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 adding a student into 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**

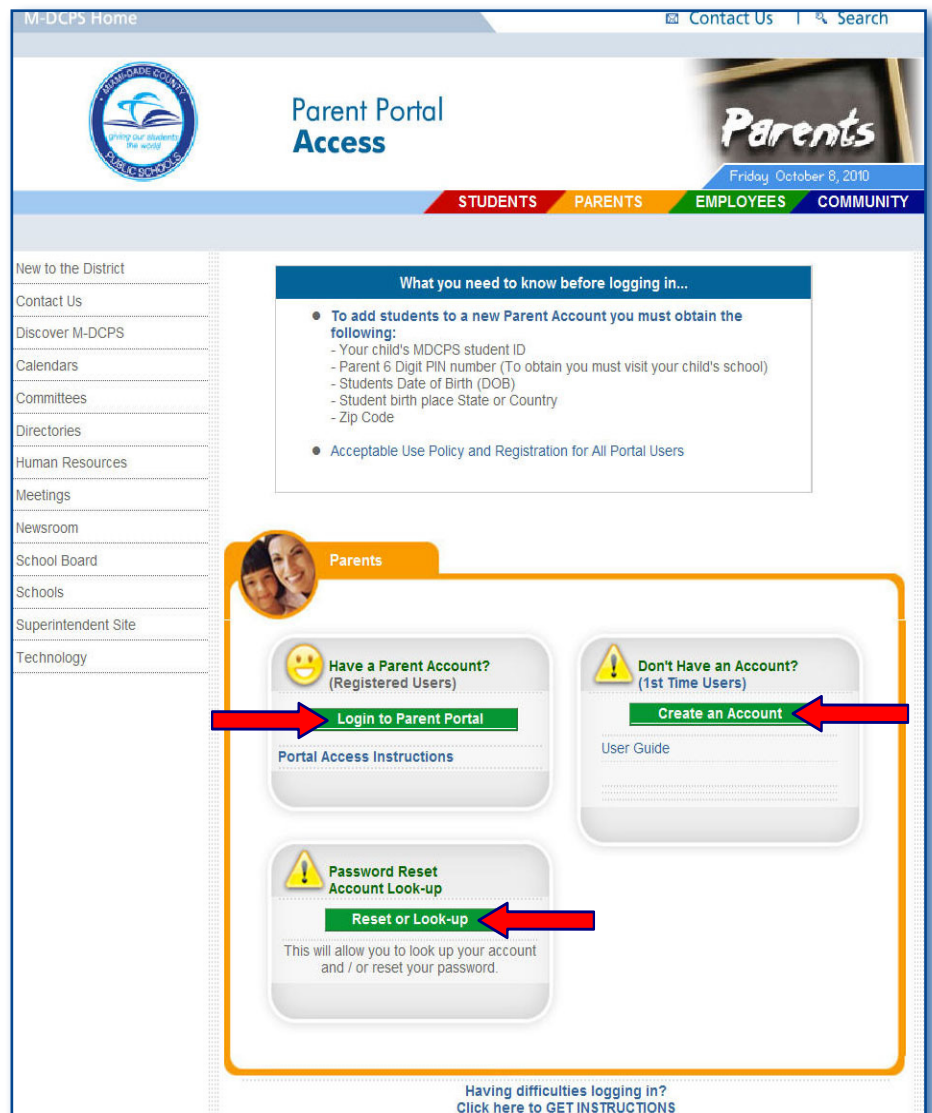The **Parent Portal Access** page will be displayed.

Parent Portal Access Page

The **Parent Portal Access** page lists the information required to create a new parent portal account.

Three Parent Portal Account options are displayed.

- **Login to Parent Portal**
- **Create an Account**
- **Password Reset/Account Look-up**

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 for future reference.

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

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

Password Reset/Account Look-up - A link for parents to request their user ID and/or password through their registered e-mail account.

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.

To create a new account, from the **Parent Portal Access** page at http://myportal.dadeschools.net/parent/,

▼ **Click   Create an Account**

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

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.

In the **Parent Registration System**,

▼ **Type** First Name
Middle Name (optional)
Last Name

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

In the Email section,
▼ **Type** your e-mail address
(ex: myemail@dadeschools.net)
A different e-mail address is required for each account.

▼ **Re-Type** your e-mail address

Or, check the box, if you want M-DCPS to provide you with an e-mail.

For security purposes,
▼ **Type** the code displayed from the image on the screen
▼ **Click** **Register**

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

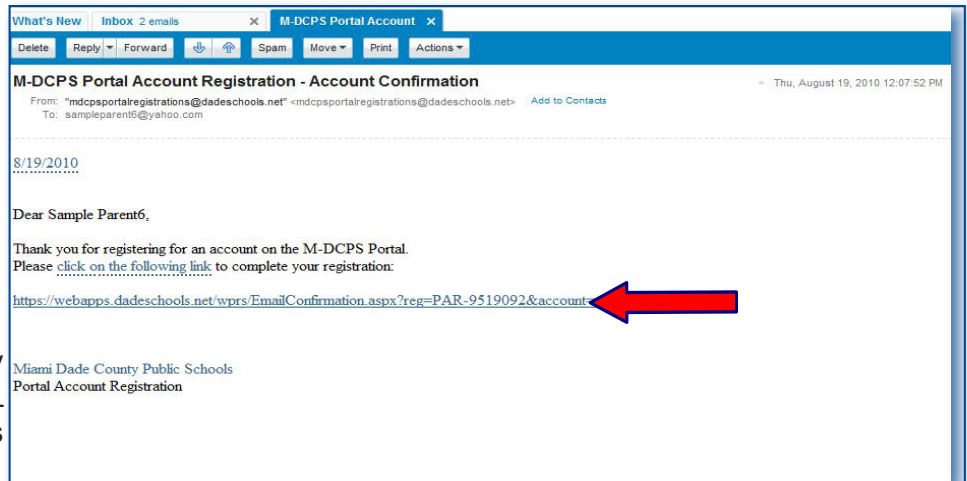Please log on to your e-mail account to read the message.

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

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

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

Please wait while your account is created. A message will be displayed upon completion.
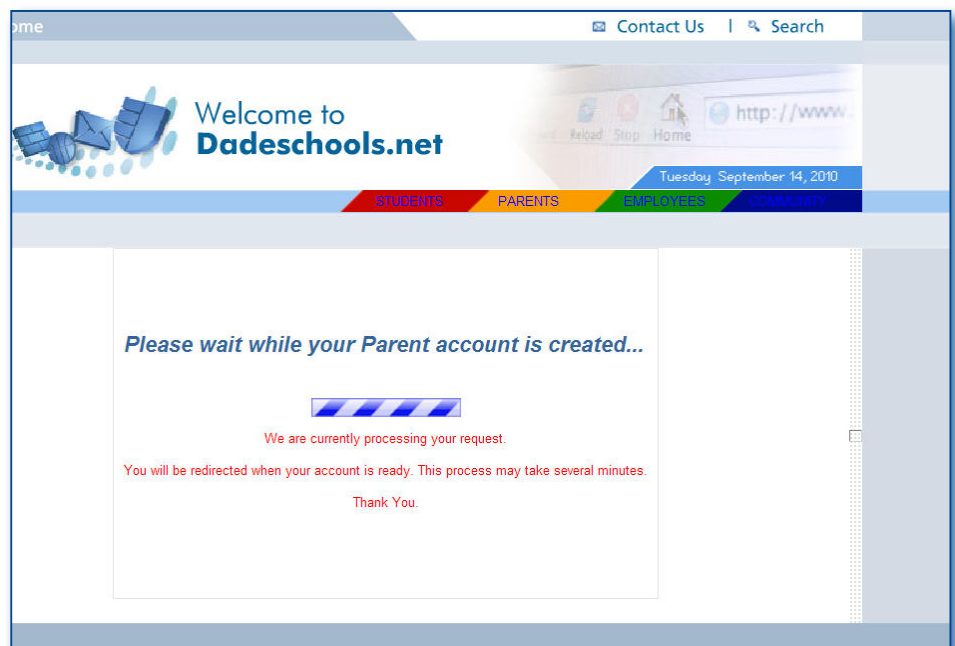
Congratulations! Your account has been created. Your username will be displayed. The username assigned and the password you selected will be required each time you log in to the Parent Portal.

You can log in to your new account from this link, from the message sent to your e-mail account, or from the Parent Portal Access page *(see page 3).*

Once the account is created, you may add your child(ren) to your account.
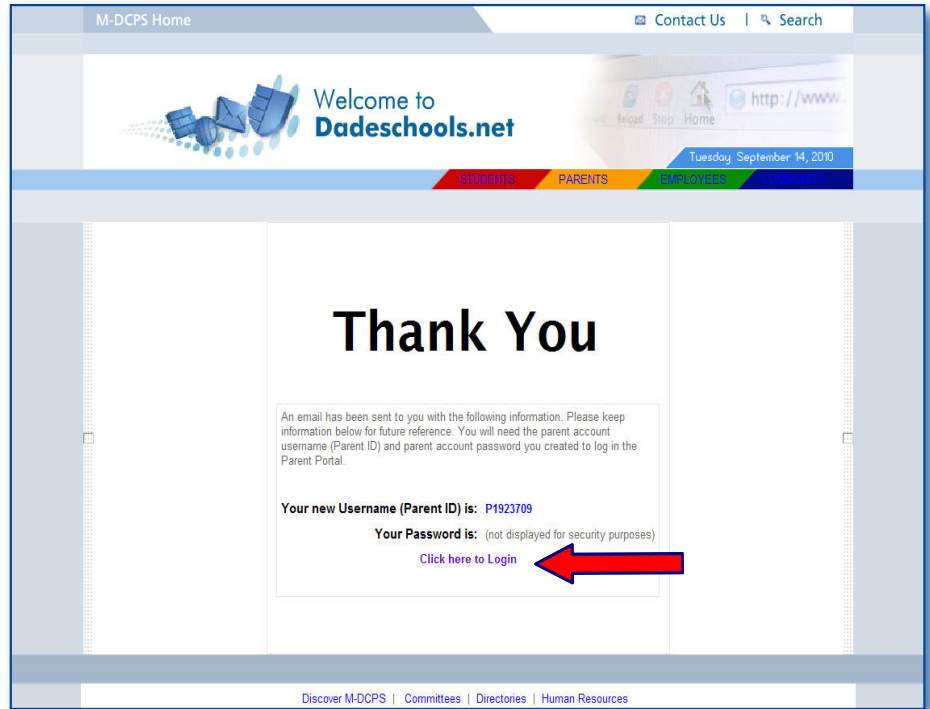
Note: It is recommended that these pages be saved and filed for future reference.

This is a sample of an e-mail message sent to you with this information to verify your new Parent Portal account.

You can log in to your new account from the message sent to your e-mail account, or from the Parent Portal Access page *(see page 3).*
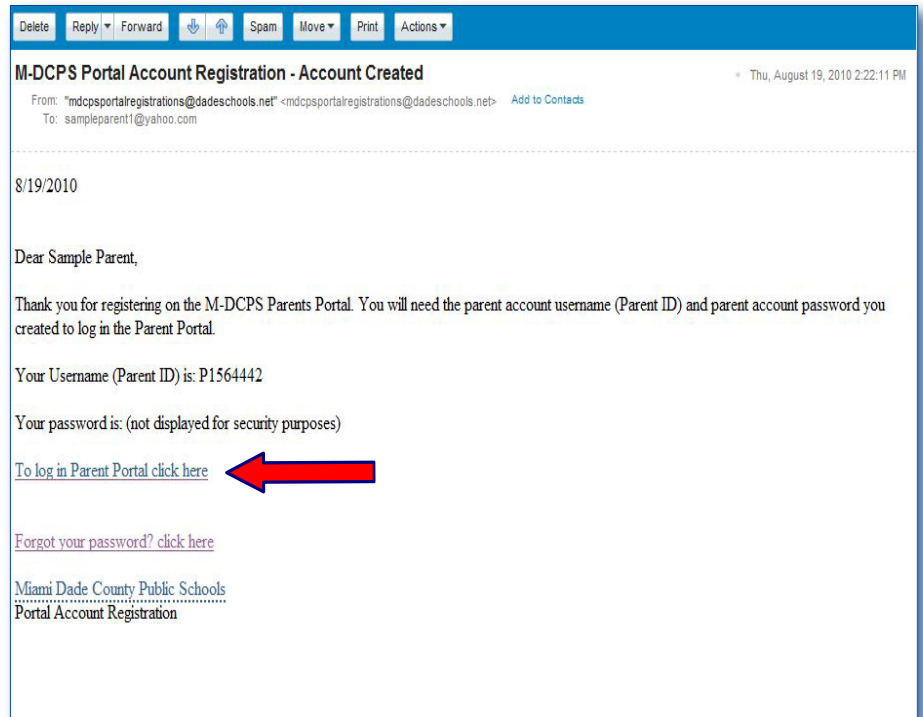
Logging in to the Parent Portal

In the **Username** field,
- ▼ **Type** your user ID (issued in the message at the end of the registration process)
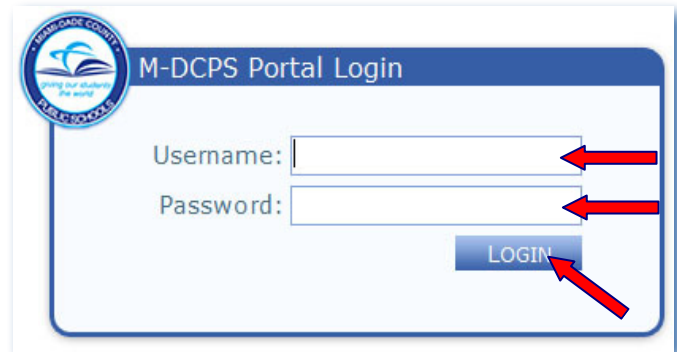
In the **Password** field,
- ▼ **Type** your password (selected during the registration process)
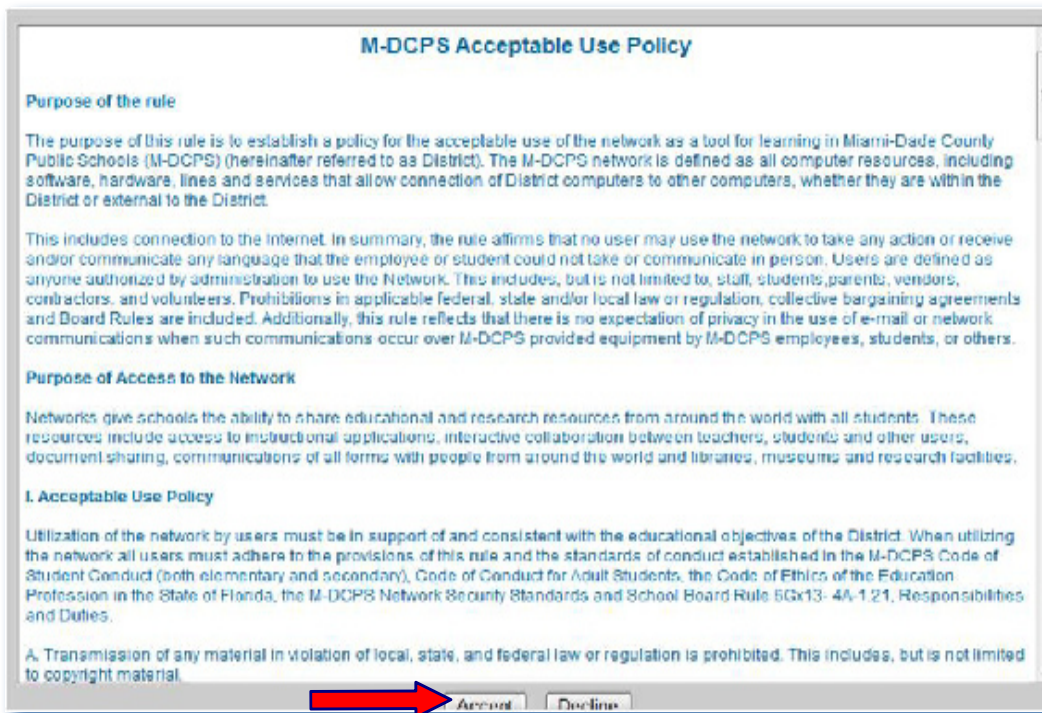
- ▼ **Click** **Log in** 🔑

  or,
- ▼ **Press** **Enter**

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.

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. After adding a student to the account, the Electronic Gradebook will be available in 24 hours.

To register a student for the account, from the **Parent Portal** home page,

▼ **Click** **Add/Remove Student** icon
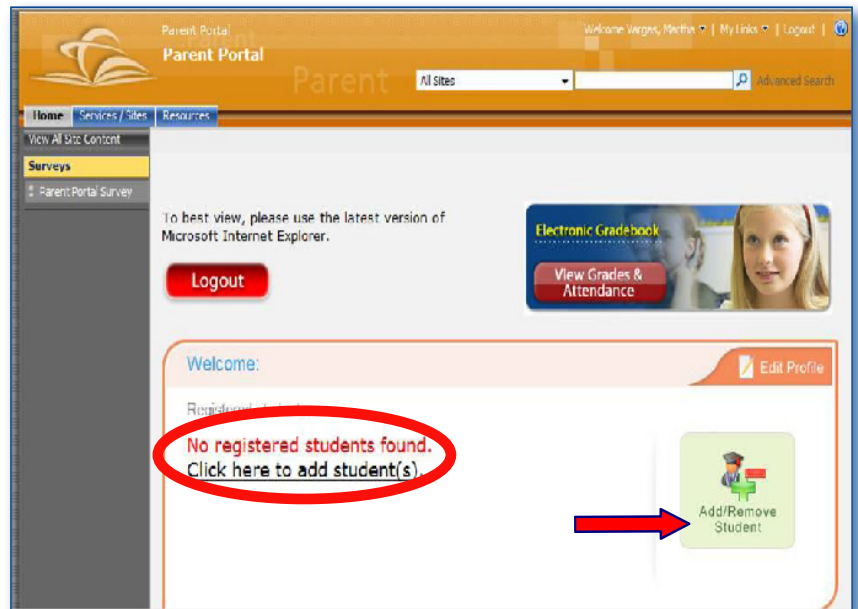
The **Register Students** page will be displayed.

Note: The unique student ID number and Parent PIN number required to add each child to your account can be obtained at the school.

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. 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 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 for verification.
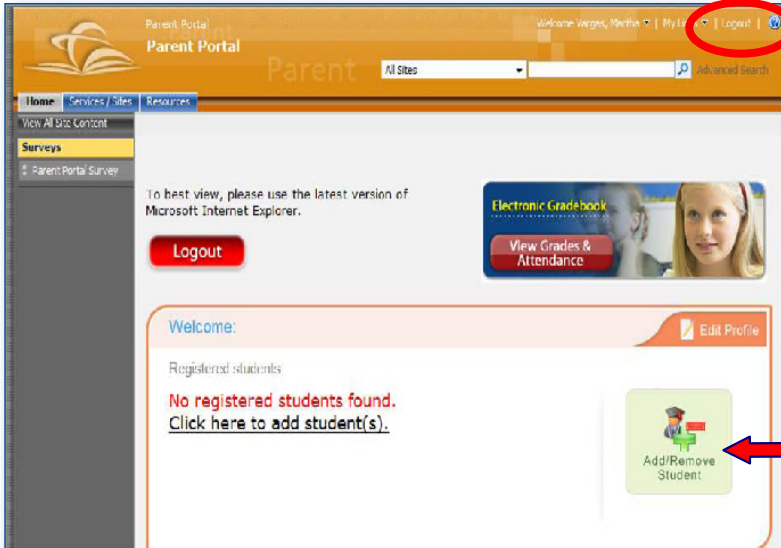
Removing a Student from the Parent Portal Account

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** icon for the student to be removed

On the **Registered students** column,
▼ **Click** the ❌ by the student you would like to remove

On the message: **Are you sure you want to remove this child,**
▼ **Click** **OK** (to remove child) or **Cancel** (to discontinue request)

To exit the Portal completely,
▼ **Click** **Logout** (in the upper right corner)
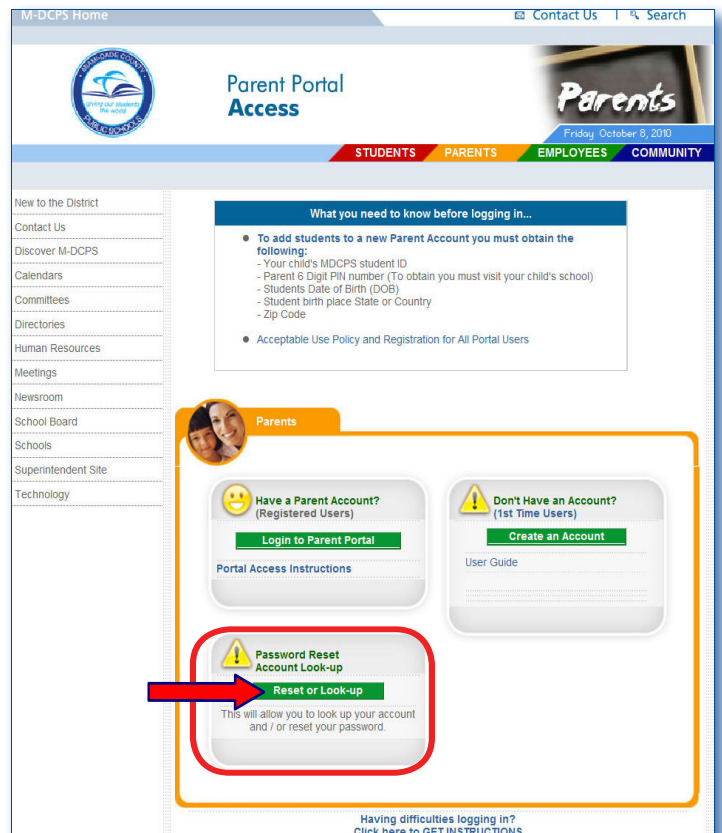▼ **Close** the Internet browser

Password Reset/Account Look-up

Parent Portal account users can reset their password and look-up account information.

From the **Parent Portal Access** page,

▼ **Click** **Reset** or **Look-up**

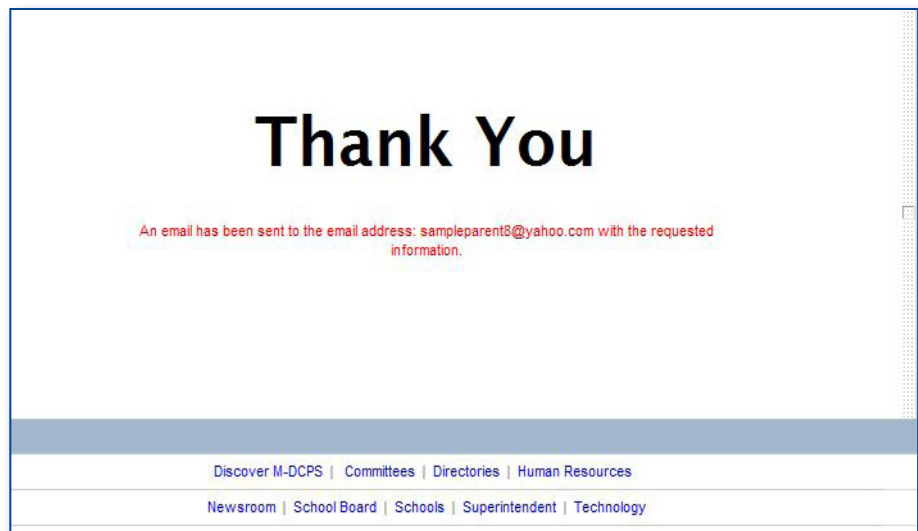The **Forgot User ID or Password** screen will be displayed.

From the **Forgot User ID or Password** screen,

▼ **Type** your **User ID/User name** or your **E- mail Address**

▼ **Click** **Submit**
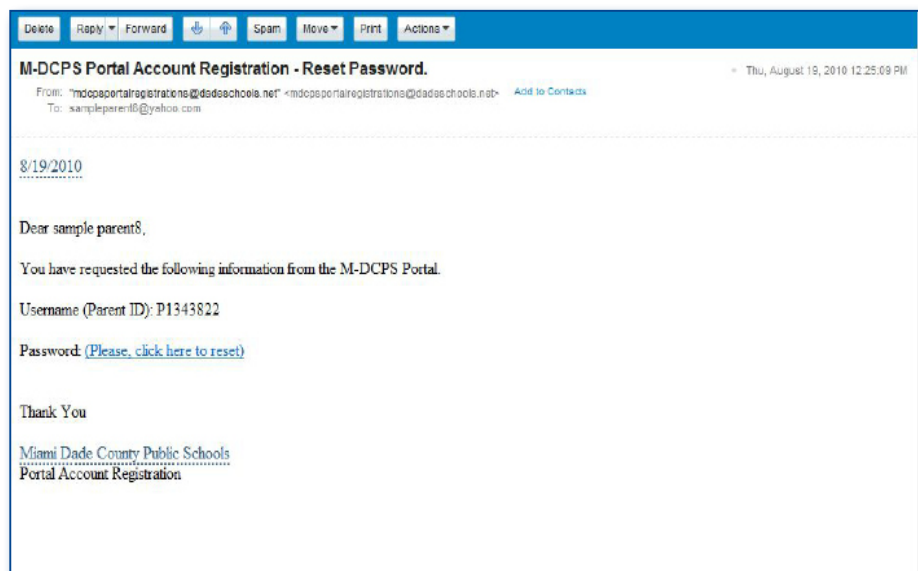
The **Thank You** message will be displayed.

Forgot User ID or Password

Please enter one of the following, an email will be sent to your registered email.

User ID / Username

OR

Email Address

Submit

An e-mail will be sent to your e-mail address on file with the requested information.

Thank You

An email has been sent to the email address: sampleparent8@yahoo.com with the requested information.

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Open the e-mail account to view the message.

To reset the password,
▼ **Click** on the link to reset

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

Delete   Reply ▾ Forward   ✋ ⤴   Spam   Move ▾   Print   Actions ▾

M-DCPS Portal Account Registration - Reset Password.

From: "mdcpsportalregistrations@dadeschools.net" <mdcpsportalregistrations@dadeschools.net>   Add to Contacts   · Thu, August 19, 2010 12:25:09 PM
To: sampleparent8@yahoo.com

8/19/2010

Dear sample parent8,

You have requested the following information from the M-DCPS Portal.

Username (Parent ID): P1343822

Password: (Please, click here to reset)

Thank You

Miami Dade County Public Schools
Portal Account Registration

On the **Password Reset** screen, select a personal password; exactly eight (8) characters long.

This password will be required each time you log in to the Parent Portal.

▼ **Type   New Password**
▼ **Type   New Password**
            again to confirm

▼ **Click   Submit**

You will use this password to log in to the Parent Portal.

Password Reset

Please enter a new password below:

* Important: Password must be EXACTLY 8 characters and must contain numbers and letters.

New Password:

Confirm Password:

Submit

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M-DCPS : 1450 NE 2nd Ave. : Miami, FL 33132 : Phone: (305) 995-1000 (For Non Technical Questions Only) © 2010

E-mail Address Changes

To change your e-mail address,
▼ Log in   to the **Parent Portal**
▼ **Click   Edit Profile**
▼ **Type**   your new e-mail address
▼ **Click   Update**

A confirmation message will be displayed.

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 *Self Service* incident on your behalf.