Introduction
The M-DCPS Password Management system has been upgraded to help users better manage their credentials. Employees will be able to create security questions, provide an email, and request PIN resets. The system will synchronize logins for the Mainframe, the Internet, the Portal, and District email. It will not synchronize passwords for school-based instructional software.

How To Access M-DCPS Password Management
To be able to reset your password at anytime, you must create your profile and add an external email.

You will need your 6-digit employee ID number and your password to log into the Employee Portal and to the Password Management application.

If you do not know your M-DCPS password, ask another employee at your site to submit a HEAT Self Service incident and choose Ask ITS a question.

From the Employees Dadeschools.net page,

▼ Click Log in to Employee Portal
The Portal Log in screen will display.

▼ Click Apps | Services | Sites
The Applications | Services | Sites page will display.

▼ Click M-DCPS Password Management
You will see a resource page including this User Guide and a video. You can click Get Started when you are ready to begin.
How To Create Your Profile

The M-DCPS Password Management Log in page will display.

▼ Type your ID number
▼ Click Continue

The Enter your Dadeschools password page will display.

Note: Only use (Back), (Main Menu), (Refresh), and (Logout) buttons within the application. Use of Internet browser buttons will result in an error. If this happens, access the application again and start over. [Some buttons may be disabled in some of the screens.]

▼ Type your password
▼ Click Enter your Dadeschools password button

The Update security questions page will display.

You must complete your profile to be able to reset your password at anytime. A total of three questions are required, two standard (pre-populated) and one user-defined question (created by you).

When creating your profile questions, use questions and answers you will remember but other people will not know.

From the standard questions section,

▼ Click on the first question drop-down list
▼ Select desired question
▼ Tab to the Answer field
▼ Type your answer
▼ Click on the second question drop-down list
▼ Select desired question
▼ Tab to the Answer field
▼ Type your answer

Note: when typing your answers, if you are not sure what you typed, click on the eye icon that appears at the right of the Answer text field. [The icon may not be visible in some browsers.]

Note: Dots may not reflect the length of your answer.

In the User-defined question section,

▼ Type your question
▼ Tab to the Answer field
▼ Type your answer

When finished,
▼ Click Update

After, completing your profile for the first time, the M-DCPS Password Management Main Menu page will display. You have completed your profile.
Add a Personal Email

From the Password Management Main Menu page, you can Change your password, Add / View / Update External Email, and Update security questions.

Adding an external email to your profile will allow you to reset your password using a PIN number. The PIN number will be sent to the email you entered. [The email address cannot be a dadeschools.net account, it has to be an external email. Sample: sample@gmail.com.]

To add an external email,

▼ Click Add / View / Update External Email link

The Add / View / Update External Email page will display.

▼ Type your external email address
▼ Click Update

The message “Updated profile information” will display.

Use the navigational buttons on the menu bar to:

▼ Click the to go to the Main Menu
▼ Click the to logout

How To Reset Your Password

After completing your profile with the security questions and the external email, you can reset your password at anytime using any of the authentication methods you provided:

- Password.
- Answer security questions.
- Send PIN to email.

Note: If you have not created your profile, the only method to reset your password is using your password. If you do not know your password, ask another employee at your site to submit a HEAT Self Service incident.

Reset Password Using Your Password

Log into the M-DCPS Password Management application. [See section How To Access M-DCPS Password Management starting on page 1.]

The Authentication methods page will display.

▼ Click Use password (click anywhere in the field)

The Main Menu page will display.

▼ Click Change Password

The Change password page will display.
Passwords must be a total of 8 characters, any combination of letters and numbers (must contain at least one number). Do not use special characters.

**VERY IMPORTANT**
If you were logged into your workstation, you must log out now. You must log in with your new password to ensure that your workstation does not try to use your old password to access network resources.

▼ Click the  to logout
Log off and log back into your computer with your new password.

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Reset Password Using Security Questions

Log into the M-DCPS Password Management application. [See section How To Access M-DCPS Password Management starting on page 1.]

The Authentication methods page will display.

▼ Click Answer security questions (click anywhere in the field)

The Security questions page will display. You must answer the questions correctly before proceeding.

▼ Type the answers for all of the questions on the page (click the  to view what you typed, visible depending in browser)
▼ Click Continue

The Main Menu page will display.

▼ Click Change Password
The Change password page will display. Continue the process by following the steps starting on the top left column of this page.
Reset Password Using Send PIN To Email

This method is available if you entered an external email when creating your profile. It will allow you to reset your password using a PIN number that will be sent to your email.

Log into the M-DCPS Password Management application. The Authentication methods page will display. [See section How To Access M-DCPS Password Management starting on page 1.]

▼ Click Send PIN to email (click anywhere in the field)

The Email Authentication page will display. The message “An email with your PIN was sent to sample@gmail.com - Enter that PIN here.” will display. [Delivery of this PIN to your external email may not be delayed, depending on your provider.]

You need to access your personal email and look for the message from dadeschools.net about the M-DCPS temporary PIN for staff password reset. [See sample below.]

You can change your profile, security questions, and answers at anytime.

From the M-DCPS Password Management Main Menu page under General,

▼ Click Update security questions

The Update security questions page will display. Your name and employee number will display on the page.
From the Update security questions page you can Show change history, Test to ensure you remember the answers to your questions, Delete questions, select/create new questions and answers, and view Format requirement help.

To change one of your questions,

▼ Click on the question drop-down list
▼ Select desired question
▼ Tab to the Answer field
▼ Type your answer

Note: when typing your answers, if you are not sure what you typed, click on the eye 🕵️‍ icon that appears at the right of the Answer text field. [The icon may not be visible in some browsers.]

When finished updating your questions,

▼ Click Update

The message “Updated questions and answers” will display.

Deleting A Question

A total of three questions are required, two standard (pre-populated) and one user-defined question (created by you). You can delete questions but you always have to have the minimum required by the application.

From the Update security questions page,

▼ Click the check box in the Delete column by the question you are deleting
▼ Click Update

The message “Updated questions and answers” will display.

When finished,

▼ Click the ✽ to logout

Whom to Contact for Assistance

For additional assistance with the M-DCPS Password Management application, please submit a HEAT Self Service incident request at:

http://selfservice.dadeschools.net

and select Ask ITS a Question.