



### 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.





Contact Us | Search

### **Parent Portal Access Page**

options are displayed.

Look-up

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

Parent Portal Access Three Parent Portal Account EMPLOYEES COMMUNITY New to the District What you need to know before logging in.. Login to Parent Portal Contact Us To add students to a new Parent Account you must obtain the Discover M-DCPS following: - Your child's MDCPS student ID Create an Account Parent 6 Digit PIN number (To obtain you must visit your child's school)
 Students Date of Birth (DOB) Calendars Password Reset/Account Committees Student birth place State or Country - Zip Code Directories Acceptable Use Policy and Registration for All Portal Users Human Resources Meetings Newsroom School Board Schools Superintendent Site Technology Have a Parent Account? Don't Have an Account? (Registered Users) (1st Time Users) Create an Ac Login to Parent Port User Guide Portal Access Instructions Password Reset Account Look-up Reset or Look-up This will allow you to look up your account and / or reset your password. Having difficulties logging in? Click here to GET INSTRUCTIONS

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 4 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

M-DCPS Home	🖾 Contact Us 🔢 🤻 Search
Contraction of the second	Parent Portal Access Friday October 8, 2010
	STUDENTS PARENTS EMPLOYEES COMMUNITY
New to the District	What you need to know before logging in
Contact Us	
Discover M-DCPS	<ul> <li>To add students to a new Parent Account you must obtain the following:</li> </ul>
Calendars	<ul> <li>Your child's MDCPS student ID</li> <li>Parent 6 Digit PIN number (To obtain you must visit your child's school)</li> </ul>
Committees	- Students Date of Birth (DOB) - Student birth place State or Country
Directories	- Zip Code
Human Resources	<ul> <li>Acceptable Use Policy and Registration for All Portal Users</li> </ul>
Meetings	
lewsroom	
School Board	Parents
Schools	
Superintendent Site	
Technology	Have a Parent Account? (Registered Users)       Don't Have an Account? (1st Time Users)         Login to Parent Portal       Create an Account         Portal Access Instructions       User Guide
	Password Reset Account Look-up Reset or Look-up This will allow you to look up your account and / or reset your password.
	Having difficulties logging in? Click here to GET INSTRUCTIONS

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





Next

### 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.

### 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.

M-DCPS Acceptable Use Policy

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 Agree O I Disagree

I. Acceptable Use Policy

### 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

# Welcome to the Parent Registration System

	Parent First Name	•
	Parent Middle Name (optional)	
$\bigtriangledown$	Parent Last Name	2
	Create parent account password (must be exactly 8 characters)	*
$\overline{\nabla}$	Re-enter password	*
	Email	*
2	(ex: myemail@dadeschools.net) Re-enter Email	*
	OR	
$\bigtriangledown$	I want M-DCPS to provide me with	h an email.
	For security purposes, please type the co please click here.	de from the image below. If you are unable to read the in
<b>4</b> ▽		HHYS
		*
		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.



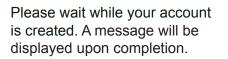
Please log on to your e-mail account to read the message.

### 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.









**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).

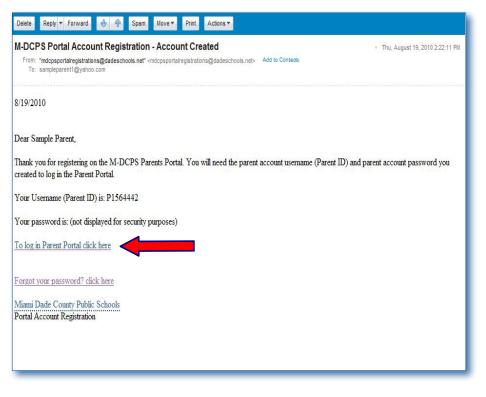
Once the account is created, you may add your child(ren) to your account.



### 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

M-DCPS Portal Login	
Username: And	
LOGIN	J

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.

M-DCPS Acceptable Use Policy
Purpose of the rule P
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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, boths 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, meseums and research facilities.
I. Acceptable Use Policy
Utilization of the network by users must be in support of and consistent with the educational objectives of the District. When utilizing the network all users must adhere to the provisions of this rule and the standards of conduct established in the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education. Profession in the State of Florida, the M-DCPS Network Security Standards and School Board Rule 5Gx13- 4A-1.21, Responsibilities and Duties.
A. Transmission of any material in violation of local, state, and federal law or regulation is prohibited. This includes, but is not limited to copyright material.
Accent Decline

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.

To	Parent Portal Parent Portal Parent Alstes	Wekane Weger, Nether •   My Links •   Lagast   🚇
Home Services/Sites	Resources	
Surveys		
	To best view, please use the latest version of Microsoft Internet Explorer.	Electronic Gradebook View Grades & Attendance
	Welcome:	Edit Profile
	Registered students found. No registered students found. Click here to add student(s).	Add/Remove Student

Complete the requested student information in the spaces provided to add your child to your account.

Parent Portal Parent AlStes	Advanced Search	TypeStudent ID number (7 digits)TypeParent PIN number (6 digits obtained at the school)
Home         Services / Stes           Parent Portal > Applications > psrs           Register         Students	Ţ	TypeHome Zip CodeTypeDate of Birth (mm/dd/yyyy)
Parent ID: P1406140	▼ Fro	he <b>Student born in the U.S.?</b> field, Click Yes or No om the drop-down menu,
Add Student Student ID (7 digits) 0339404 @ Parent PIN (6 digits) 354004 @		SelectBirth State (or Country if not U.S. born)Clickthe green Click to add arrow
Home Zip Code 33104 Date of Birth 03/11/2004 Student born in the U.S.? © Yes © No	dis fiel	e registered student's name will be played under the <b>Registered Students</b> d. Please allow 24 hours before viewing student's Electronic Gradebook.
Birth State FL 💌	foll	add another student to the account, ow the registration process, as explained ove.

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.

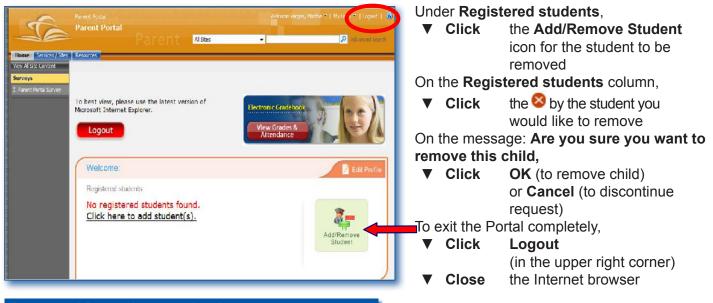




### **Removing a Student from the Parent Portal Account**

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

### ▼ Log on to the Parent Portal



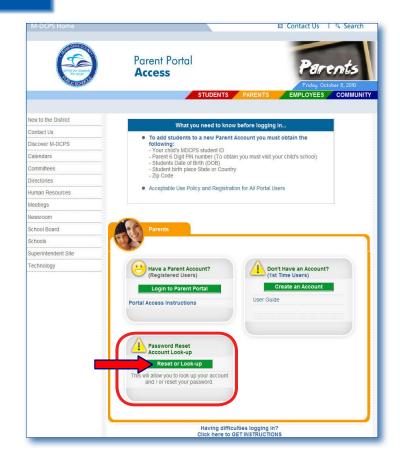
### Password Reset/Account Look-up

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.

User ID / Username	
DR	
Email Address	

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



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.

M-DCPS Portal Account Registration - Reset Password.	<ul> <li>Thu, August 19, 2010 12:25:09 Ph</li> </ul>
From: "Indepapertairagistrations@dadeachools.net" «indepapertairagistrations@dadeachools.net» Add to Contacta To: sampleparent@@yahoo.com	
8/19/2010	
Dear sample parent8,	
You have requested the following information from the M-DCPS Portal.	
Jsername (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.* 

▼	Туре	New Password
	Type	New Password

again to confirm

### ▼ Click Submit

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

### **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.

# 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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