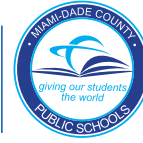
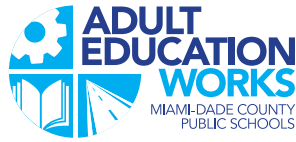


ENGLISH



Password Reset and Registration for Adult Education Students

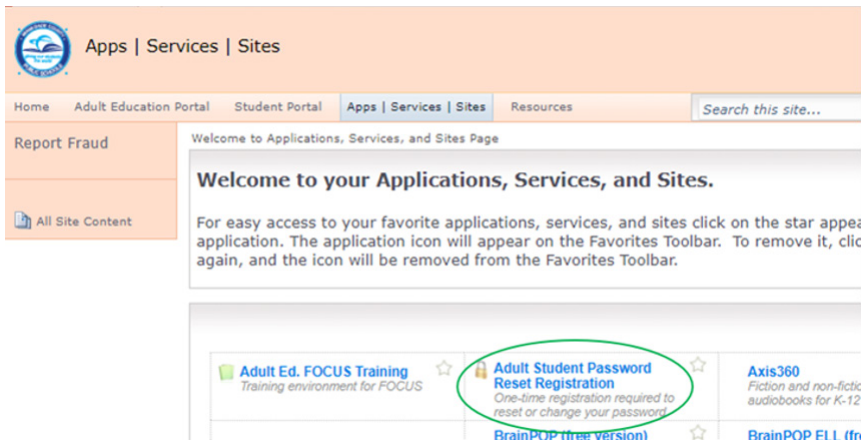
You now have a new way to set your own password and reset it if you forget. Follow the directions below in both cases:

First time:

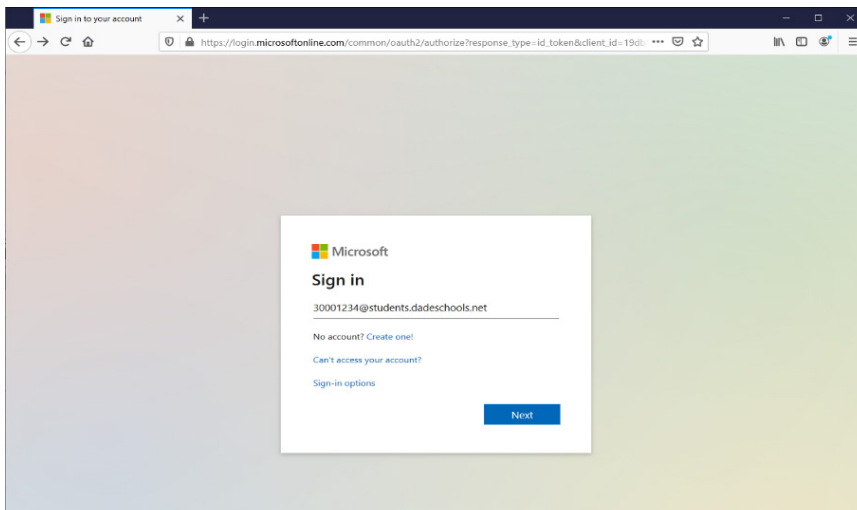
The first time you log in, you will use the password provided. *Your teacher or other school support staff member should be able to provide you with the format of your initial default password.*

After your first login, follow the following steps to set up your password reset preferences:

1. Go to the “Apps | Services | Sites” page and then click on “Adult Student Password Registration”

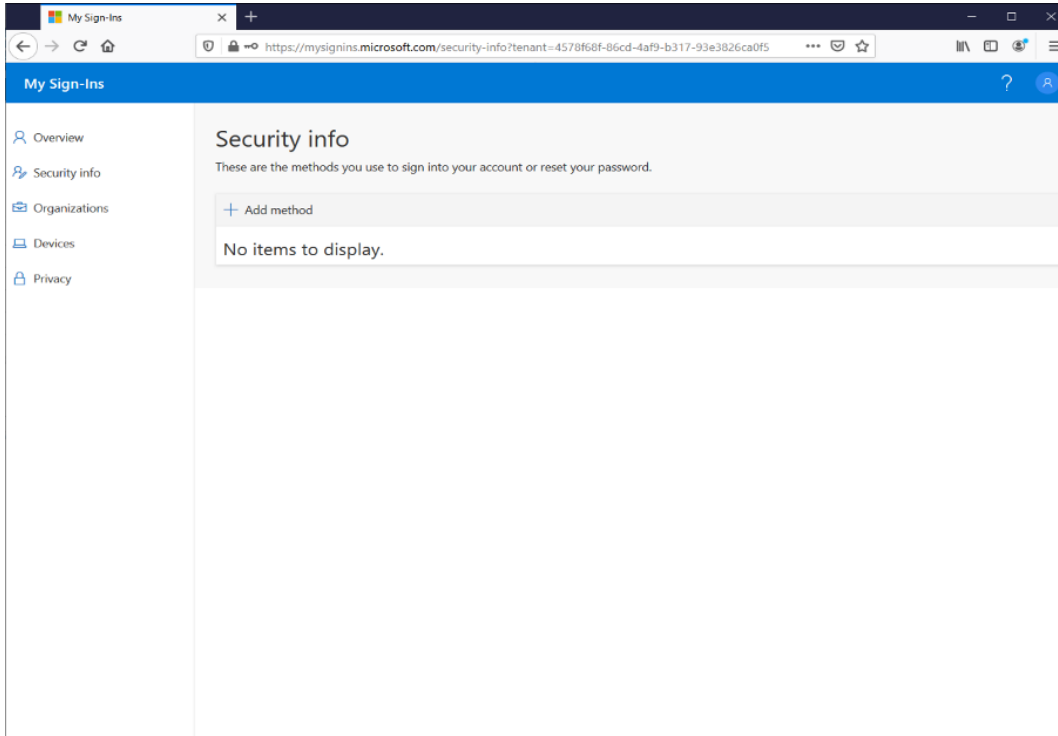


2. At the next screen, enter your username, as shown. Format is StudentIDNumber@students.dadeschools.net



3. Click “Add method”

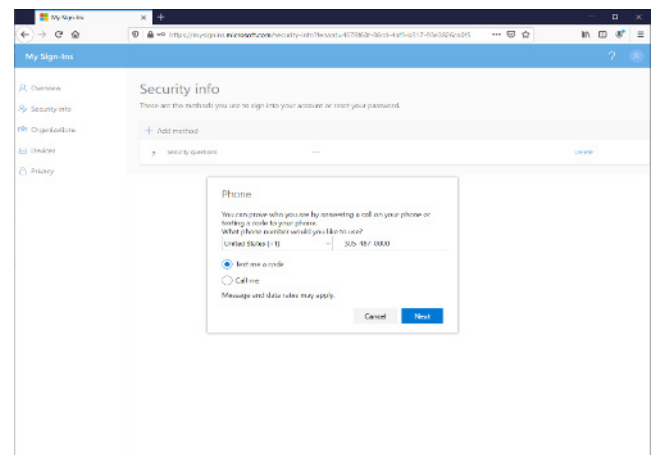
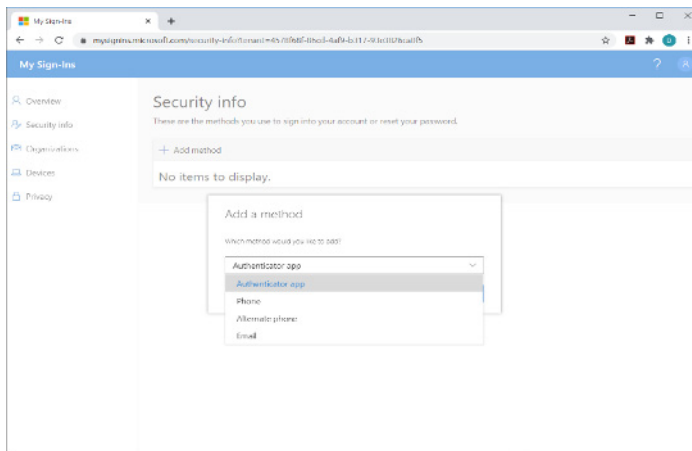
Note – you will now be setting up methods for resetting the password – this is called 2-factor authentication

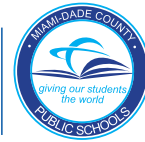
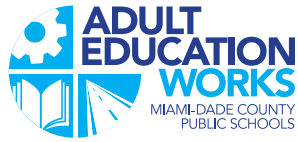


4. Choose from the options and click “Add” to configure the option.

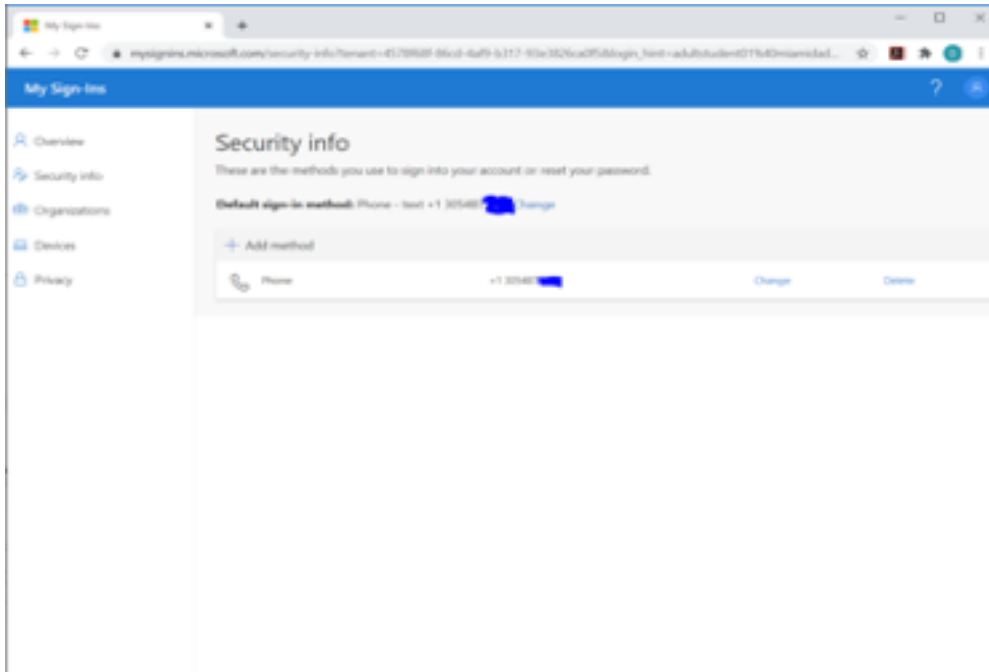
You have four options you can pick from to provide a second way to confirm who you are so you can reset your password. Choose the one that you are most comfortable with:

- **Authenticator app** – this option uses an authenticator application that you must install on your smartphone (i.e., Google Authenticator) which will provide you with a series of numbers which you can then enter when asked
- **Phone** – the system will send you a text message or voice message and provide you with a code to enter to verify
- **Alternate phone** – allows you to have more than one phone which can be used to verify your identity
- **Email** – the system will send an email to your private email address and allow you to reply to establish your identity





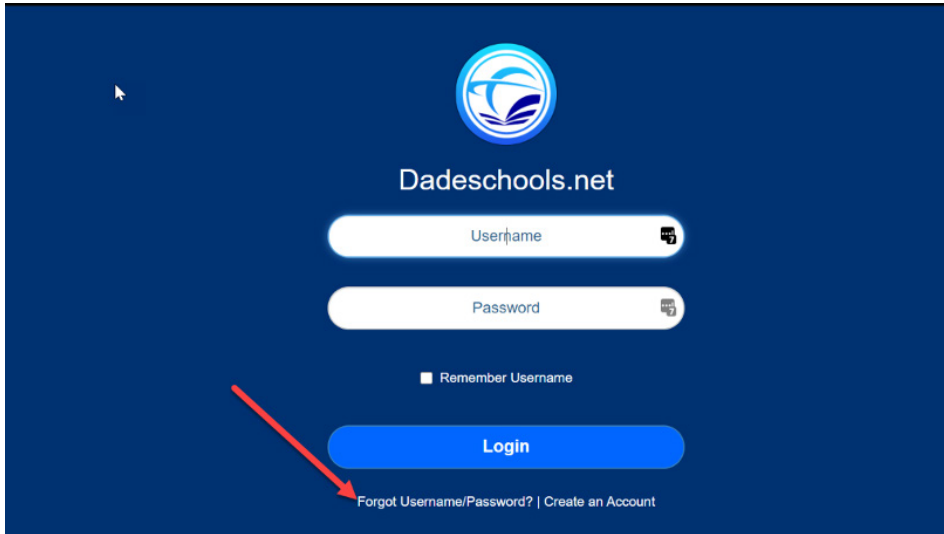
5. Once complete, you can use the password recovery process to reset your password



Password Recovery Instructions

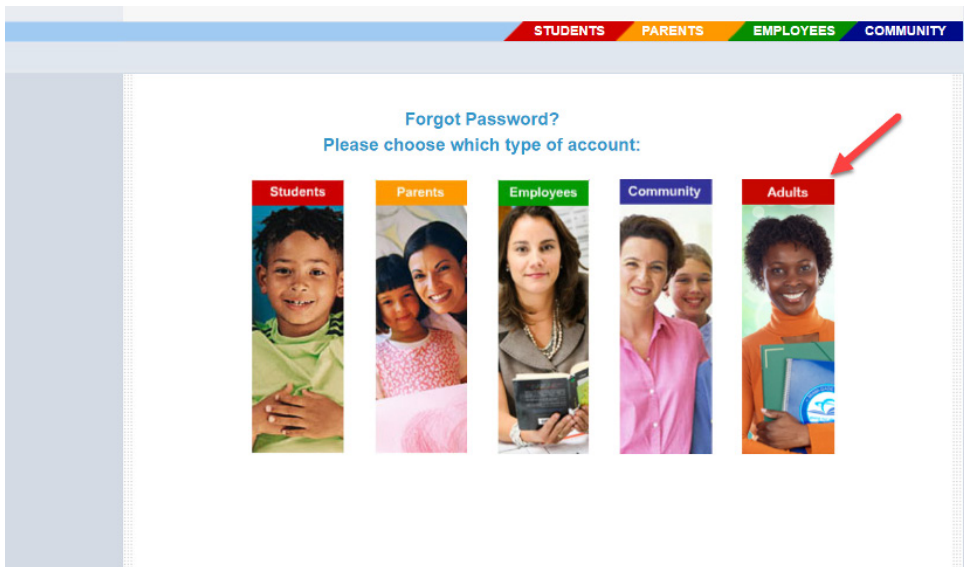
When you forget your password or to set it for the first time

1. On the portal login screen, click “Forgot Username/Password”

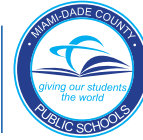
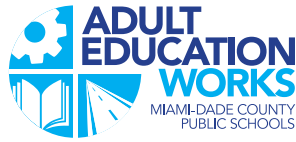


The login screen for Dadeschools.net has a dark blue background. At the top center is the Miami-Dade County Public Schools logo. Below it is the text "Dadeschools.net". There are two white input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember Username". A blue "Login" button is centered below the checkbox. At the bottom, there is a link that says "Forgot Username/Password? | Create an Account". A red arrow points to this link.

2. Click on the “Adults” link on the next screen



The "Forgot Password?" screen has a light blue header with tabs for "STUDENTS", "PARENTS", "EMPLOYEES", and "COMMUNITY". Below the header, the text "Forgot Password?" is followed by "Please choose which type of account:". There are five vertical cards, each with a colored header and a photo: "Students" (red header, photo of a young boy), "Parents" (orange header, photo of a woman), "Employees" (green header, photo of a woman), "Community" (purple header, photo of a woman), and "Adults" (red header, photo of a woman). A red arrow points to the "Adults" card.



3. Enter username as shown, with “@students.dadeschools.net”

Microsoft Online Password Reset

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

30001234@students.dadeschools.net

Example: user@contoso.onmicrosoft.com or user@contoso.com

XK5D55

Enter the characters in the picture or the words in the audio.

Next Cancel

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4. Choose from one of the options you set up earlier and follow the instructions to complete the verification process.

Microsoft Online Password Reset

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

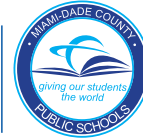
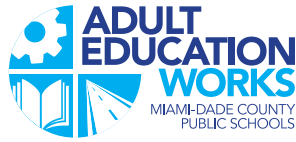
☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****00) below. You will then receive a text message with a verification code which can be used to reset your password.

305-487-0000

Text

Cancel

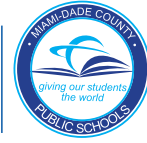
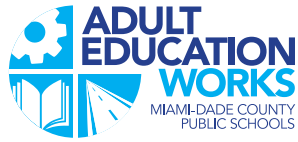


5. Choose your new password. The minimum is eight characters.

The screenshot shows a web browser window with the address bar displaying <https://passwordreset.microsoftonline.com>. The page header includes the Microsoft logo and the text "Get back into your account". Below this, a progress bar indicates the current step: "verification step 1 ✓ > verification step 2 ✓ > choose a new password". The main content area contains two input fields: "Enter new password:" and "Confirm new password:", both with masked characters (dots). A small asterisk (*) is visible below the confirmation field.

6. Password is reset.

The screenshot shows the same web browser window, but the address bar now displays <https://passwordreset.microsoftonline.com/Done.aspx>. The page content has changed to show a green checkmark icon followed by the text "Your password has been reset". The "Get back into your account" heading remains at the top.



ESPAÑOL

Restablecimiento de Contraseña y Registro

Para estudiantes de educación de adultos

Tiene ahora una forma nueva de establecer su propia contraseña y restablecer en caso de olvidarla. Siga las instrucciones a continuación para ambos casos:

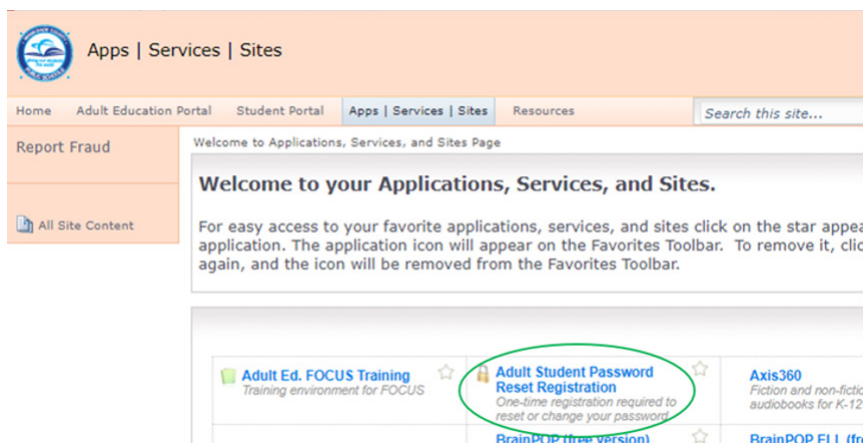
Primera vez:

La primera vez que firme, use la contraseña que le dio el equipo de apoyo o la contraseña predeterminada.

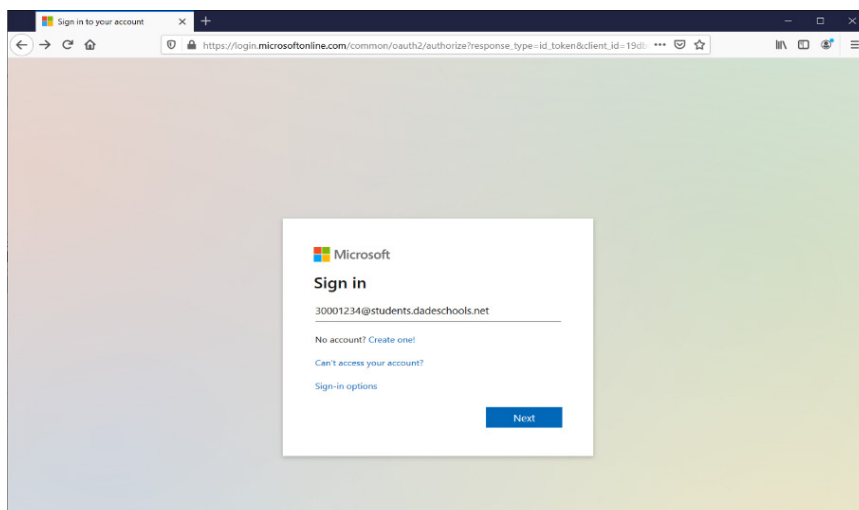
Su maestro o cualquier persona del equipo de apoyo le puede ofrecer el formato de su contraseña predeterminada.

Después de su primera firma, siga los pasos a continuación para establecer sus preferencias de la contraseña establecida:

1. Vaya a la página de “Apps | Services | Sites” y ponche en “Adult Student Password Registration”

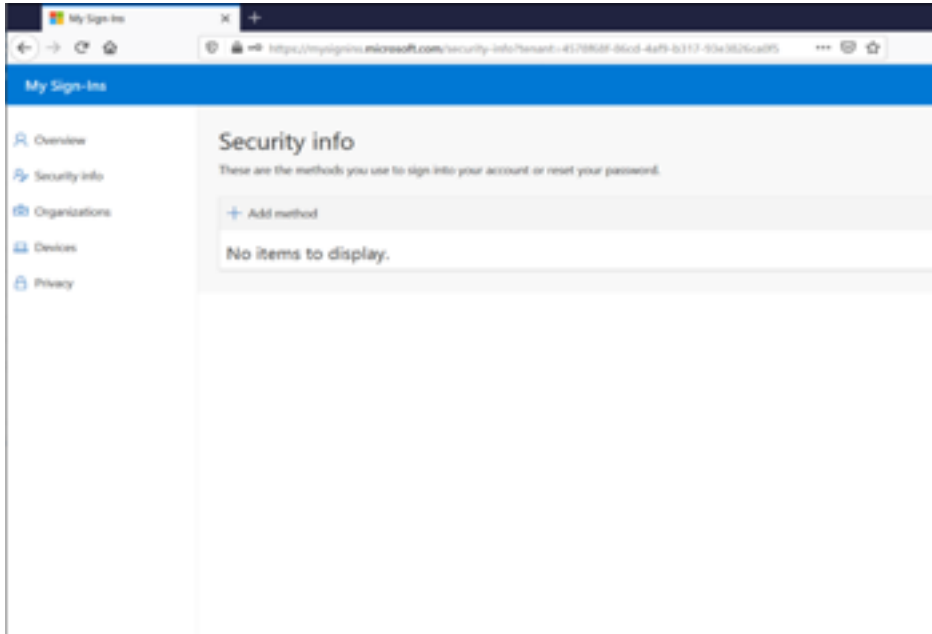


2. En la próxima pantalla, escriba su nombre de usuario como se muestra. El formato es: NumerodeEstudiante@students.dadeschools.net



3. Haga clic en “Add method”

Nota – Ahora tiene que crear métodos para restablecer su contraseña – esto se llama “2-factor authentication”.

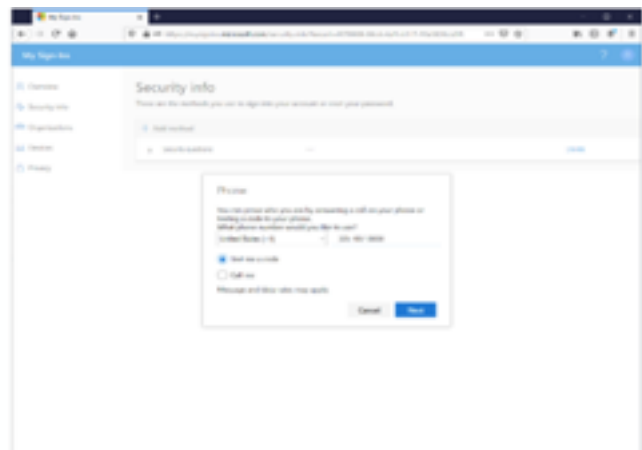
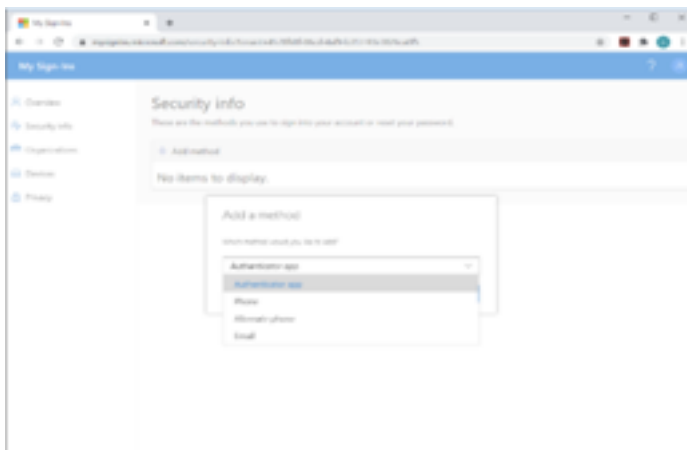


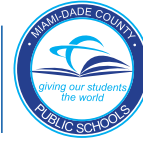
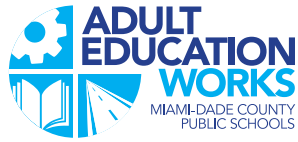
5. Elija entre las opciones y haga clic en “Add” para configurar la opción.

Tiene cuatro opciones para escoger que ofrecen una segunda forma de asegurar quien es usted, para que pueda restablecer su contraseña.

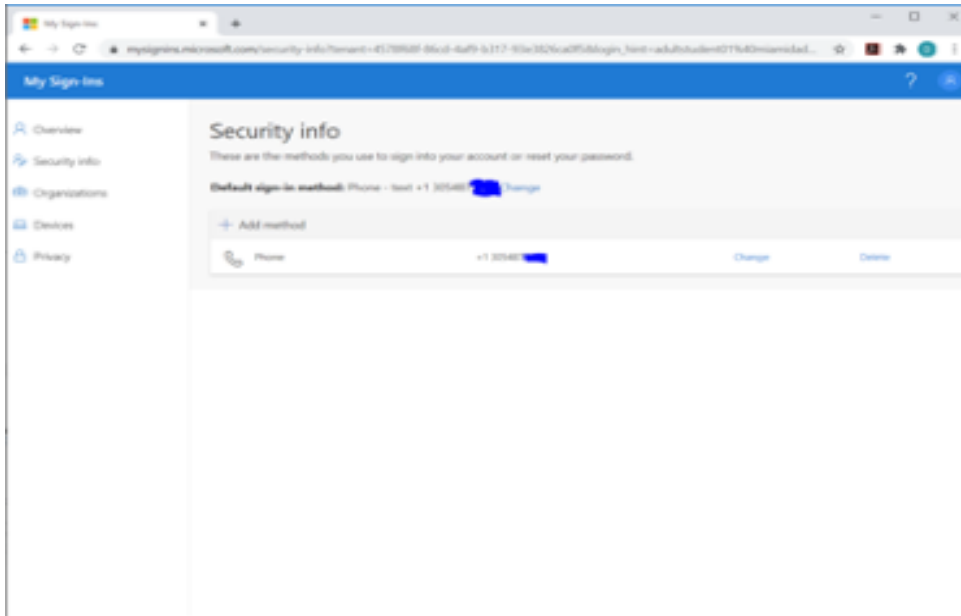
Elija el que le resulte más cómodo:

- *Authenticator app – esta opción usa una aplicación de autenticador que debe instalar en su teléfono inteligente (i.e., Google Authenticator) la cual le ofrecerá una serie de números que puede escribir cuando sea requerido.*
- *Phone – el sistema envía un mensaje de texto o de voz y le ofrece un código que tiene que escribir para verificar.*
- *Alternate phone – permite tener más de un teléfono que puede usar para verificar su identidad.*
- *Email – el sistema envía un correo electrónico a su correo personal y le permite responder para establecer su identidad.*





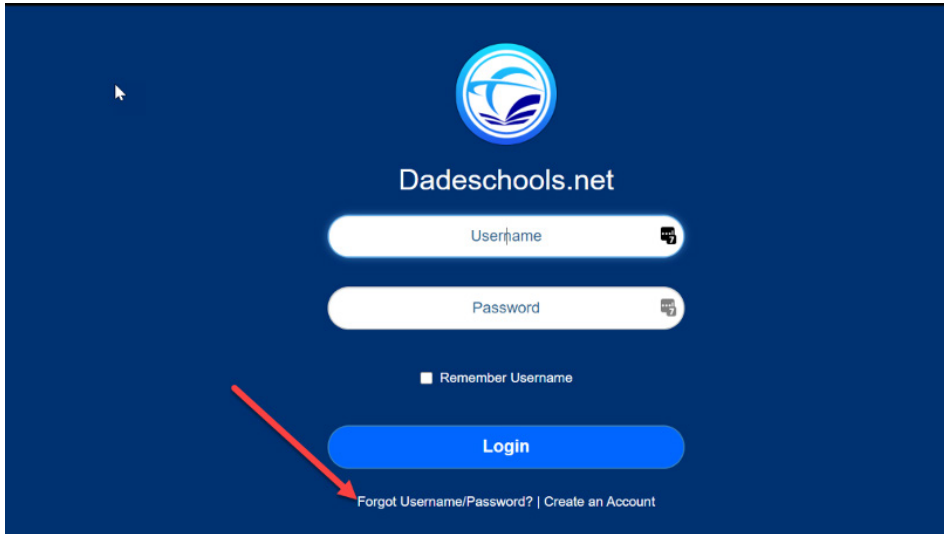
5. Una vez que termine, puede usar el proceso de restablecer la contraseña para reestablecer la misma.



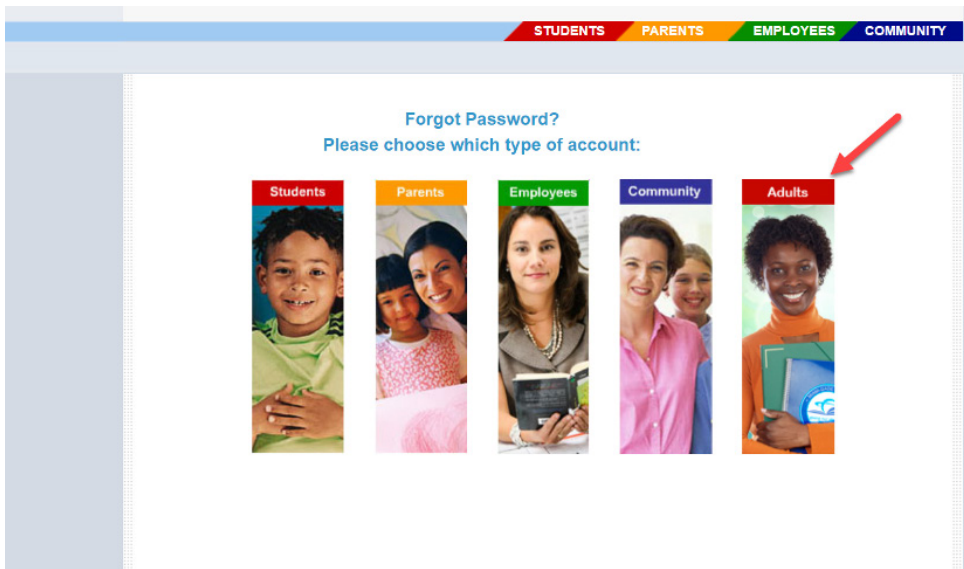
Instrucciones de recuperación de contraseña

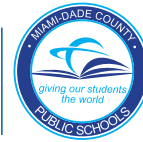
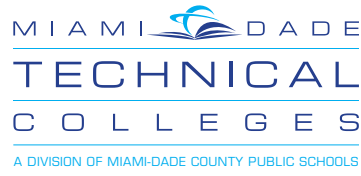
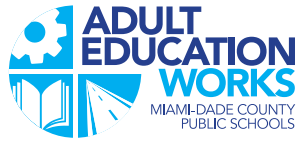
Cuando olvida su contraseña o la configura por primera vez

1. En la pantalla del portal, toque “Forgot Username/Password”



2. En la próxima página, toque el enlace de “Adults”.



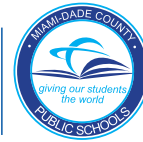
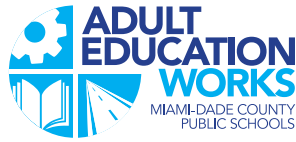


3. Ingrese su nombre de usuario. El formato es **Númerodeidentificaciónestudiantil@students.dadeschools.net**

The screenshot shows the Microsoft Online Password Reset page. The title is "Get back into your account" and the subtitle is "Who are you?". Below this, it says "To recover your account, begin by entering your user ID and the characters in the picture or audio below." There is a text input field for "User ID" containing "30541214@students.dadeschools.net". Below the input field, there is a small image of a blue and white pattern. To the right of the image is a small icon of a person. Below the image and icon is a text input field for "Security code" containing "000000". At the bottom of the form are two buttons: "Next" and "Cancel".

4. Escoja una de las opciones que creo con anterioridad y continúe las instrucciones para completar el proceso de verificación.

The screenshot shows the Microsoft Online Password Reset page, "verification step 1 > choose a new password". It asks the user to "Please choose the contact method we should use for verification:". There are two radio button options: "Text my mobile phone" (selected) and "Call my mobile phone". To the right of the options, it says "In order to protect your account, we need you to enter your complete mobile phone number (*****00) below. You will then receive a text message with a verification code which can be used to reset your password." Below this text is a text input field for the phone number containing "305-487-0000". At the bottom of the form is a "Text" button. At the bottom left of the page is a "Cancel" link.

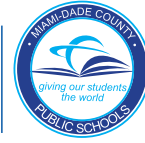
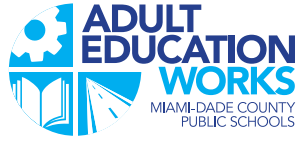


5. Escoja su contraseña nueva. Necesita un mínimo de ocho caracteres.

A screenshot of a web browser showing the Microsoft Online Password Reset page. The address bar shows "https://passwordreset.microsoftonline.com". The page has the Microsoft logo at the top left. Below it, the text "Get back into your account" is displayed. Underneath, a progress bar shows "verification step 1 ✓ > verification step 2 ✓ > choose a new password". There are two input fields: the first is labeled "* Enter new password:" and the second is labeled "* Confirm new password:". Both fields contain masked characters (dots).

6. La contraseña esta restablecida.

A screenshot of a web browser showing the Microsoft Online Password Reset completion page. The address bar shows "https://passwordreset.microsoftonline.com/Done.aspx". The page has the Microsoft logo at the top left. Below it, the text "Get back into your account" is displayed. Underneath, a green checkmark icon is followed by the text "Your password has been reset".



KREYÒL AYISYEN

Modpas Reyajiste ak Enskripsyon

pou Edikasyon Elèv Granmoun

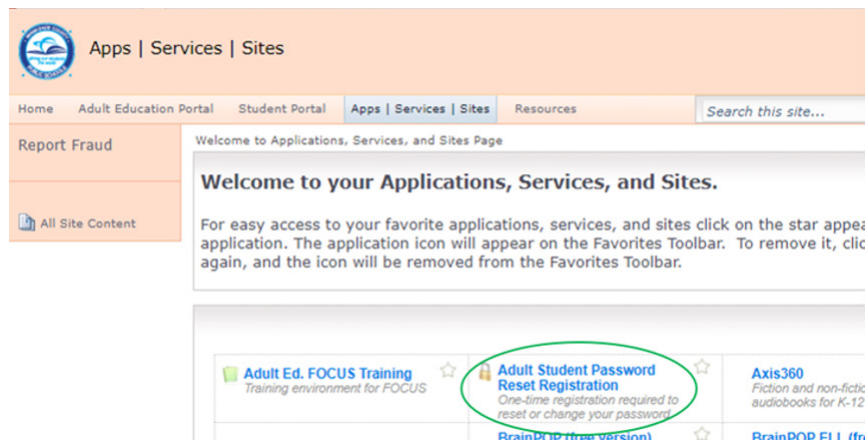
Kounye a ou gen yon nouvo fason pou ou mete pwòp modpas ou ak Reyajiste li si ou bliye. Swiv enstriksyon ki anba yo nan toulède ka yo:

Premye fwa:

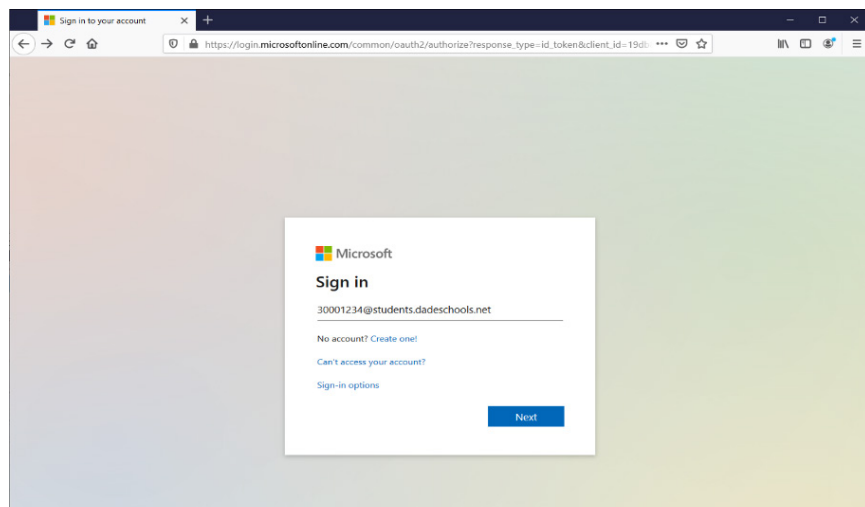
Premye fwa ou ouvri sesyon an, ou pral sèvi ak modpas ekip sipò a ba ou oswa modpas ou te jwen pa default. *Pwofesè ou oswa lòt manm pèsònèl sipò lekòl la ta dwe kapab ba ou premye fòm modpas default ou an.*

Aprè premye login ou, swiv etap preferans sa yo mete pou ou kapab Reyajiste modpas ou:

1. Ale nan “Application | Sèvis | Sit” paj epi klike sou “Enskripsyon Modpas pou Elèv Granmoun”

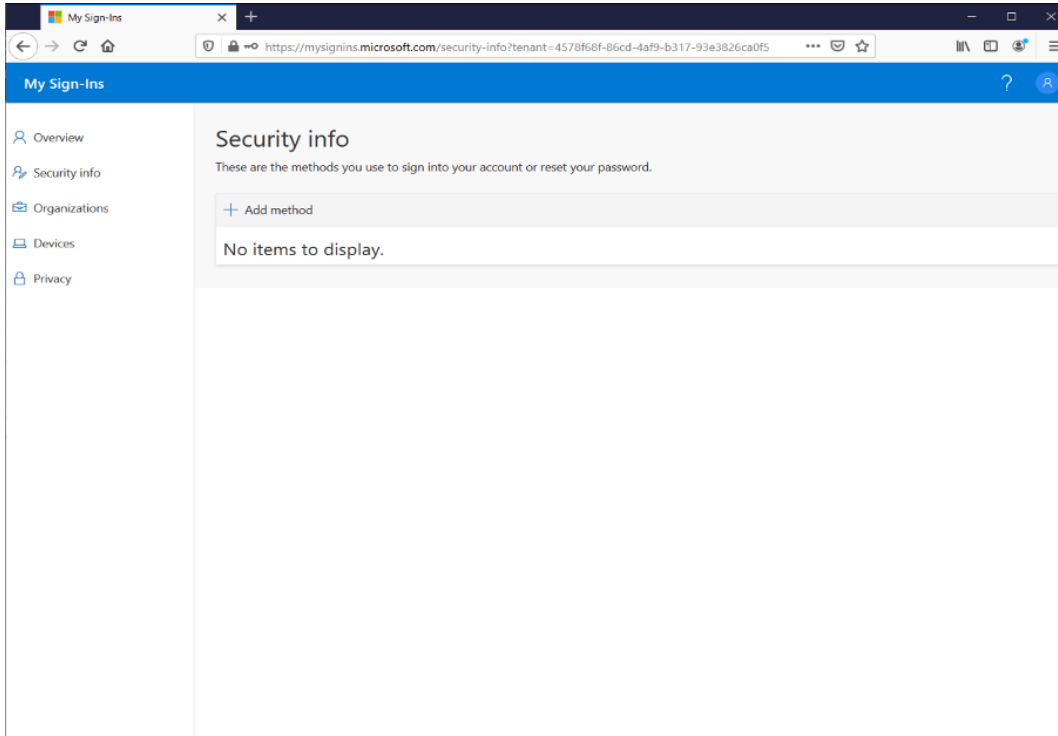


2. Nan pwochen ekran an, antre non itilizatè ou an, jan yo montre sa. Fòm la se StudentIDNumber@students.dadeschools.net



3. Klike sou “Add (Ajoute) metòd”

Note-ou pral kounye a dwe mete kanpe metòd pou Reyajiste modpas la - yo rele sa 2-faktè otantifikasyon

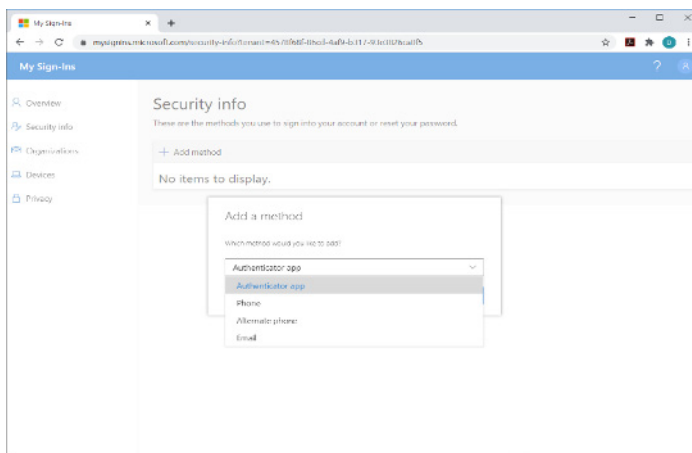


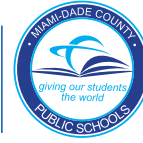
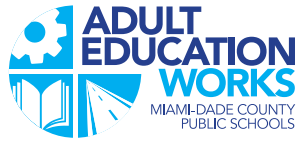
4. Chwazi nan opsyon yo, epi klike sou “ Add (Ajoute ” nan konfigirasyon opsyon an.

Ou gen kat opsyon ou ka chwazi pou bay yon dezyèm fason yo konfime ki moun ou ye pou ou ka Reyajiste modpas ou.

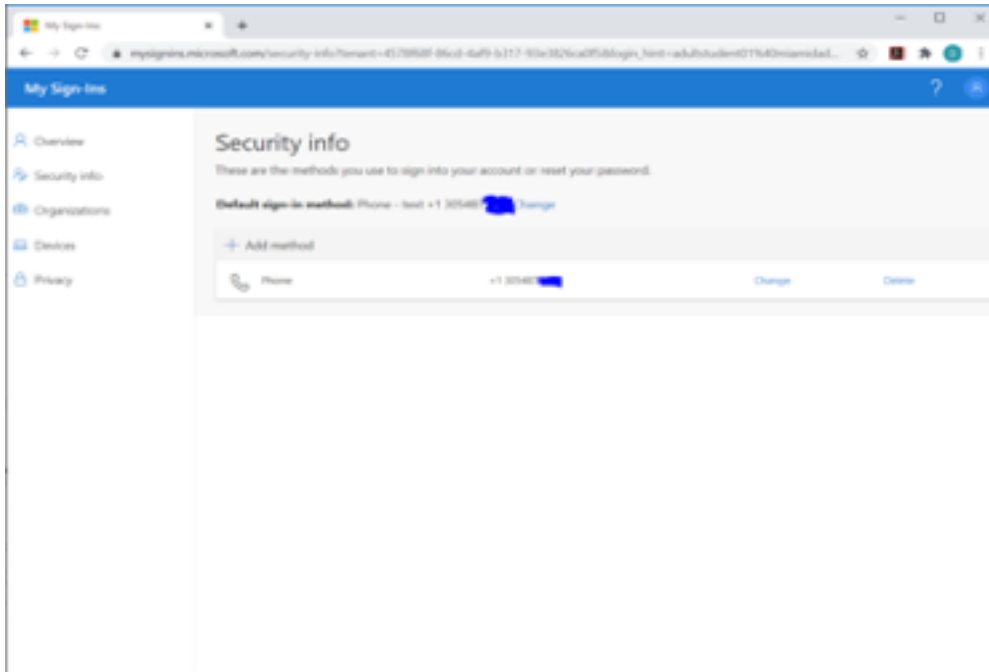
Chwazi youn nan ke ou pi konfòtab ak:

- Otantifikatè aplikasyon – opsyon sa a sèvi ak yon aplikasyon otantifikatè ke ou dwe enstale sou smartphone (Pa egzanp, Google Otantifikatè) ou ki pral ofri ou ak yon seri de nimewo ki ou ka Lè sa a, antre nan lè yo mande yo
- Telefòn – sistèm lan ap voye ba ou yon mesaj tèks oswa mesaj vwa epi ba ou yon kòd pou antre pou verifye
- Yon lòt telefòn – pèmèt ou gen plis pase yon telefòn ki ka itilize pou verifye idantite ou
- Imèl – sistèm lan pral voye yon imèl nan adrès imel prive ou ak pèmèt ou reponn a etabli idantite ou



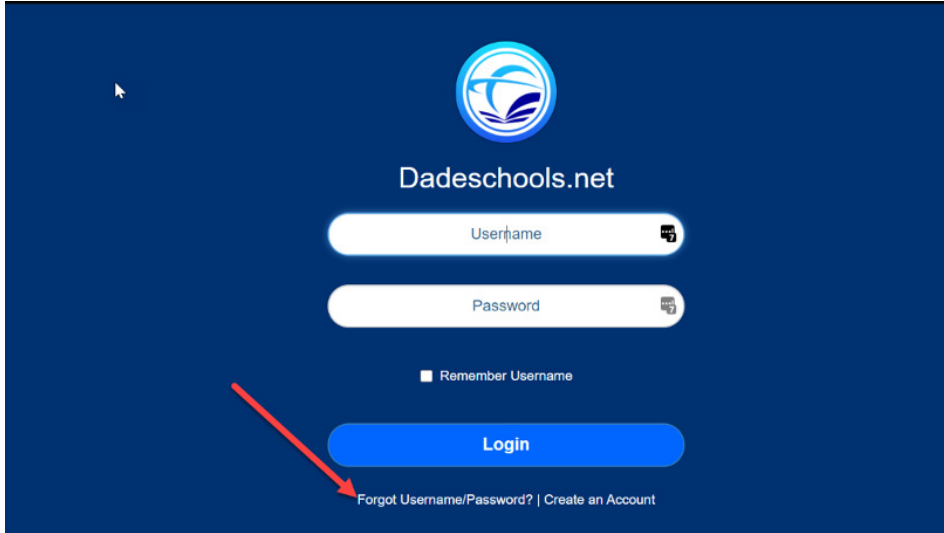


5. Yon fwa konplè, ou ka itilize pwosesis rekiperasyon modpas la pou Reyajiste modpas ou an

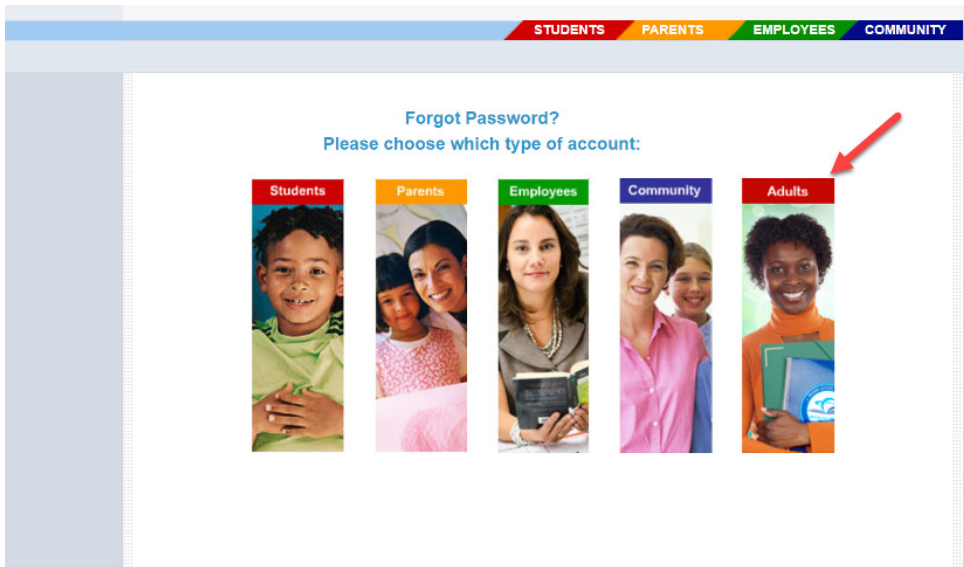


Enstriksyon Pou Rekipere Modpas ou Lè ou bliye modpas ou oswa yo mete l 'la pou premye fwa

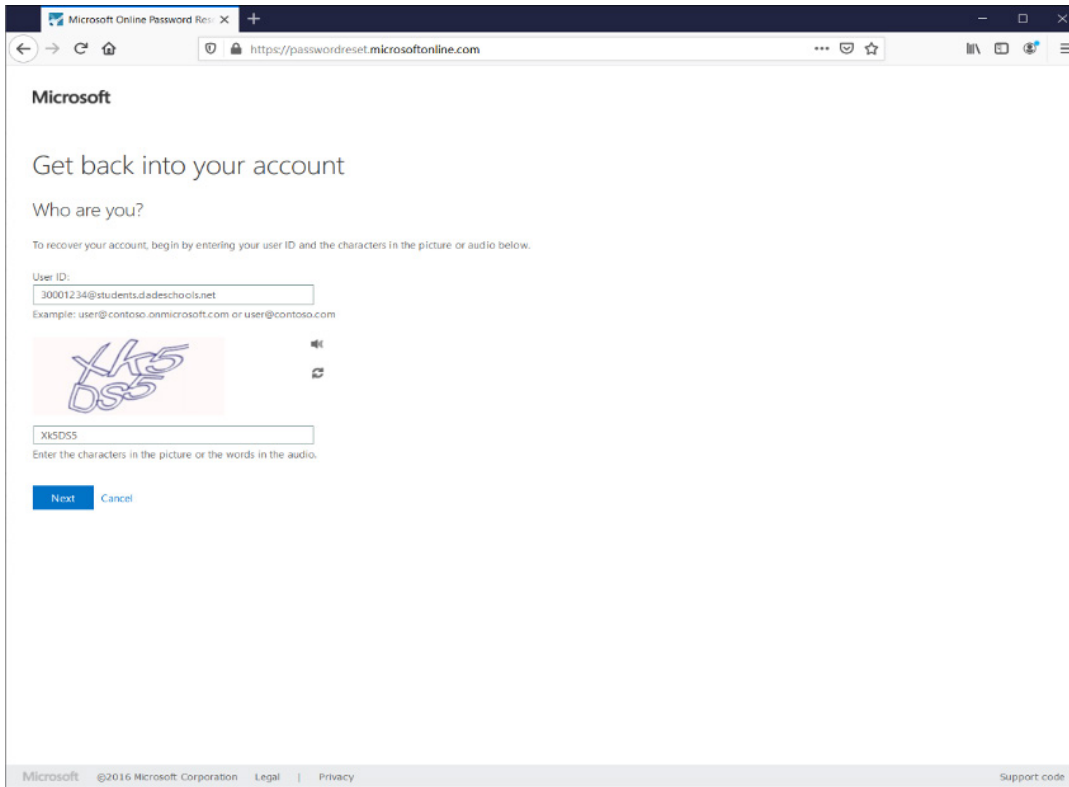
1. Sou ekran an login pòtal, klike sou “Bliye non itilizatè / modpas”



2. Klike sou lyen “Adult –(Granmoun)” sou pwochen ekran an



3. Mete non itilizaté jan yo montre sa, avèk “@students.dadeschools.net”



Microsoft Online Password Reset

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

30001234@students.dadeschools.net

Example: user@contoso.onmicrosoft.com or user@contoso.com

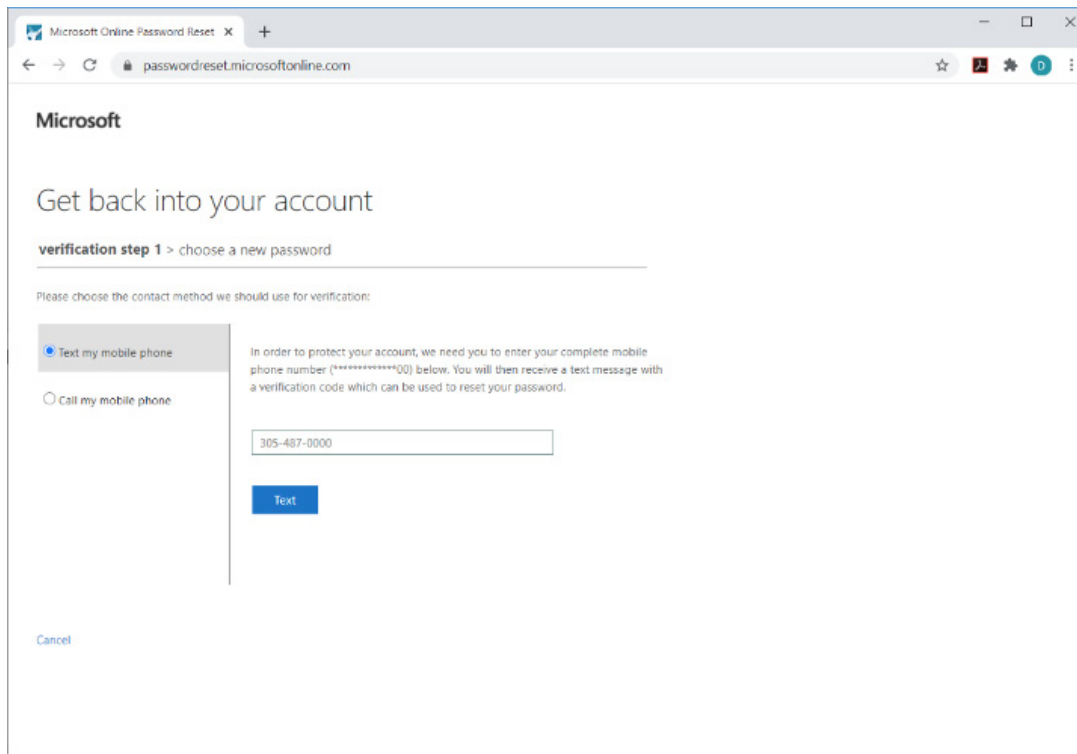
XXSD55

Enter the characters in the picture or the words in the audio.

Next Cancel

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4. Chwazi nan youn nan opsyon ou mete kanpe pi bonè epi swiv enstriksyon yo pou konplete pwosesis verifikasyon an.



Microsoft Online Password Reset

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

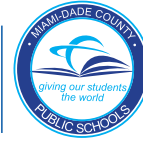
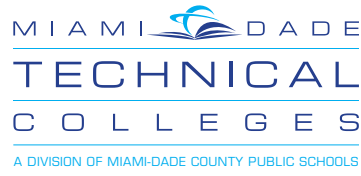
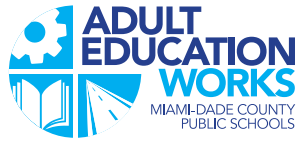
☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****00) below. You will then receive a text message with a verification code which can be used to reset your password.

305-487-0000

Text

Cancel



5. Chwazi nouvo modpas ou. Minimòm lan se uit karaktè.

Microsoft Online Password Reset

Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

*

6. Reyajiste Modpas

Microsoft Online Password Reset

Get back into your account

✓ Your password has been reset