started

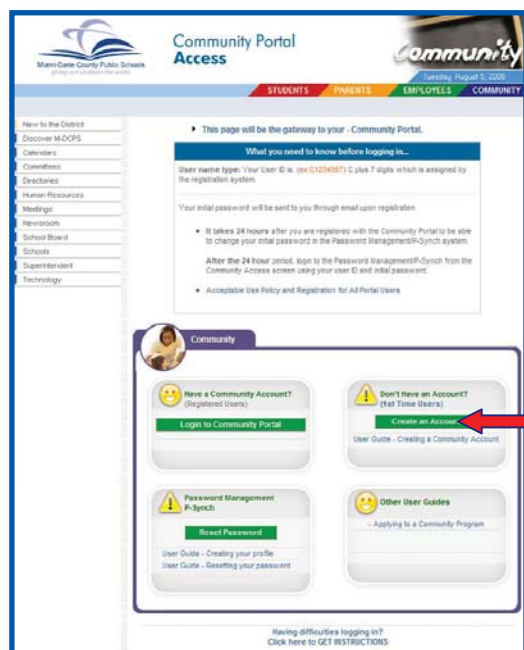To start the account registration process,

▼ **Open** the **Internet** browser
▼ **Type** **http://www.dadeschools.net**
▼ **Click** the **Community** tab

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

▼ **Click** **Login to Portal**

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

▼ **Click** **Create an Account**

The **Registration Request** page will be displayed.

Account Registration

On the **Registration Request** page,


Scroll down to read the entire Acceptable Use Policy.

▼ **Type** first name
last name
e-mail address
▼ **Re-Type** e-mail address

Under the e-mail address there is a shaded area with a number. The number must be entered in the field provided. If you cannot read the number, reload the page to generate a new one. *[To reload the page, click on the Refresh button on your Internet browser.]*

▼ **Type** the number in the provided field
▼ **Read** the **Acceptable Use Policy**
▼ **Click** **I Accept**
▼ **Click** **Submit**

The following message will be displayed:

"Thank you for requesting a community account with Miami-Dade County Public Schools. Your user name and password have been sent to your e-mail address. Please follow the instructions in the e-mail to complete your application for approval."
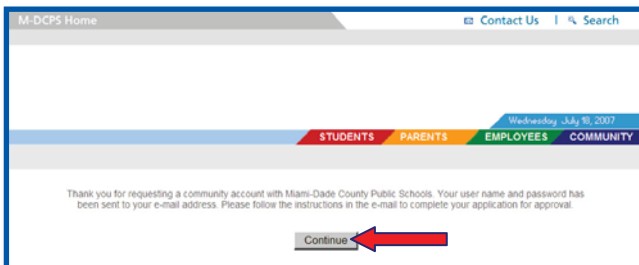
Your user name and password will be sent to your e-mail address and you will be able to access your account immediately.

▼ **Click** **Continue** to go back to the **Community Portal Access** page

Initial User Name and Password

From the e-mail, make a note of your user name and password; you may log in immediately. We recommend, that you register in our *Password Management* system to change your initial password so that you will be able to reset it in the future. This is the M-DCPS standard for self-service password management.

[See the Community Guide to Self-Service Password Reset Creating Your Profile and Resetting Your Password & Changing Profile Questions to assist you with this process at: http://myportal.dadeschools.net/community/.]
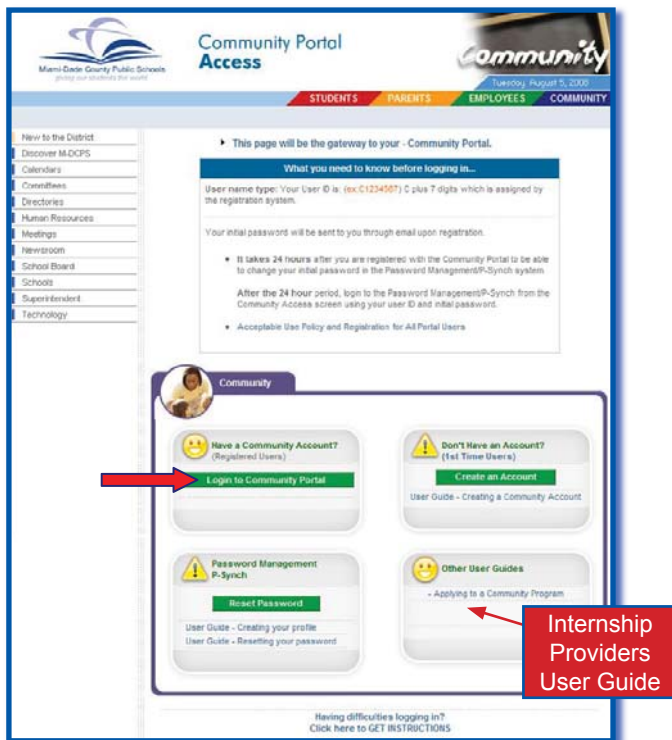
Accessing the Community Portal

From the e-mail,

▼ **Click** the address link

or

▼ **Open** the **Internet** browser
▼ **Type** **http://myportal.dadeschools.net/community/**

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

▼ **Click Login to Community Portal**

The **Log in** screen will be displayed.
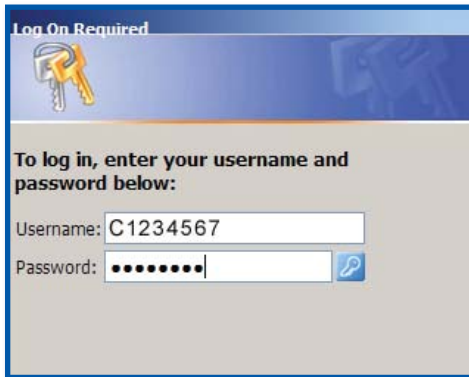
▼ **Type** Username
▼ **Type** Password
▼ **Press Enter**

The first time you access the Portal, the **M-DCPS Acceptable Use Policy** will be displayed for your approval. Please read the terms in detail. If you agree to these terms,

▼ **Click Accept**

The **Community Portal** page will be displayed.

Creating Your Profile/Resetting Your Password

The **Password Management P-Synch** system will allow you to reset your initial password. This will register your user name and password so that you will be able to reset it in the future. This is the M-DCPS standard for self-service password management. *[See the Community Guide to Self-Service Password Reset Creating Your Profile and Resetting Your Password & Changing Profile Questions to assist you with this process at: http://myportal.dadeschools.net/community/.]*
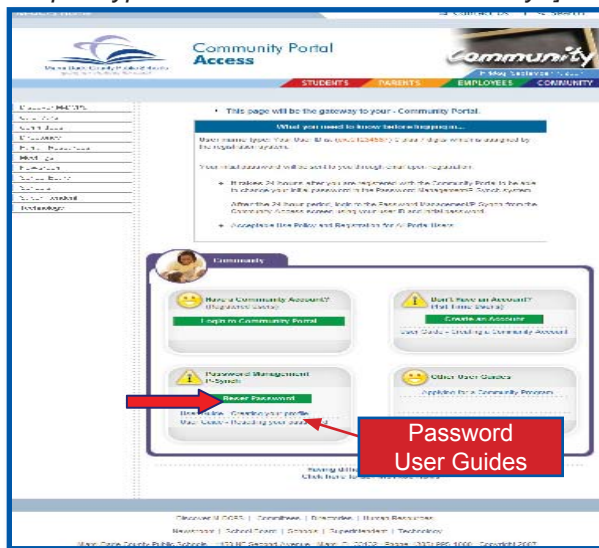
▼ **Click Reset Password**

You will create your profile and reset your password. You will not be able to access your account for 24 hours. *[See the provided User Guide links for step by step instructions.]*

Applying to a Community Program

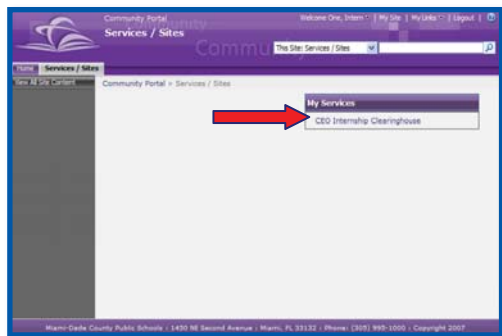Now you can apply for membership to any of the M-DCPS community programs.

From the **Community Portal** page, under **District News & Events**,

▼ **Click** CEO Internship Clearinghouse

or,

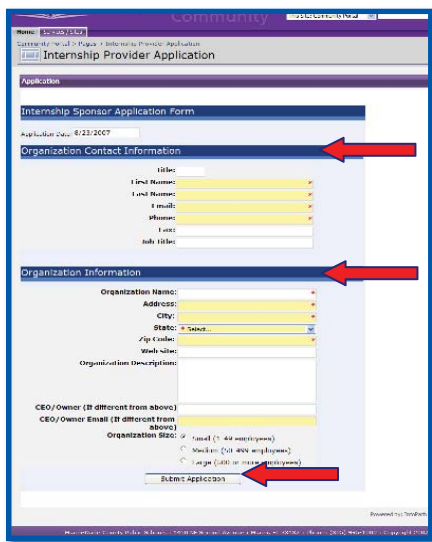▼ **Click** the **Services/Sites** tab

The **Community Portal Services/Sites** page will be displayed.

Under **My Services**,

▼ **Click** CEO Internship Clearinghouse

The **Internship Provider Application** form will be displayed.

NOTE: The e-mail address provided in this application form will be used for all Internship communications.
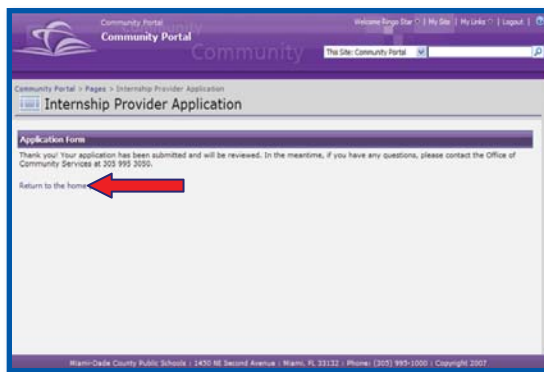
▼ **Type** Organization Contact Information
▼ **Type** Organization Information
▼ **Click** Submit Application

If no error messages appear, the application form was submitted successfully.
If the system detected any error, an error message will be displayed. Make the necessary corrections,

▼ **Click** Submit Application

The page will change to display the following message.

"Thank you for your interest! Our records indicate that you have successfully submitted an application/registration. Your application/registration is under review and you will be notified of the results via e-mail."

To go back to the **Community Portal** page,

▼ **Click** Return to the home page

To exit completely,

▼ **Click** Logout
▼ **Close** Internet browser

After review and approval of your application, you will receive an e-mail message with the Cooperative Agreement (if not previously on file). Please complete the Agreement and submit it. Once the Cooperative Agreement is executed, internship opportunities can be posted.
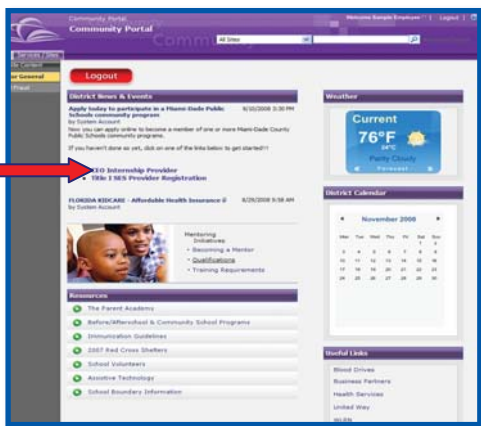
Accessing Internship Provider

From the Internet, log in to the Community Portal.
[See page 2, Accessing the Community Portal.]

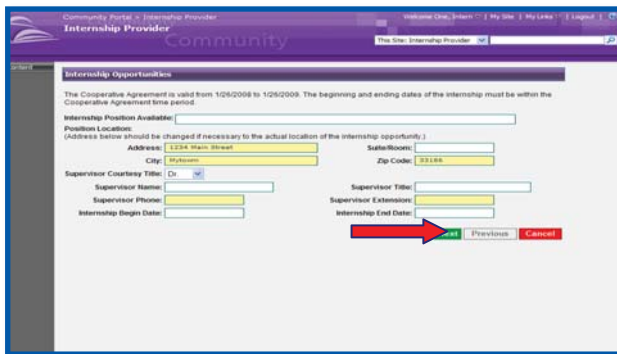The **Community Portal** home page will be displayed.

On the **Community Portal** page, under **District News & Events**,

▼ **Click CEO Internship Provider**

The **CEO Internship Provider** home page will be displayed.

Creating Internship Opportunities

To create Internship Opportunities,

▼ **Click Add**

The **Internship Opportunities** page displays career opportunites in clusters by grouping occupations and broad industries based on commonalities. The sixteen clusters provide a framework for the students to learn the academics and technical skills within an integrated curriculum preparing them for the workforce. A description of the cluster appears as it is selected from the list.
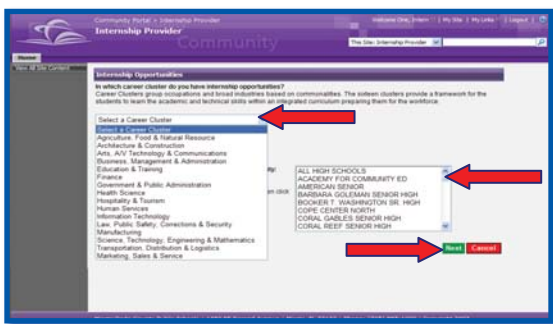
From the drop-down menu,

▼ **Select** the appropriate career cluster
Designate **ALL HIGH SCHOOLS** or scroll through the list for the specific school(s) for the internship opportunity.
To select multiple schools, press and hold down CTRL then click each school.

▼ **Click Next**

This screen provides for the details of the Internship Opportunity. The dates of the Internship must fall between the Cooperative Agreement dates. The **Position Location** will be pre-populated with the address from the Internship Provider application, but should be changed to the actual address of the internship opportunity.

▼ **Type** the details of the Internship Opportunity
▼ **Click Next**

The job skills for the Internship Opportunities will be listed.

NOTE: Hover the mouse over the skill for a description and examples for that skill.
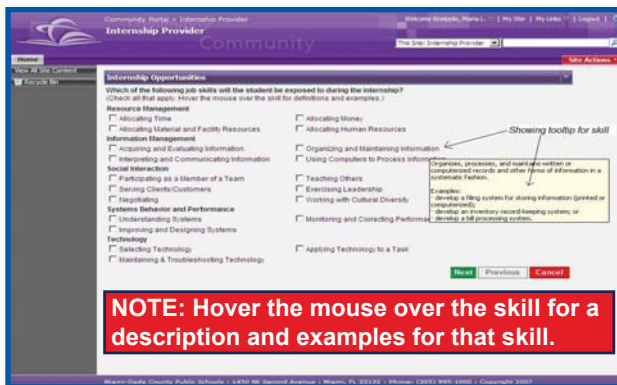
▼ **Click** all of the job skills that apply
▼ **Click Next**

The comments screen contains information related to the Internship. More than one Internship can be created from the same input. This is useful when more than one position is available and the details are the same or vary slightly. This field allows the posting of opportunities now that will not be available until a future date.
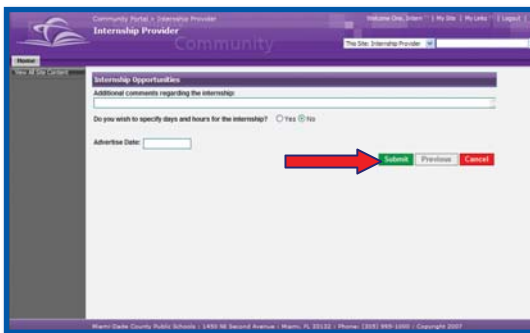
▼ **Type** any additional comments
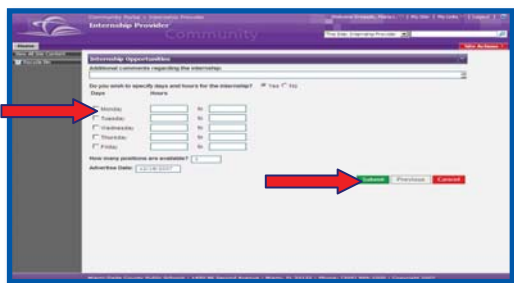
If **Yes** is selected for specific days and hours, new fields will be displayed.
- ▼ **Click** the applicable days
- ▼ **Type** the hours
- ▼ **Type** the number of positions
- ▼ **Type** the **Advertise Date** (date to appear on the student search results screen)
- ▼ **Click Submit**

After submitting the Internship Opportunity, a notification will be sent to verify that it was saved successfully.

Duplicating Internship Opportunities

All Internship Opportunities are displayed on the **Internship Provider** home page.
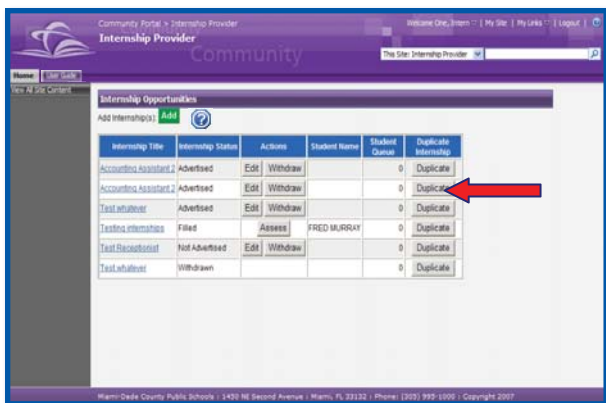
To duplicate an opportunity listed on the page,
- ▼ **Click Duplicate**

The pre-populated **Add Opportunity** pages will be displayed. Verify the information on the screens and make changes as needed.
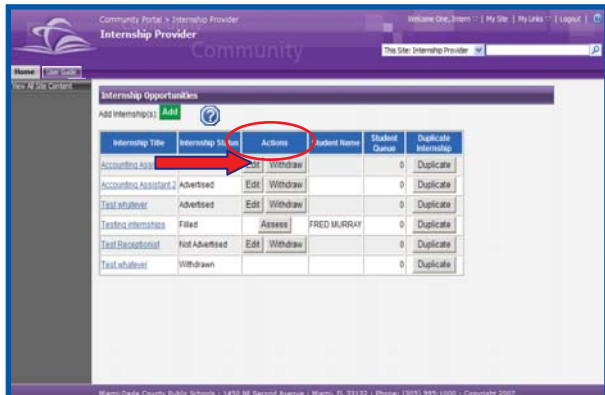- ▼ **Click Submit**

Editing Internship Opportunities

From the **Internship Provider** home page, opportunities can be modified. You can edit an opportunity only when no students have requested interviews for the opportunity.

To modify an Internship Opportunity, under **Actions**,
- ▼ **Click Edit**

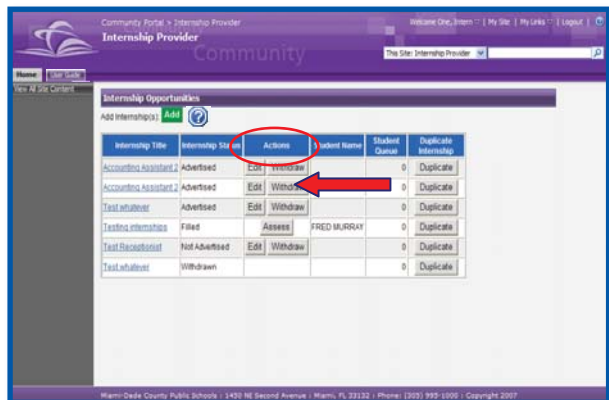Review the information and edit the screens as needed.
- ▼ **Click Submit**
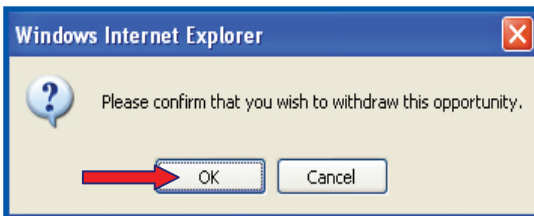
Withdrawing Internship Opportunities

From the **Internship Provider** home page, opportunities can be withdrawn.
To withdraw an Internship Opportunity, under **Actions**,
- ▼ **Click Withdraw**

A confirmation message will be displayed.

- ▼ **Click OK**

The **Internship Status** will be changed to **Withdrawn** and will not be displayed on the student's search page.

NOTE: Editing and withdrawing an opportunity is only available when no students have requested interviews.
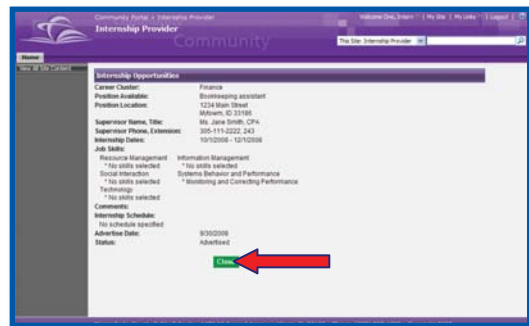
Viewing Internship Details

To view the summary details of an Internship, under **Internship Title**,

▼ **Click** on the job title
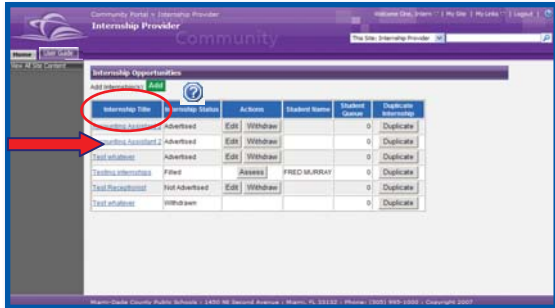
The **Internship Opportunities** details page will be displayed.
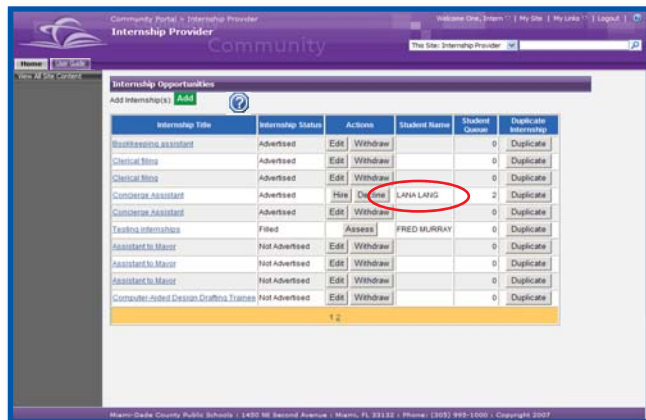

To return to the **Internship Provider** home page,

▼ **Click Close**

The Interview Process

The CEO School Coordinator must approve the request when a student requests an interview. When the student is approved to interview, he/she is added to the student queue.


The name of the first student approved to interview for the opportunity will be displayed for the Provider. The student's message box will be displayed with the supervisor's contact information and he/she is responsible for initiating contact to schedule the interview.

NOTE: Providers will receive e-mail messages when a CEO School Coordinator approves students for interviews or releases students from the interview process.

After the interview, the Provider must decide whether the student will be hired or not.

To hire the student, under **Actions**,

▼ **Click Hire**
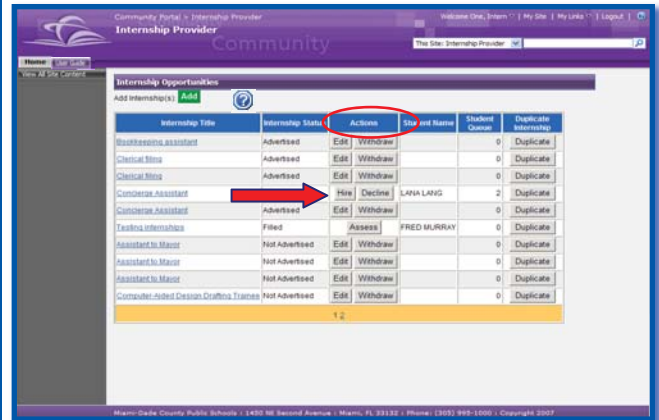
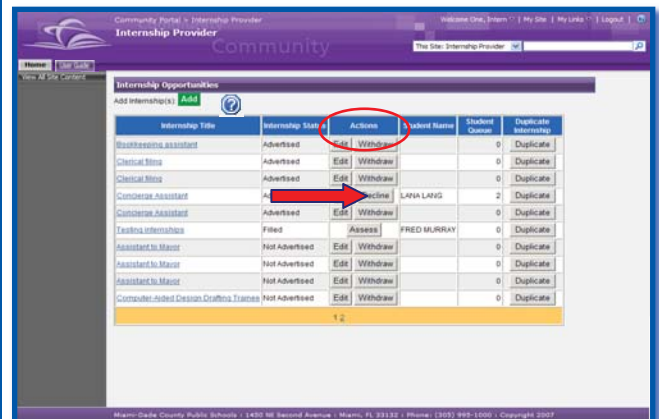A confirmation message will be displayed.

▼ **Click OK**

The student will be notified and the CEO School Coordinator will approve the hiring after the student completes the required paperwork. The **Internship Status** will change to **Filled**.

NOTE: Providers will receive e-mail messages when a CEO School Coordinator releases students for hire, when the Risk Waiver Form requirements have been met, and when the student is ready for hire.

To decline to hire the student, under **Actions**,

▼ **Click Decline**

A confirmation message will be displayed.

▼ **Click** OK

The student will be notified of your decision. The next student in the queue, if any, will then receive the supervisor's contact information and will be instructed to schedule an interview. The next student's name will be displayed for the Provider.
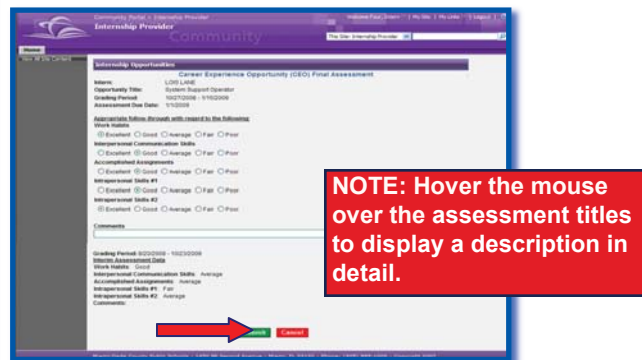
Student Assessments

After a student is hired, the Provider is required to submit an assessment of the student's performance in five areas. Assessment information is due two weeks before the end of each grading period. An e-mail reminder will be sent to the Provider before the due date. Providers can update assessments within the two week window; however, after the due date, assessment information can not be changed.

To complete a student's assessment, under **Actions**,
▼ **Click** Assess
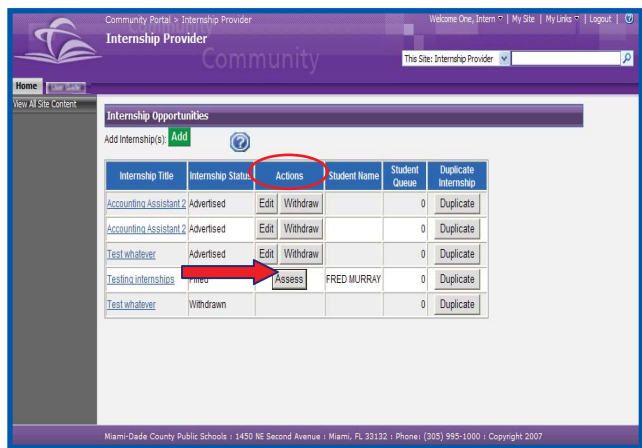
The **Career Experience Opportunity (CEO) Interim Assessment** page will be displayed.

NOTE: Hover the mouse over the assessment titles to display a description in detail.

Assessment Descriptions:

Work Habits
Student intern's attendance and punctuality is excellent, he/she is dressed appropriately, and is ready to learn and accomplish tasks and assignments.

Interpersonal Communication Skills
Student intern demonstrates correct and effective oral and written language skills and is professional with customers and colleagues.

Accomplished Assignments
Student intern meets deadlines and responsibilities in a reliable and consistent manner.

Intrapersonal Skills #1
Student intern demonstrates honest and ethical behavior and is culturally sensitive.
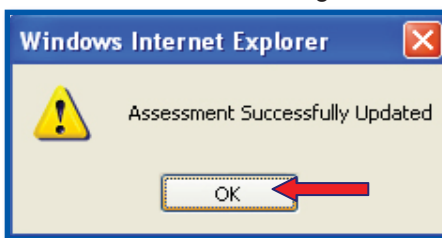
Intrapersonal Skills #2
Student intern demonstrates adaptability and leadership skills, is self-motivated, creative, and cooperative.

▼ **Click** a response in each of the five areas
▼ **Type** any appropriate comments

To save the assessment entry,
▼ **Click** Submit

On the confirmation message,

▼ **Click** OK

The assessment information can only be seen by the CEO School Coordinator, not the student.
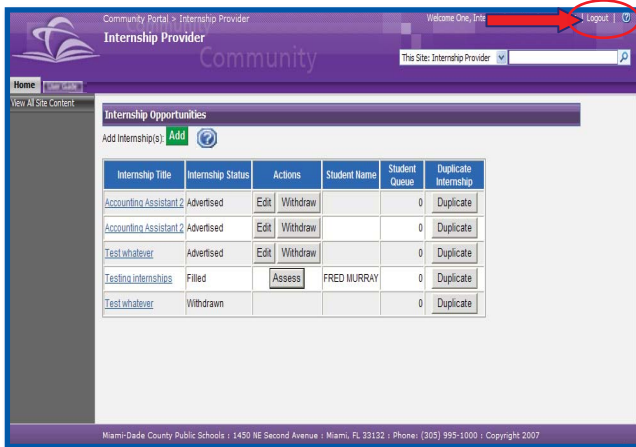
Logout

It is important to close the **Internship Provider** page to prevent access to your portal by others.

To exit the Portal, in the upper right corner of the navigation toolbar,

▼ **Click** on **Logout**

Whom to Contact for Assistance

For questions regarding **Internship Providers**, contact the *Office of Community Services* at 305 995-3050.