

Miami-Dade County Public Schools



Parent Account Registration



Parent Account Registration

Parents/Guardians must obtain a Parent PIN Number from each child's school. To obtain the PIN number, the parent must provide school personnel a picture ID for verification. Parents must complete the "Parent Portal Identification" form (F-M7052E 10-06). The completed form will be filed in your child(ren)'s cumulative folder at their school.

To start the Parent Account Registration go to: <http://myportal.dadeschools.net/parent/>.

The Parent Portal Access screen will be displayed.

Parent Portal Access

Miami-Dade County Public Schools
giving our students the world

Friday, January 11, 2008

STUDENTS PARENTS EMPLOYEES COMMUNITY

New to the District

- Discover M-DCPS
- Calendars
- Committees
- Directories
- Human Resources
- Meetings
- Newsroom
- School Board
- Schools
- Superintendent
- Technology

What you need to know before logging in...

- To create a new Parent Account you must obtain the following:
 - Your child's MDCPS 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
- It takes 24 hours after you are registered with the Parent Account Registration System to be able to change your initial password in the Password Management/P-Synch system.

After the 24 hour period, login to the Password Management/P-Synch from the Parent Portal Access screen using your user ID and initial password.


- Acceptable Use Policy and Registration for All Portal Users

Parents

- Have a Parent Account? (Registered Users)**
Login to Parent Portal
Portal Flyer
- Don't Have an Account? (1st Time Users)**
Create an Account
User Guide - Parent Account Registration
- Forgot your Parent Account User Name?**
Parent Account Lookup
User Guide - Parent Account Lookup
- Password Management P-Synch**
Reset Password
User Guide - Creating your profile
User Guide - Resetting your password

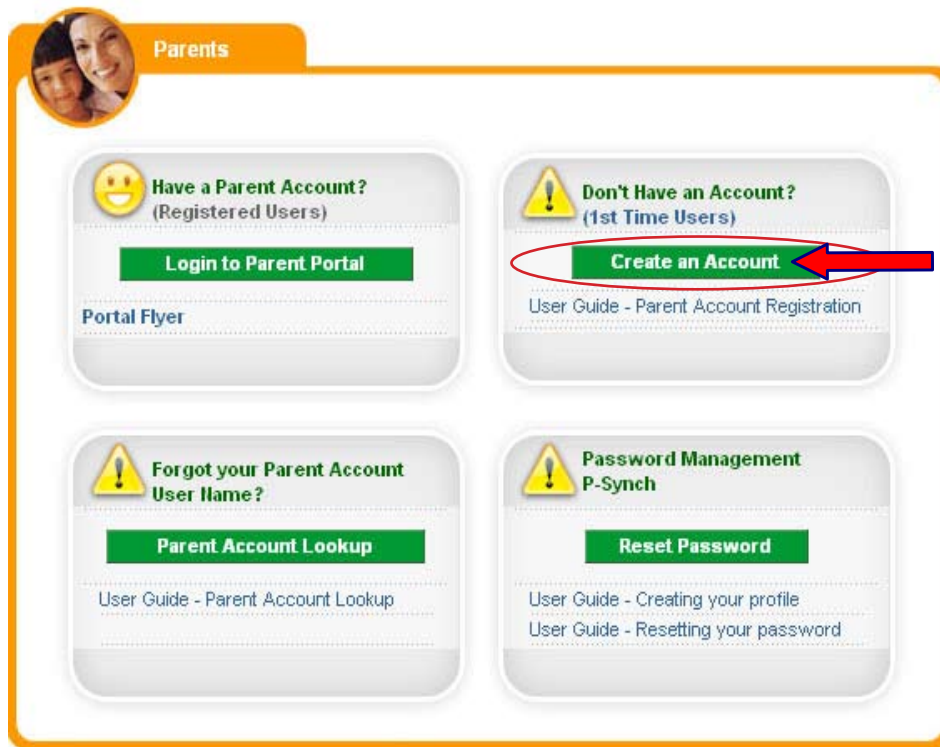
Having difficulties logging in?
Click here to GET INSTRUCTIONS


Four sections to access the following applications: **Login to Parent Portal**, **Create an Account**, **Parent Account Lookup** and **Password Reset**.

 **Login to Parent Portal** - Located, on the left side of the page, is for parents that have an account, with a user ID and password, to connect to the *Parent Portal*.


Portal Flyer - Describes 4 easy steps to the entire process.

Parent Account Registration




 **Create an Account** - Located, on the right side of the page, is used for parents to register to obtain a user ID and password, to access the *Parent Portal*.

User Guide - Contains documentation on how to *Create an Account*.

 **Parent Account Lookup** - If registration process was done and the parent forgot the user ID assigned by the system, this application will allow the parent to obtain their user ID.

User Guide - Contains documentation on the *Parent Account Lookup*.

 **Password Management P-Synch** - A link to the *Password Management* system, for registered parents, to reset their password.

User Guide - Contains documentation on how to use the *Password Management P-Synch* system to reset your password.

To proceed to create an account,

▼ Click **Create an Account**

The Welcome to Miami-Dade County Public Schools Parent Account Registration page will be displayed.

Note: Parents/Guardians whose students are new to M-DCPS, it is necessary to allow for an overnight processing period before you may register with the Parent Account Registration System.

Parent Account Registration

Parents/Guardians must read the Welcome to Miami-Dade County Public Schools Parent Account Registration information page before requesting a parent account.

By requesting a “parent user account,” you are certifying that you have legal custody of the student(s) in the school system.

Parent Account Registration

STUDENTS PARENTS EMPLOYEES COMMUNITY

Welcome to Miami-Dade County Public Schools Parent Account Registration

The Family Educational Rights and Privacy Act affords parents and students, the right to review, confirm the accuracy of the student's educational records and restrict access to these records. This federal law has also been codified—to a large extent—in state statutes under § 1002.22, Fla.Stat. (2005). More information about FERPA can be found at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

By applying for a “parent user account,” you are certifying that you have legal custody over the students whose records you seek to review. In accordance with school district guidelines, both parents are entitled to access to their child's educational records absent a court order specifying that access to a student's records is limited to a single parent or guardian.

A single parent account will be created for all the children in your family. Parents/Guardians with joint legal custody must share the parent account.

STEP 1 – Student Information
You will be asked a series of questions related to your child's current school records on file with Miami-Dade County Public Schools (MDCPS). **The necessary information to complete the account registration is:**

1. MDCPS student ID.
2. Parent PIN (6 digits). *To obtain the PIN number you must visit your child's school.*
3. Student's residence zip code.
4. Student's date of birth.
5. Student's birthplace state or country.

If your above answers do not match your child's school records, you will not be able to complete your registration. To update this information on school records, you will need to visit your child's school.

STEP 2 – Parent Information
This is your personal data as it appears in our system. Changes to your personal data must be requested in person through your child's school.

STEP 3 - Account Confirmation and Password
At this point you have completed the registration process. Make a note of your user ID (network login ID) and your initial password.

I read the above instructions and have all the necessary information to begin my registration at this time. **Click on Next**

A single Parent Account for all children in your family. Parents/Guardians with joint legal custody must share the Parent Account.

Within the Parent Account Registration there are three steps to follow:

STEP 1 – Student Information

You will be asked a series of questions related to your child's current school records on file with Miami-Dade County Public Schools (MDCPS). **The necessary information to complete the account registration (for ALL your children) is:**

1. MDCPS student ID.
2. Parent PIN Number (6 digits). *To obtain the PIN number you must visit your child's school.*
3. Student's residence zip code.
4. Student's date of birth.
5. Student's birthplace state or country.

Parent Account Registration

Parent Account Registration

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I read the above instructions and have all the necessary information to begin my registration at this time. *Click on Next*

STEP 2 – Parent Information

This is your personal data as it appears in our system. Changes to your personal data must be requested in person at your child's school.

STEP 3 - Account Confirmation and Password

At this point you have completed the registration process. Make a note of your user ID (network login ID) and your initial password.

I read the above instructions and have all the necessary information to begin my registration at this time.

▼ **Click Next** to go to Student Information - Step 1

▼ **Click Cancel** to stop the registration process (return to the Parent Portal Access screen)

Parent Account Registration

Student Information - Step 1

Important Note: If you have already registered and only need to add another student, you must login to the *Parent Portal* and use the “**add/remove students**” function. **DO NOT CONTINUE WITH THIS REGISTRATION.** [See page 9 for additional information.]

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Parent Account Registration

STUDENTS PARENTS EMPLOYEES COMMUNITY

Important Note: If you have already registered and only need to add another student, you must login to Parent Portal and click on Add / Remove Student. DO NOT RETURN TO THE REGISTRATION SYSTEM.

Student Information Step 1 of 3

Complete Student Information fields and click on Add Student. Register your children attending MDCPS schools one at a time; when you are done, click on Next.

Student ID (7 digits) * 0000000

Parent PIN (6 digits) * 111111

Home Zip Code * 33174

Date of Birth * 12/31/1989 mmm/dd/yyyy

Student born in the U.S.? Yes No

Birth Country *
DOMINICA
DOMINICAN REPUB
ECUADOR
EGYPT
EL SALVADOR
ENGLAND
ERITREA
ESTONIA
ETHIOPIA

Registered Students:
SAMPLE STUDENT (0000000)

Parent PIN
The PIN is a six digit Personal Identification Number assigned to you. To obtain the PIN number you must visit your child's school.

Add This Student

Close

Complete Student Information fields and,

▼ Click **Add This Student**

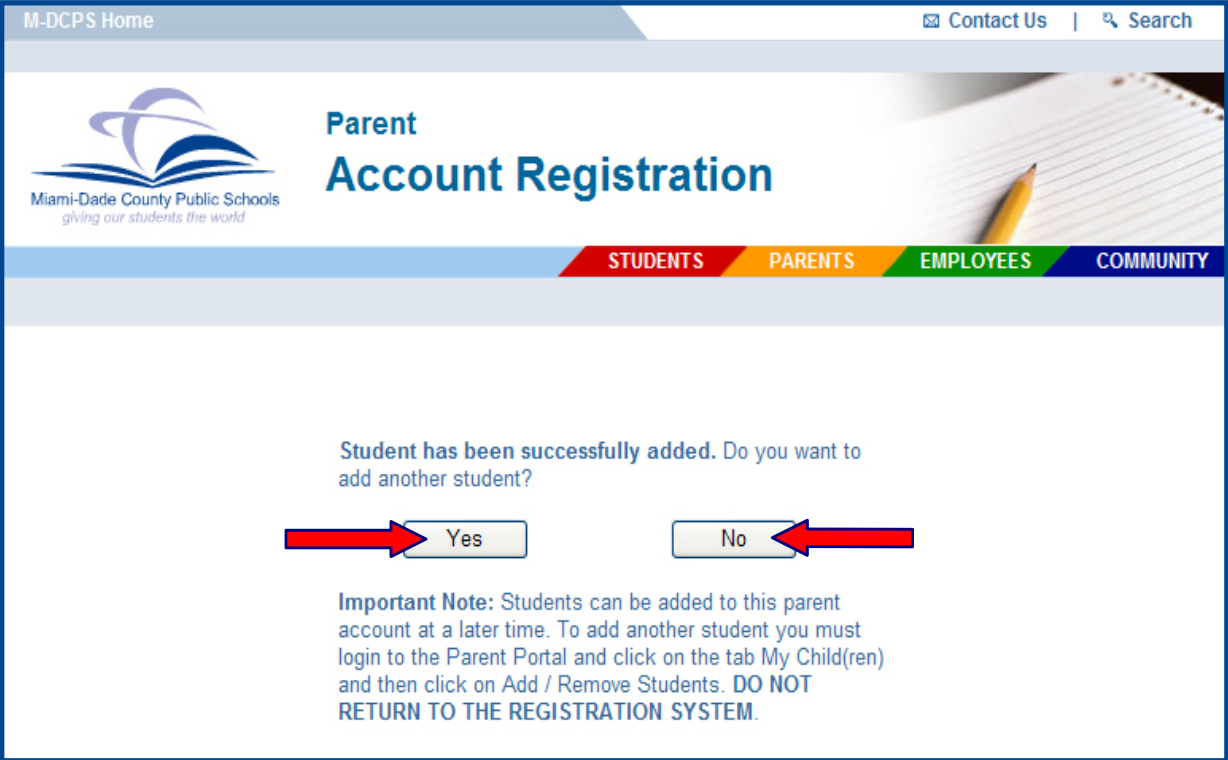
If no errors, the screen will change to display the message: **Student has been successfully added. Do you want to add another student?** The added student(s) name will display under the Registered Student field.

Short Cut: *When selecting Birth State and Birth Country, place the cursor in the drop down menu, type the first letter of the State or Country you are looking for. The list will display the state or country starting with that letter. If you need to, scroll down to make selection.*

Note: If your answers do not match your child's school records you will not be able to complete your registration. If you believe you entered the information correctly, and you are unable to register, please visit your child's school.

Parent Account Registration

If you have more than one child and would like to continue adding them,



The screenshot shows the 'Parent Account Registration' page on the M-DCPS Home website. The page features the MDCPS logo and a navigation bar with tabs for STUDENTS, PARENTS, EMPLOYEES, and COMMUNITY. A confirmation message asks, 'Student has been successfully added. Do you want to add another student?' with 'Yes' and 'No' buttons. Red arrows point to the 'Yes' button. Below the buttons is an 'Important Note' about adding students at a later time.

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giving our students the world

Parent
Account Registration

STUDENTS PARENTS EMPLOYEES COMMUNITY

Student has been successfully added. Do you want to add another student?

Important Note: Students can be added to this parent account at a later time. To add another student you must login to the Parent Portal and click on the tab My Child(ren) and then click on Add / Remove Students. **DO NOT RETURN TO THE REGISTRATION SYSTEM.**

▼ **Click Yes**

The Student Information screen will be displayed. Repeat the process, for ALL your children attending MDCPS, explained on page 5. You need a **Parent PIN Number** for each child.

If you do not wish to register any more students at this time,

▼ **Click No**

The Parent Information - Step 2 screen will be displayed. Continue to page 7.

Note: Remember that students can be added to this parent account at a later time. To add another student you must login to the Parent Portal and click on the tab My child(dren) and then click on Add / Remove Students. **DO NOT RETURN TO THE REGISTRATION SYSTEM.** [See page 9 for additional information.]

Parent Account Registration

Parent Information - Step 2

The Parent/Guardian Information screen is your personal data as it appears in our system. The information on this screen cannot be modified through this application. Changes to your personal data must be requested in person at your child's school. Only the E-mail Address can be updated on this screen.

You may continue with the registration process then, at a later time, visit your child's school to request any changes.

Parent Information
Step 2 of 3

Verify this information for accuracy. If changes are needed, please visit your child's school. Click **Next** for Account Confirmation and Password.

Parent/Guardian (First)	Parent/Guardian
Last Name SMITH	SMITH
First Name JOHN	MARY
Relationship Father	Mother

Primary E-mail Address

Optional E-mail address will be used for support and contact.

Phone Numbers:	999-999-9999	Ext.	Type	999-999-9999	Ext.	Type
Primary	786-222-2222	CELL		786-333-3333	CELL	
Second						
Third						

Registered Students:
SAMPLE STUDENT (0000000)

Note: It takes 24 hours for email addresses to be finalized throughout the system.

E-mail Address can be updated.

After verifying this information for accuracy,

▼ **Click Next**

The Account Confirmation and Password - Step 3 screen will be displayed.

▼ **Click Previous** to go back to the previous screen, Student Information screen

▼ **Click Cancel** to stop the registration process (return to the Parent Portal Access screen)

Parent Account Registration

Account Confirmation and Password - Step 3

At this point you have completed the registration process. Make a note of your user ID (network login ID) and initial password.

Important Note: To add another student, you must login to the Parent Portal, click on My Child(ren) tab and click on "add/remove students". DO NOT RETURN TO THE REGISTRATION SYSTEM. [See page 9 for additional information.]

Parent Account Registration

STUDENTS PARENTS EMPLOYEES COMMUNITY

Account Confirmation and Password

Print This Page

Parent/Guardian Name: SMITH, JOHN
You have registered for access to the following student(s):

Your User ID (Network Login ID) is: P1234567

Your Initial Password is: s0000000 This password begins with a lower case "s" (password is case sensitive), followed by the student ID# of the first student registered.

At this point you have completed the registration process. **Print this page or make a note of your user ID (Network Login ID) and password.**

Important Note: Students can be added to this parent account at a later time. To add another student you must login to the Parent Portal and click on the tab My Child(ren) and then click on Add/Remove Students. **DO NOT RETURN TO THE REGISTRATION SYSTEM.**

After the 24 hour period, login to the Password Management/P-Synch System from the Parent Portal Access screen using your User ID and Initial Password.

Please store this information safely for future reference.

The parent account was successfully created.

Exit **Login To Portal**

Use your user ID (ex: P1234567) and password (ex: s0000000) to login to the the Parent Portal Web page.

- ▼ Click **Print This Page** to print the page for future reference
- ▼ Click **Login To Portal** to go to the Parent Portal (you must login with your user ID and password)
- ▼ Click **Exit** to exit the application.

Once the **24 HOUR** period has passed, we recommend you to access the *Password Management / P-Synch* system to reset your password. This will register your user ID (network login ID) and password, so that you will be able to reset your password in the future. This is the MDCPS standard for self service password management. [See the *Parent Guide to Self-Service Password Reset Creating Your Profile and Resetting Your Password & Changing Profile Questions* to assist you with this process <http://myportal.dadeschools.net/parent/>.]

The Parent Portal

Add/Remove Students

This function is used to add/remove students after the account registration process was completed. Example: As a MDCPS parent/guardian, you registered for an account through the Parent Account Registration, adding only one of your children to the account, now you need to add an additional child.

What You Do

From the MDCPS Home page at: www.dadeschools.net

- ▼ Click the **Parents** tab

The dadeschools.net Parents page will be displayed.



From the dadeschools.net Parents page,

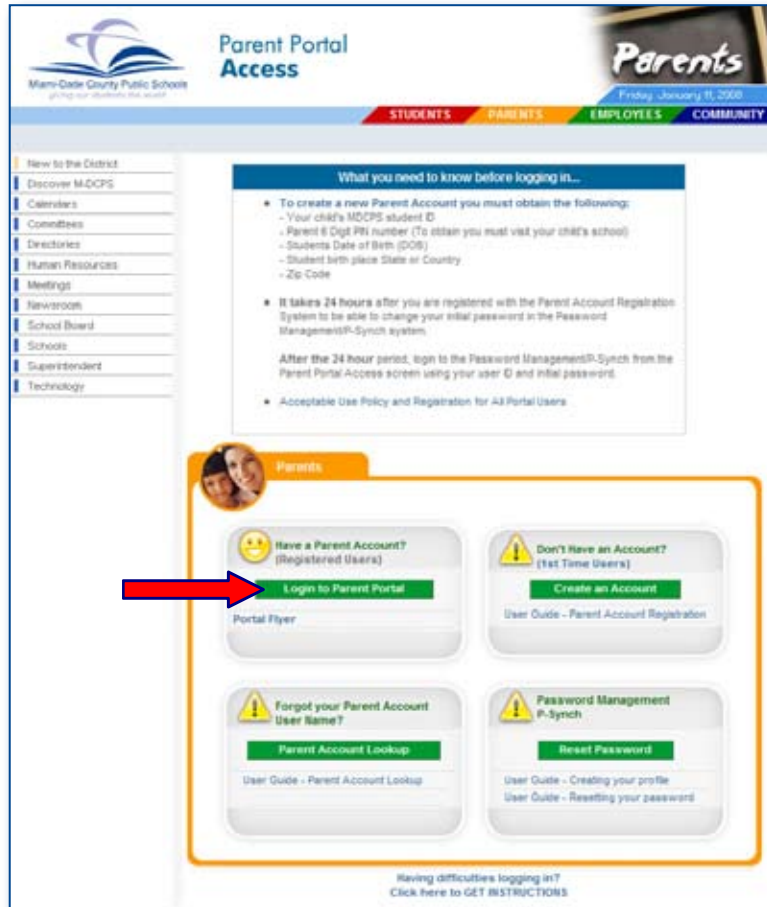


- ▼ Click **Login to Portal**

The Parent Portal Access page will be displayed.

The Parent Portal

From the Parent Portal Access page,



▼ Click **Login to Parent Portal**

The Log in screen will be displayed.

On the **User name** field,

▼ **Type** your user ID

On the **Password** field,

▼ **Type** your initial password

▼ Click **Log in** 

or

▼ **Press** **Enter** on your key board



The first time you access the Portal, the *MDCPS Acceptable Use Policy* will be displayed for your approval. Please read the terms in details. If you agree to the terms,

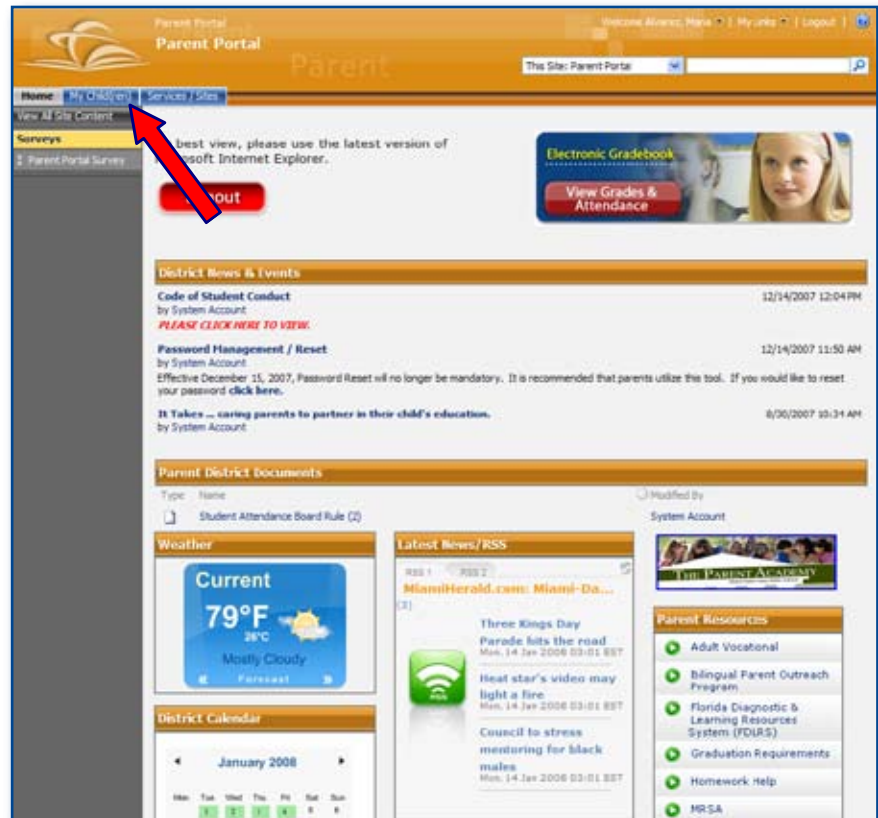
▼ Click **Accept**

The Parent Portal page will be displayed.

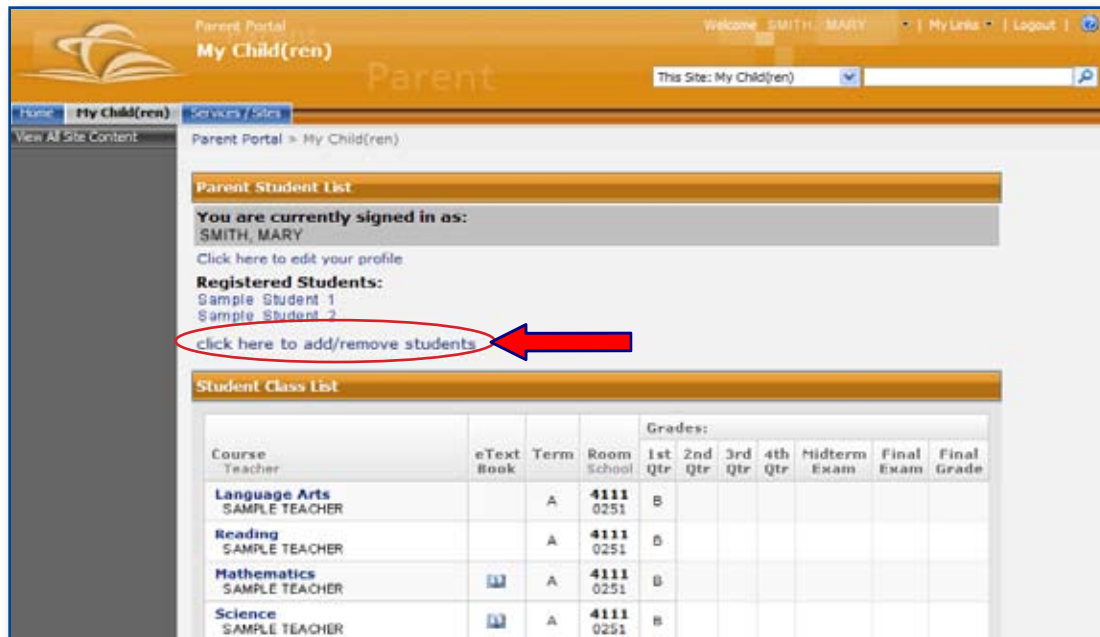
The Parent Portal

From the Parent Portal page, to add or remove a student,

▼ Click **My Child(ren)** tab



The Parent Portal My Child(ren) page will be displayed.



▼ Click **click here to add/remove students**

The Parent Portal Add Remove Students - Registered Students page will be displayed.

The Parent Portal

From the Parent Portal Add Remove Students - Registered Students page,

Parent Portal
Add Remove Students

Welcome SMITH, MARY | My Links | Logout

This Site: Add Remove Studen

Home | My Children | Services/Sites

View All Site Content

Parent Portal > Add Remove Students

Add/Remove Children

Registered Students

Student ID (7 digits) *

Parent PIN (6 digits) *

Home Zip Code *

Date of Birth * mm/dd/yyyy

Student born in the U.S.? Yes No

Birth State *

AK
AL
AQ
AR
AZ
CA
CO
CT
DC

Add Student

Registered Students:

SAMPLE STUDENT 1 (000001) Remove

SAMPLE STUDENT 2 (000002) Remove

To removed a student, click Remove

Parent PIN
The PIN is a six digit Personal Identification Number assigned to you. To obtain the PIN number you must visit your child's school.

Close

To add another student, complete all the fields. You must have the Parent PIN number for the student you are adding. When finished,

▼ Click **Add Student**

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

▼ Click **Remove** (to the right of the student's name, under Registered Students:)

To exit completely,

▼ Click **Log out**

▼ Close **Internet browser**