

### 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"

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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* 

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		your account or reset your password.

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

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

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### **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"

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2. Click on the "Adults" link on the next screen





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

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

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

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## 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. Sigua 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".

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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.

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#### 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

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

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

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# 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 pèsonèl sipò lekòl la ta dwe kapab ba ou premye fòma modpas default ou an. .

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

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





#### 3. Klike sou "Add (Ajoute) metòd"

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

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#### Enstriksyon Pou Rekipere Modpas ou

Lè ou bliye modpas ou oswa yo mete l'la pou premye fwa

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





3. Mete non itilizatè jan yo montre sa, avèk "@students.dadeschools.net"

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