



## Parent Portal - Create an Account and Forgot Password



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 to your account, you must obtain a Parent PIN number for each child, from their 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,

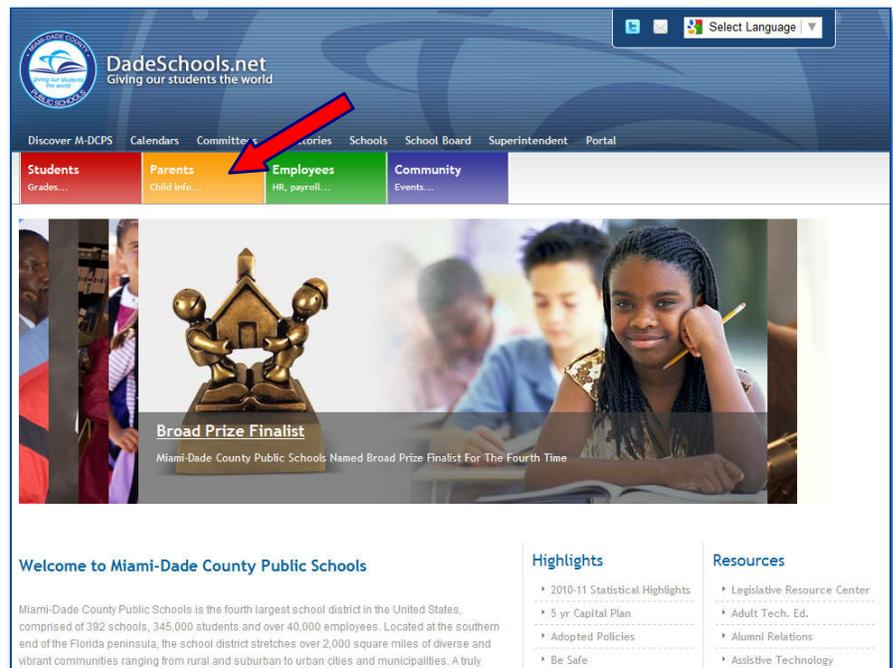
- ▼ **Open** the Internet browser
- ▼ **Type** [www.dadeschools.net](http://www.dadeschools.net)

On the Dadeschools.net page,

- ▼ **Click** **Parent** 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 login. If you have forgotten the Username or Password or your old account, click on the Forgot Username/Password link located on the Dadeschools.net Parent 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 10.]**



On the Dadeschools.net Parents page,

- ▼ **Click** **Create Account**

The M-DCPS Acceptable Use Policy page will display.





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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.

**Important: If you do not have an email, one can be provided by M-DCPS. Please go to page 5 for instructions on completing your registration.**

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 in to the Parent Portal.*

- ▼ **Type** Password
- ▼ **Re-Type** Password

**In section 3,**

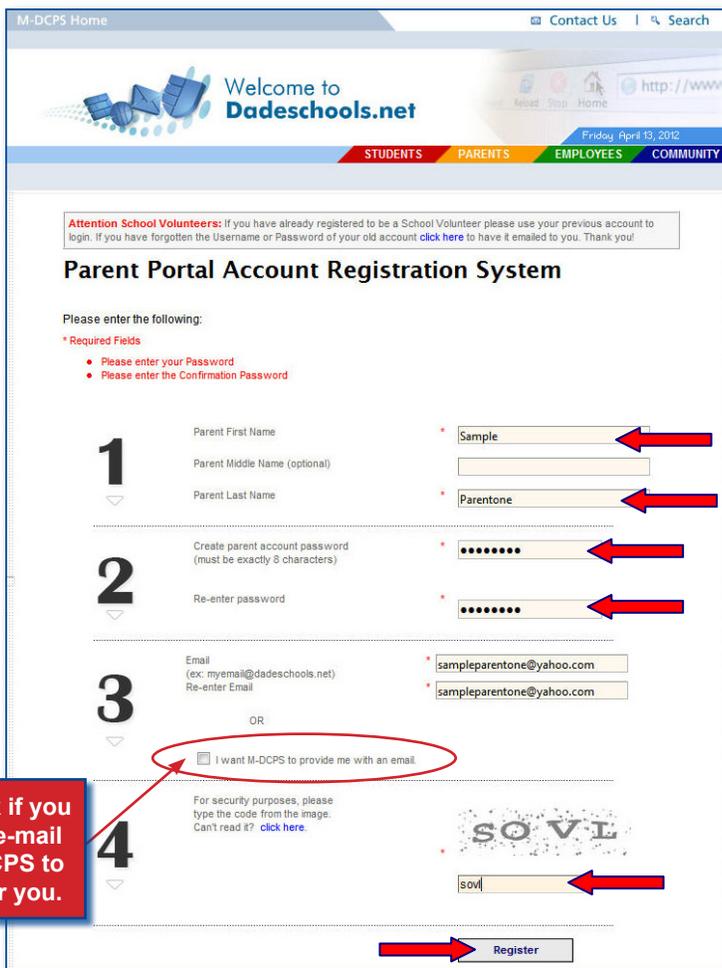
- ▼ **Type** your email address  
(Ex: sampleparentone@yahoo.com)
- ▼ **Re-Type** your e-mail address

**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.



**Optional, check if you don't have an e-mail and want M-DCPS to provide one for you.**



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

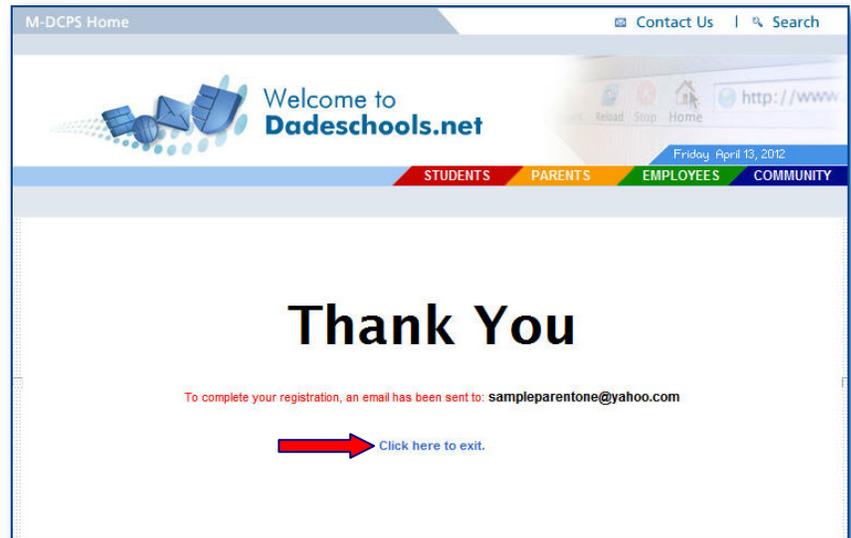
On the **Thank You** page,

▼ **Click** **Click here to exit** link

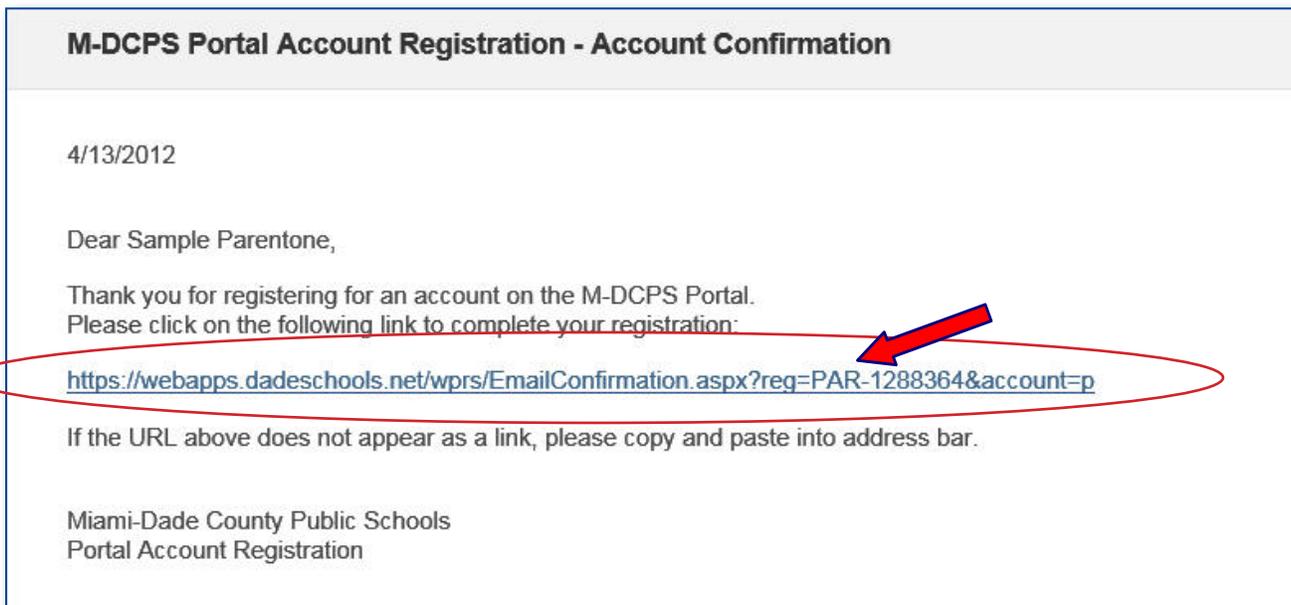
The **Thank You** page will close.

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

***If you selected the option to have M-DCPS provide you with an email, go to page 5 to complete your registration.***



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



▼ **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.



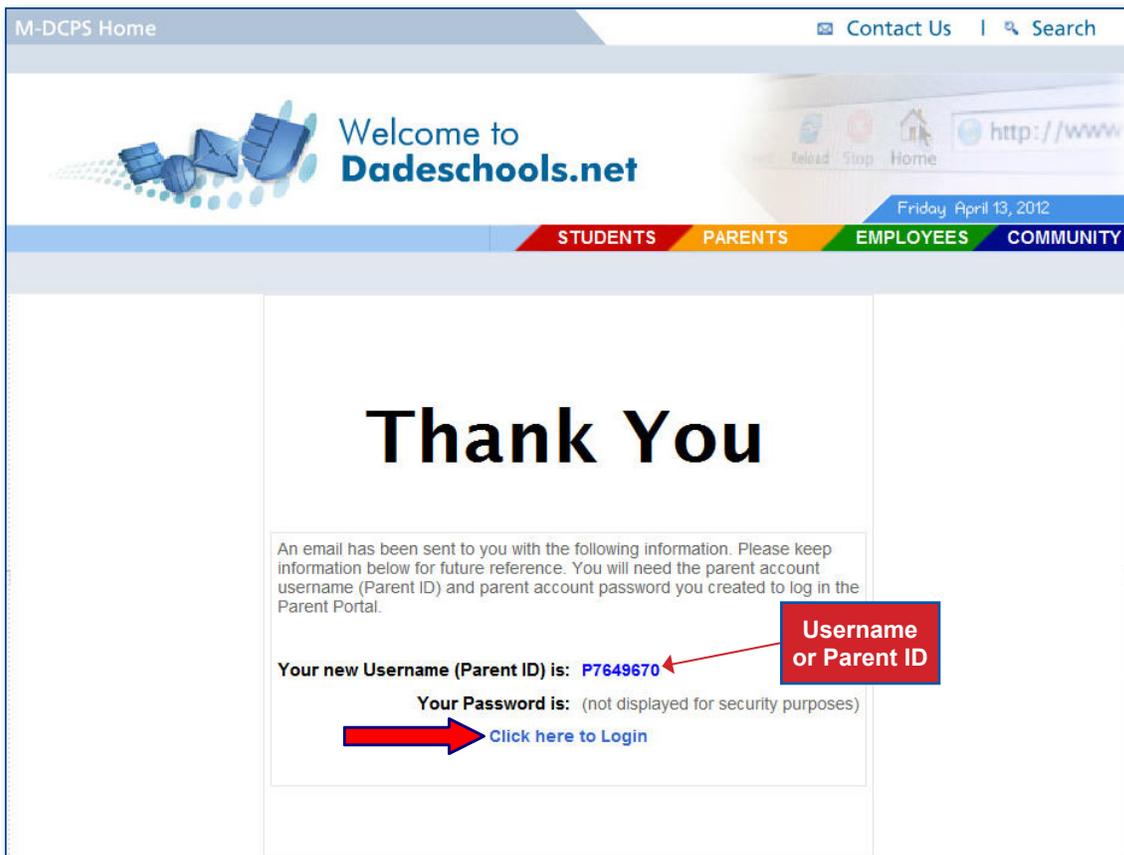
## Parent Portal - Create an Account and Forgot Password



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 in the Parent Portal.



▼ **Click** [Click here to Login](#) link

The **Dadeschools.net Parents** page will display. [Go page 7, 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.**



## Parent Portal - Create an Account and Forgot Password



### Parent Portal Account Registration with M-DCPS Email

Continue here if you **DO NOT** have an email address and would like M-DCPS to provide one for you.

On the **Parent Portal Account Registration System** page, 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 in to the Parent Portal.*

- ▼ **Type** Password
- ▼ **Re-Type** Password

#### In section 3,

- ▼ **Click**  to check the option **I want M-DCPS to provide me with an email**

#### In section 4,

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

- ▼ **Click** **Register**

The “**Please wait while your Parent account is created...**” page will display.

When the process is complete, the **Thank You** message page will display with your new **Username** (Parent ID).

You will need the password you created in Section 2, of this page, to log in to the Parent Portal.

- ▼ **Click** **Click here to Login**

The **Dadeschools.net Parents** page will display.

**Note: It is recommended that this page be saved and filed for future reference.**



# Parent Portal - Create an Account and Forgot Password



From the **Dadeschools Parents** page,

▼ **Click**     **Login to Parent Portal**

The **M-DCPS Portal 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 in to the Parent Portal.



### Adding Students to the Parent Portal Account

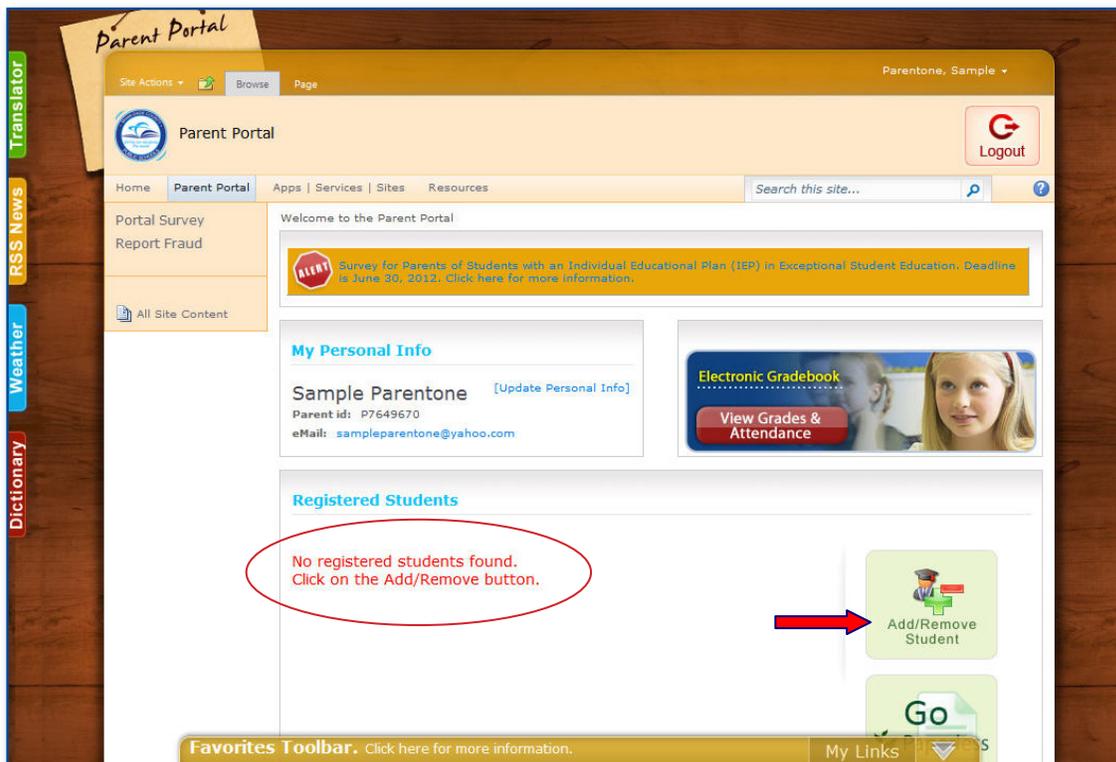
The **Parent Portal** home page contains general District news and events. The message, “**No registered students found**” will be displayed. After adding a student to the account, the Electronic Gradebook will be available within 24 hours. You will be able to view attendance, testing, and academic information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



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

Complete the requested student information to add your child to your account.

Parent ID: P7649670

**Add Student**

Student ID (7 digits) 0000012

Parent PIN (6 digits) 123456

Home Zip Code 33183

Date of Birth 06/18/2002

Student born in the U.S.?  Yes  No

Birth State FL

**Click to add**

**Registered Students**

- ▼ **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.**

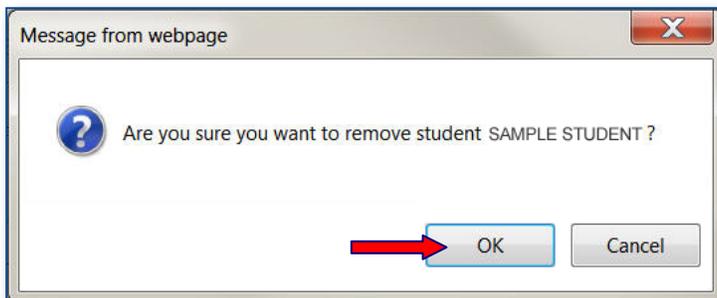


## Removing a Registered Student

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.



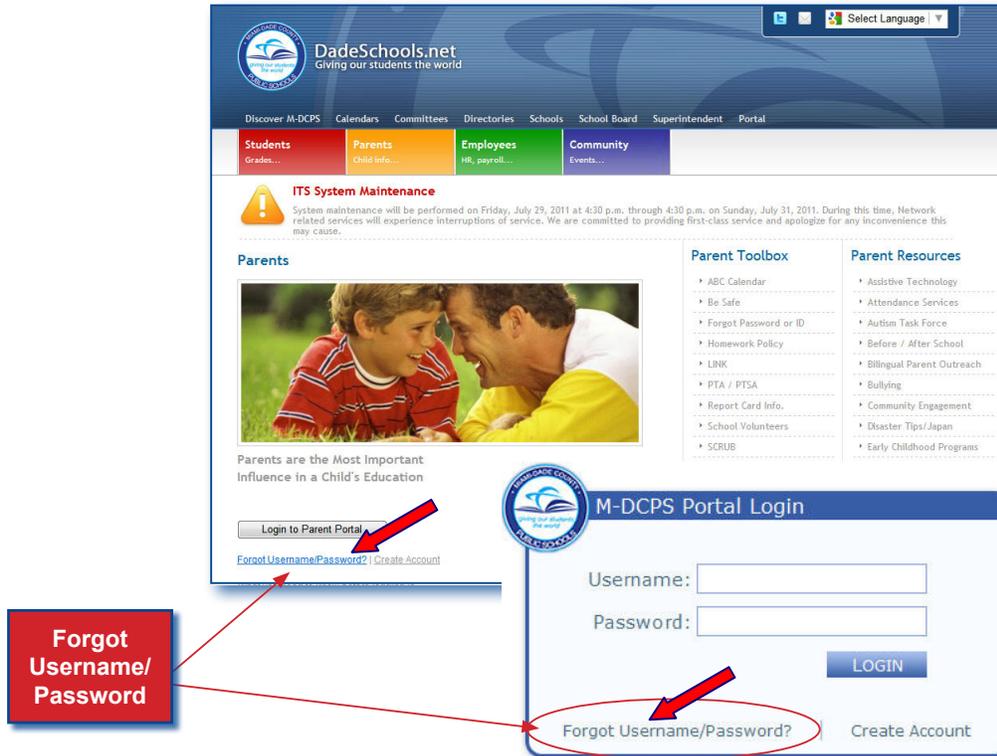
# Parent Portal - Create an Account and Forgot Password



## Forgot Password

If you forgot your Portal Username (Parent ID) or Password you may request a new one.

From the **Parent Portal** page, or the **M-CPS Portal Login** screen,



▼ Click **Forgot Username/Password?** link

From the **Forgot Password?** page,

▼ Click **Parents**

The **Forgot your Portal User ID or Password?** page will display.





## Parent Portal - Create an Account and Forgot Password



You must enter your User ID/Username (Parent ID) or the email you used at the time of registration.

M-DCPS Home Contact Us Search

Welcome to Dadeschools.net

Monday, April 16, 2012

STUDENTS PARENTS EMPLOYEES COMMUNITY

### Forgot your Portal 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

▼ **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.

M-DCPS Home Contact Us Search

Welcome to Dadeschools.net

Friday, April 13, 2012

STUDENTS PARENTS EMPLOYEES COMMUNITY

# Thank You

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



## Parent Portal - Create an Account and Forgot Password

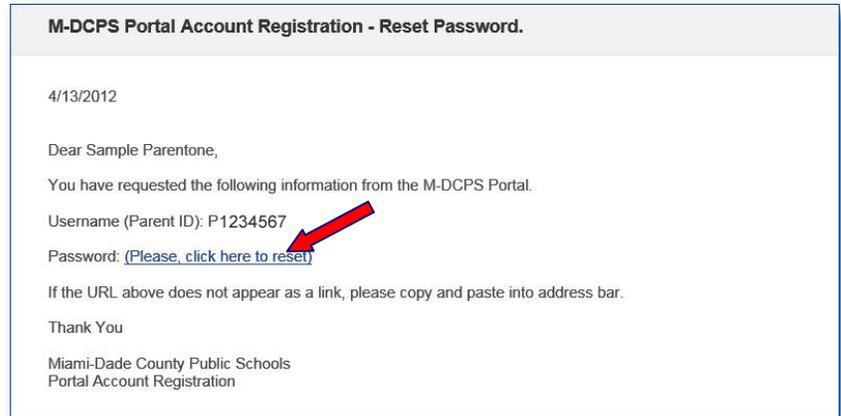


Log in to your email account and open the email message from **M-DCPS Portal Account Registration - Reset Password**. The message will provide your Username (Parent ID) and a link to the Password Reset page.

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 in to the Parent Portal.**



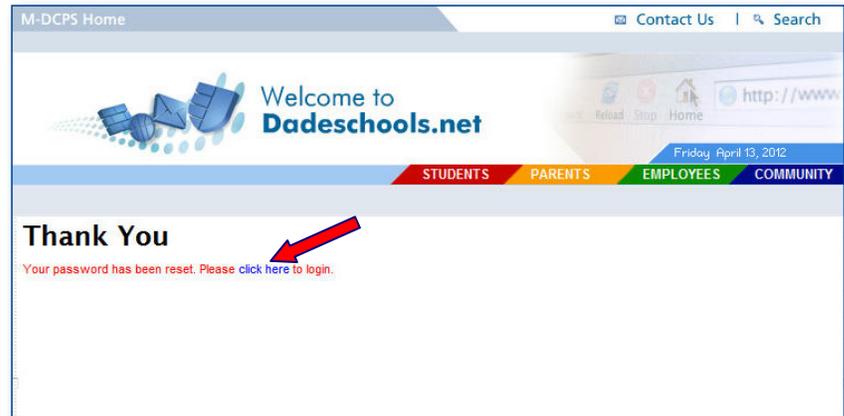
## Parent Portal - Create an Account and Forgot Password



From the **Thank You** page,

- ▼ **Click** [Click here](#) link

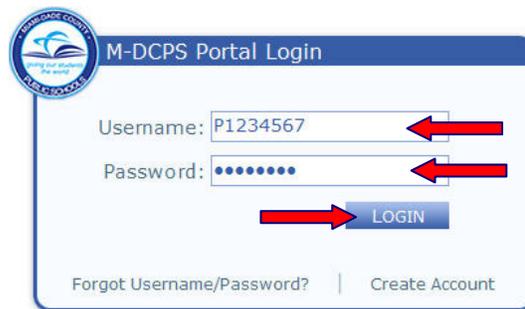
The **M-DCPS Portal Login** screen will open.



From the **M-DCPS Portal Login** screen,

- ▼ **Type** Username (Parent ID)
- ▼ **Type** Password
- ▼ **Click** **LOGIN**

The **Parent Portal** will display.



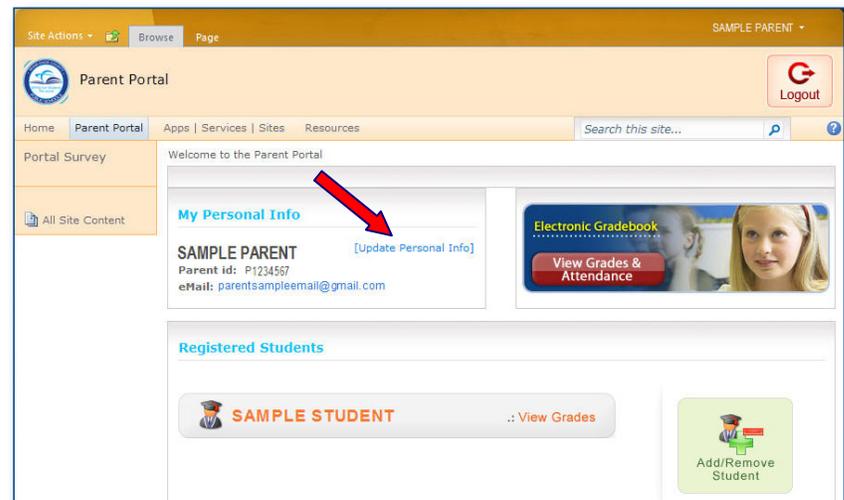
## Updating your Personal Information

If you need to update your email, log in to 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 update 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 **Self Service** incident on your behalf.