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.

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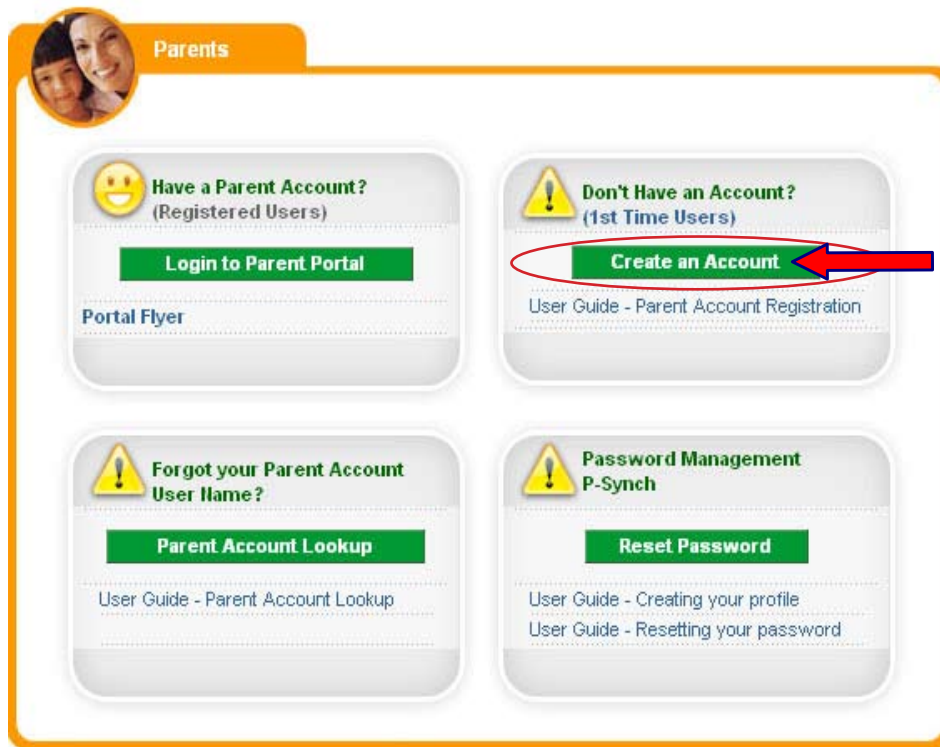
⚠️ **Create an Account** - Located, on the right side of the page, is used for parents to register to obtain a user ID and password, to access the *Parent Portal.*

  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.

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

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.]*

Complete Student Information fields and,

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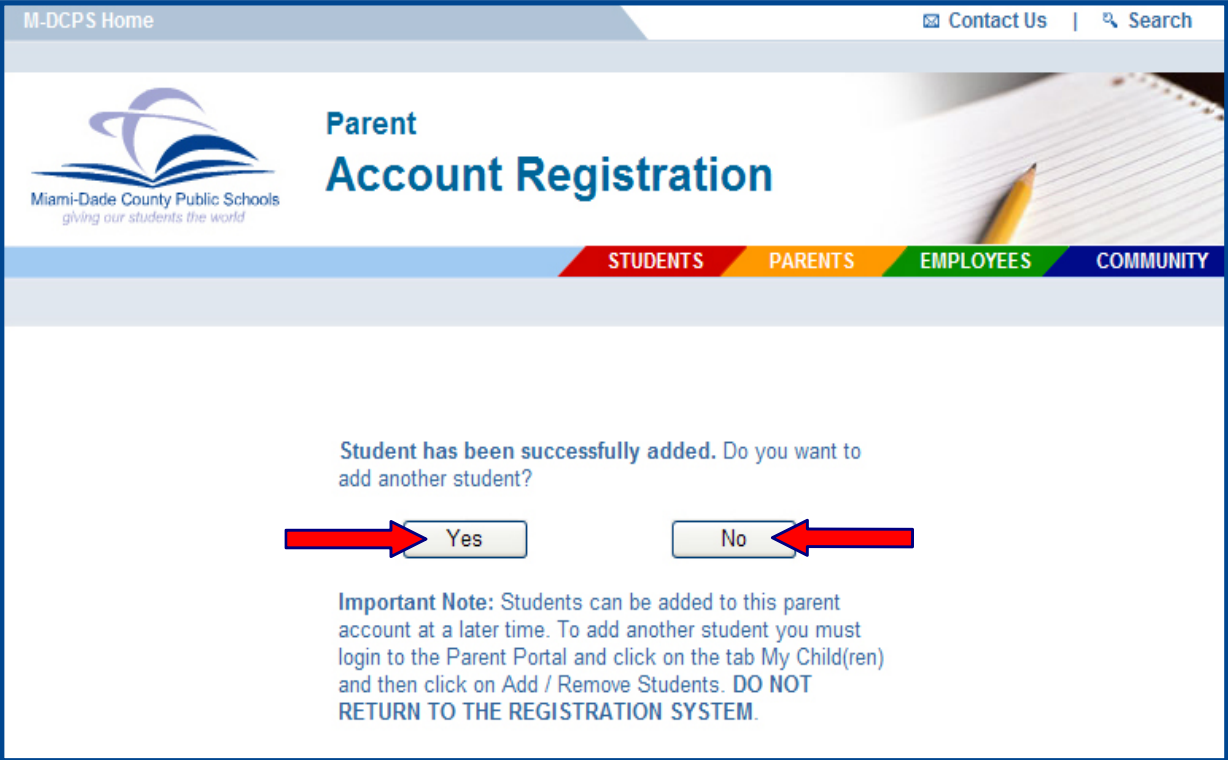
If no errors, the screen will change to display the message: **Student has been successfully added. Do you want to add another student?** The added student(s) name will display under the Registered Student field.

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,

▼ **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.

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 additlonal information.]

- ▼ **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/.]*

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.
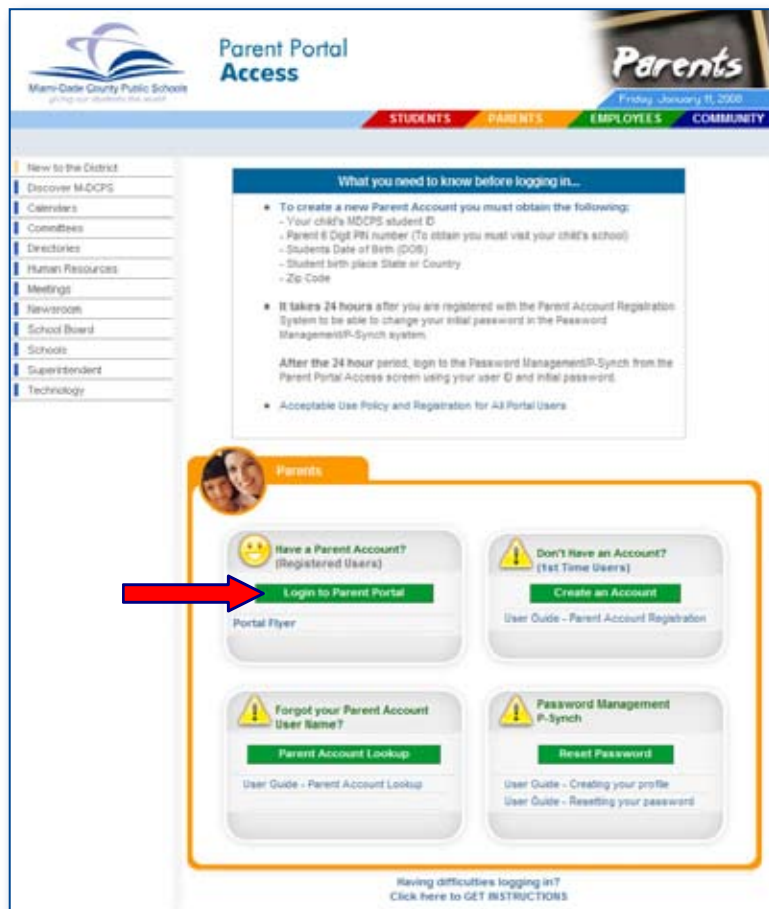
From the dadeschools.net Parents page,

▼   **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**

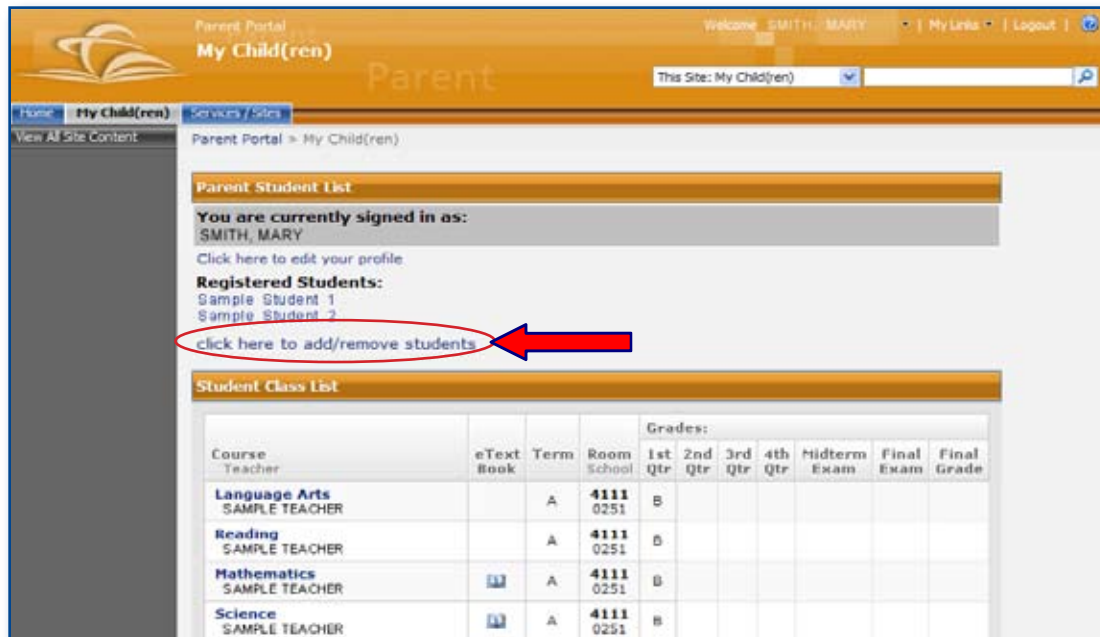The Parent Portal page will be displayed.

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,

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**