

# ENGLISH

## Password Reset and Registration for Adult Education Students

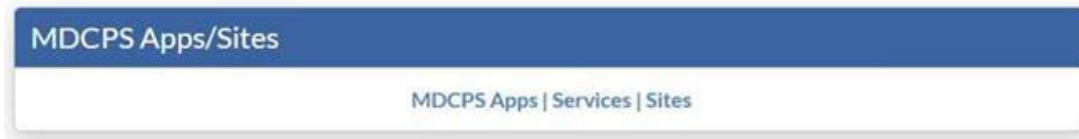
You now have a new way to set your own password and reset it if you forget. Follow the directions below in both cases:

### First time:

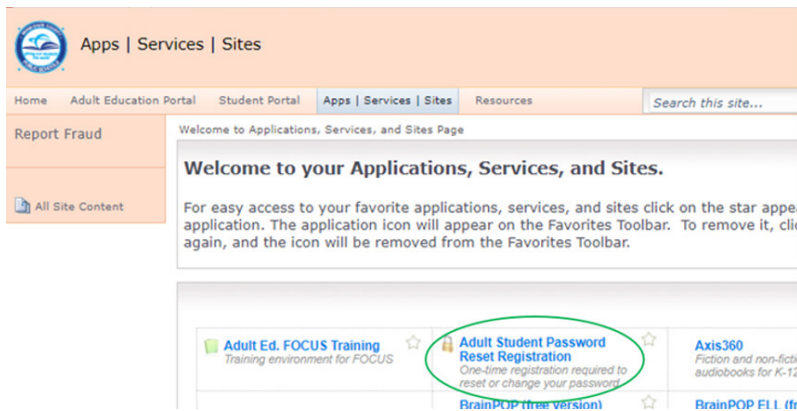
The first time you log in, you will use the password provided. *Your teacher or other school support staff member should be able to provide you with the format of your initial default password.*

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

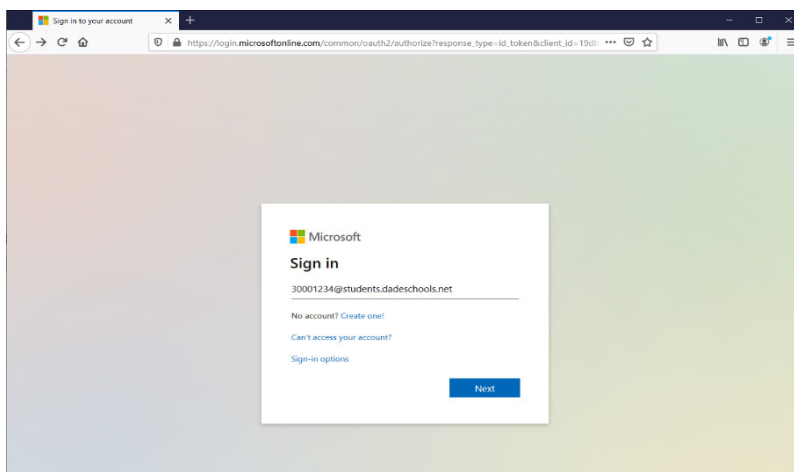
1. Each time you log in, the Dadeschools portal will forward you to your student portal in Focus School Software. First, click the “MDCPS Apps | Services | Sites” link to switch back to the Dadeschools portal homepage.



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

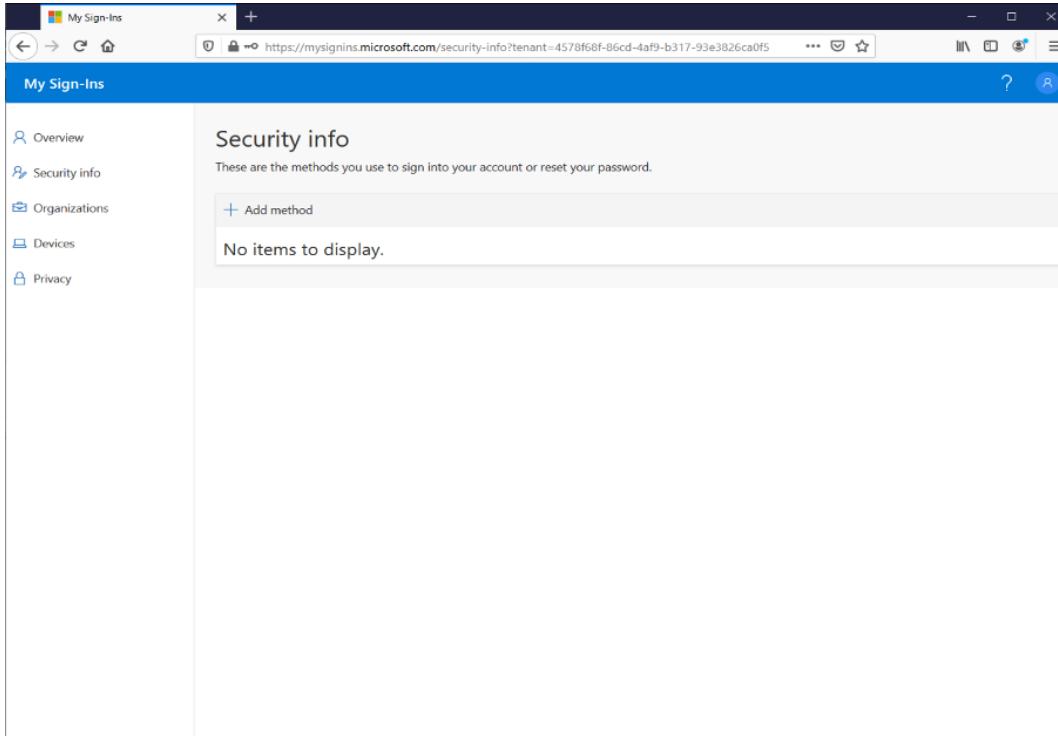


3. At the next screen, enter your username, as shown. Format is StudentIDNumber@students.dadeschools.net



#### 4. Click “Add method”

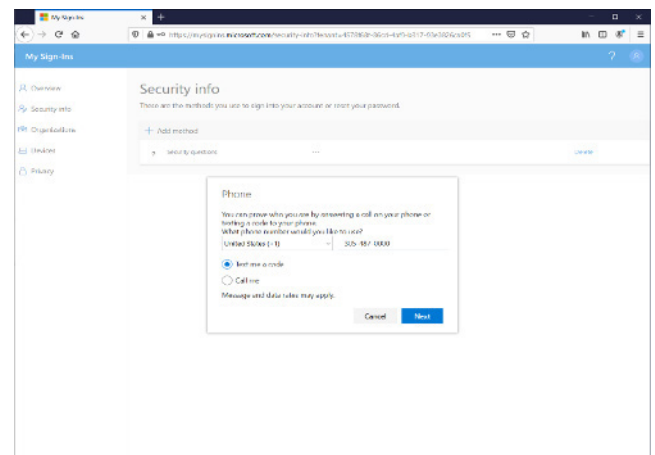
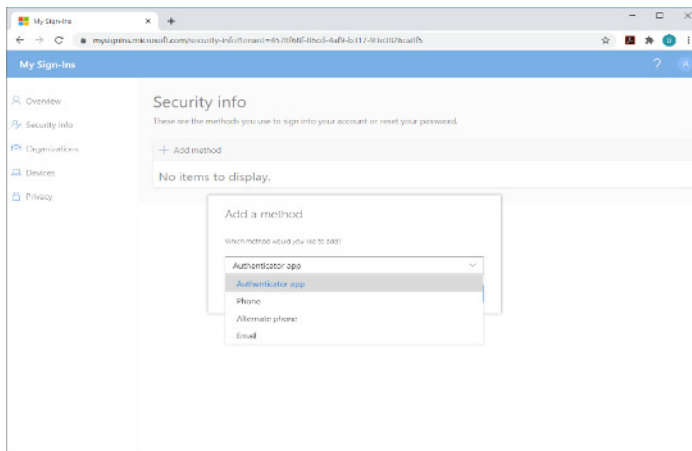
*Note – you will now be setting up methods for resetting the password – this is called 2-factor authentication*

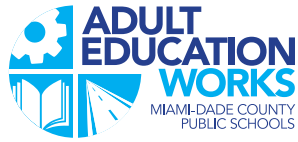


#### 5. Choose from the options and click “Add” to configure the option.

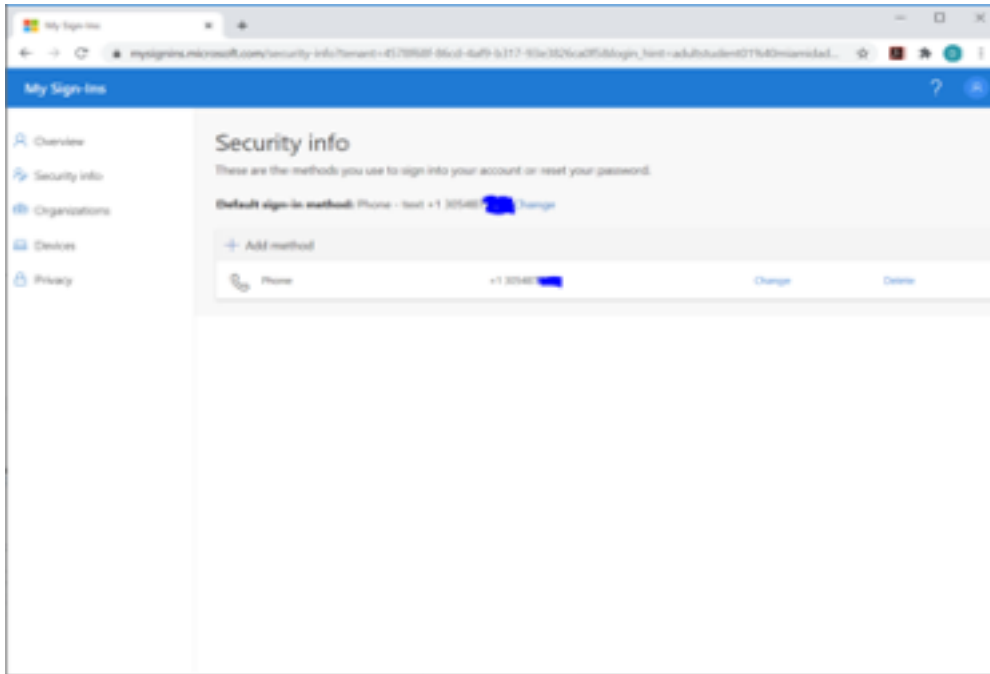
*You have four options you can pick from to provide a second way to confirm who you are so you can reset your password. Choose the one that you are most comfortable with:*

- *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*





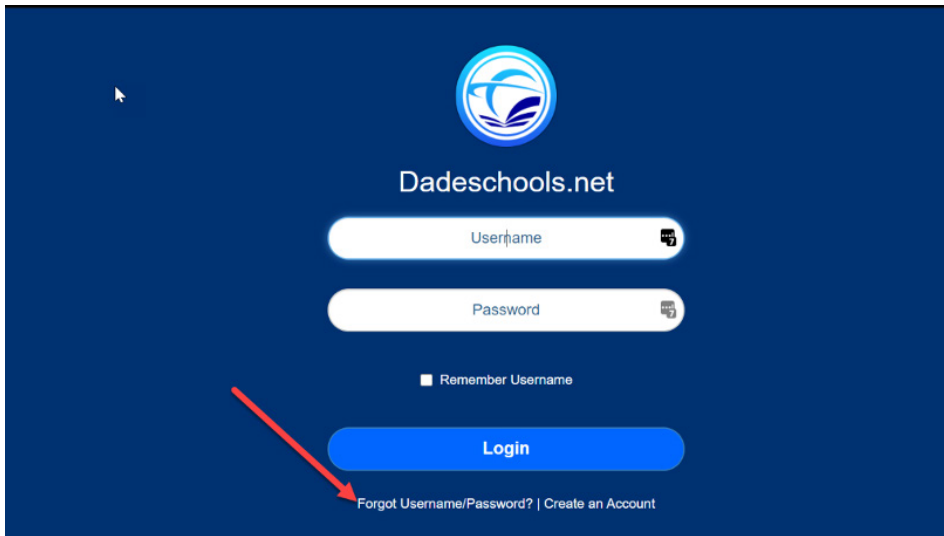
6. Once complete, you can use the password recovery process to reset your password



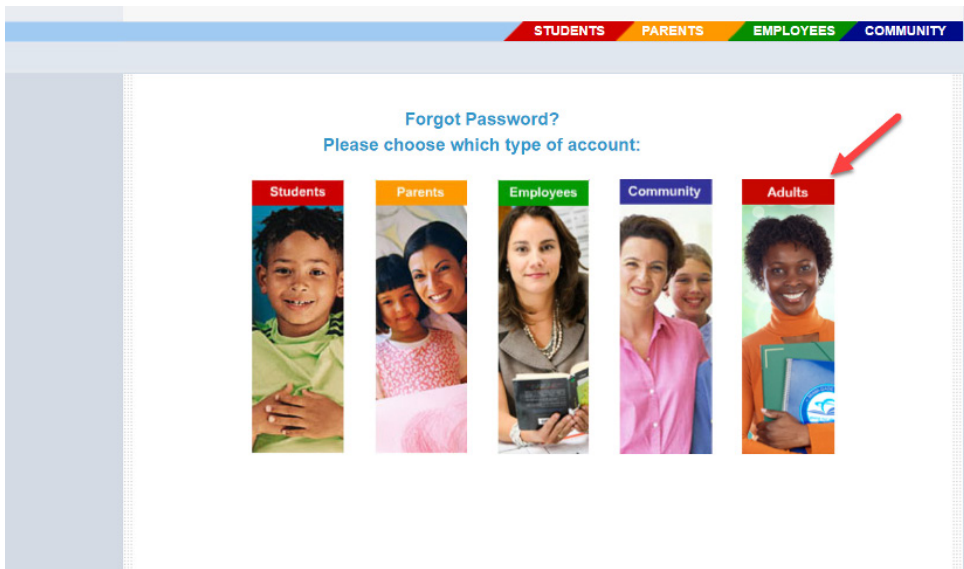
## Password Recovery Instructions

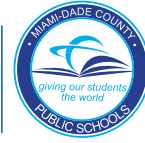
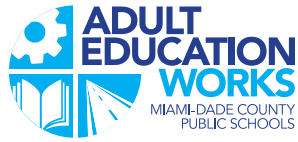
When you forget your password or to set it for the first time

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



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





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

XKSD55

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

Next Cancel

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

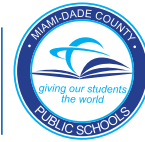
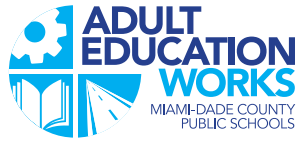
Call my mobile phone

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.

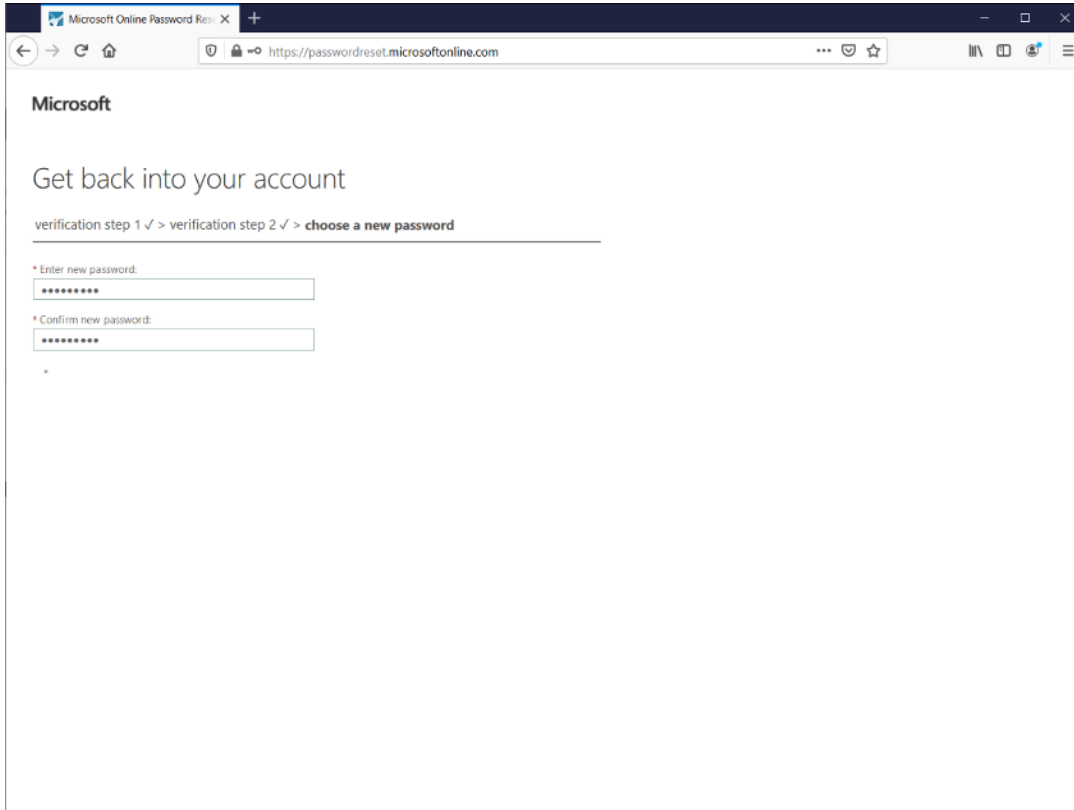
305-487-0000

Text

Cancel



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

A screenshot of a web browser showing the Microsoft password reset page. The browser address bar shows "https://passwordreset.microsoftonline.com". The page content includes the Microsoft logo, the heading "Get back into your account", and a progress indicator "verification step 1 ✓ > verification step 2 ✓ > choose a new password". Below this, there are two input fields: "Enter new password:" and "Confirm new password:", both containing masked characters (dots).

Microsoft

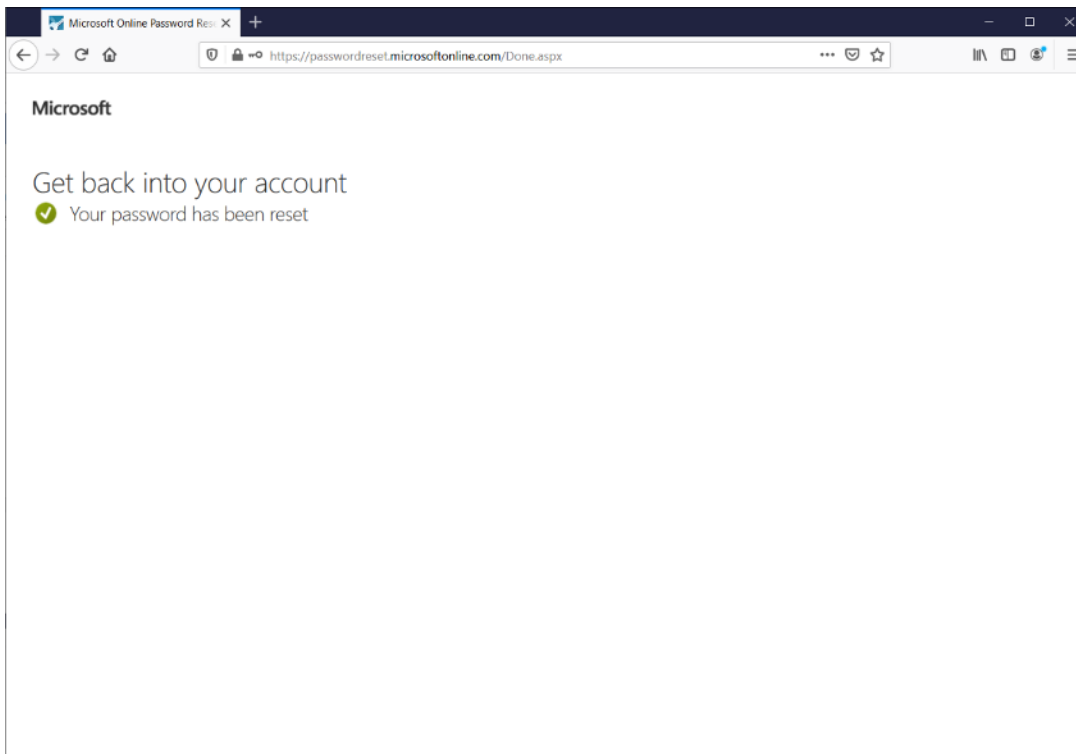
Get back into your account

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

\* Enter new password:  
\*\*\*\*\*

\* Confirm new password:  
\*\*\*\*\*

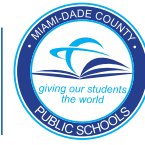
6. Password is reset.

A screenshot of a web browser showing the Microsoft password reset completion page. The browser address bar shows "https://passwordreset.microsoftonline.com/Done.aspx". The page content includes the Microsoft logo, the heading "Get back into your account", and a green checkmark icon followed by the text "Your password has been reset".

Microsoft

Get back into your account

✓ Your password has been reset



A DIVISION OF MIAMI-DADE COUNTY PUBLIC SCHOOLS

# 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:

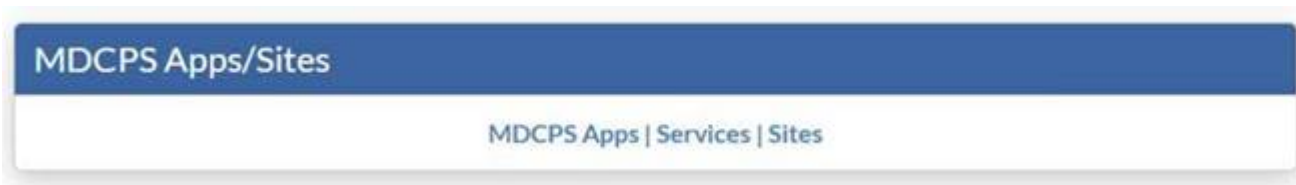
### Primera vez:

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

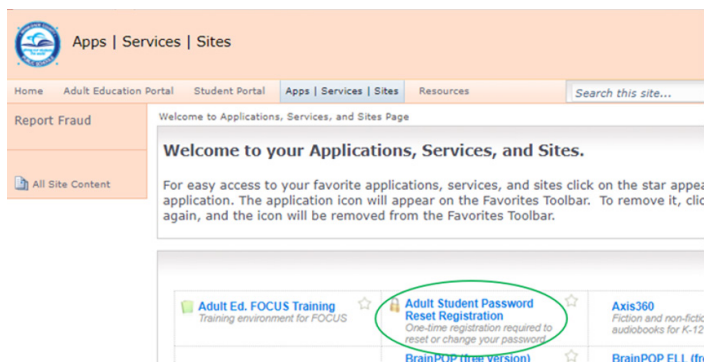
*Su maestro o cualquier persona del equipo de apoyo le puede ofrecer el formato de su contraseña predeterminada.*

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

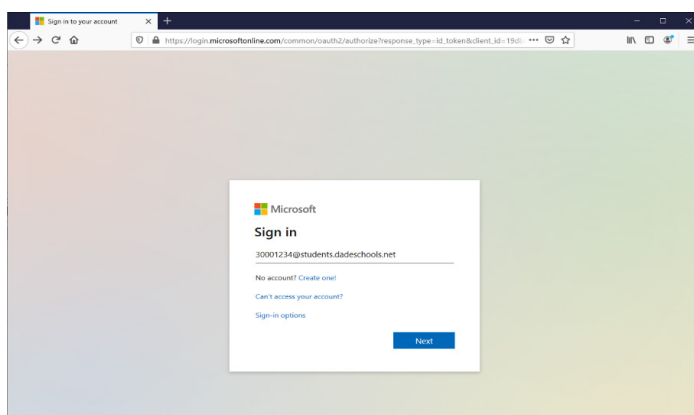
1. Cada vez que acceda, el portal de Dadeschools lo envía a su portal de estudiante en el software de Focus School. Primero, haga clic en el enlace “MDCPS Apps | Services | Sites” para ir de vuelta a la página principal del portal de Dadeschools.



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

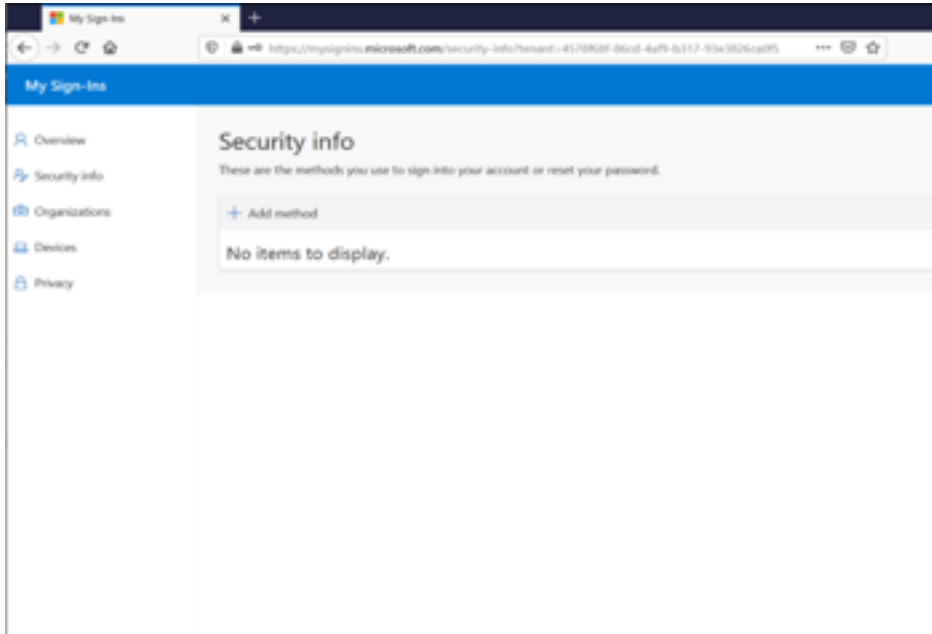


3. En la próxima pantalla, escriba su nombre de usuario como se muestra. El formato es: NumerodeEstudiante@students.dadeschools.net



#### 4. Haga clic en “Add method”

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

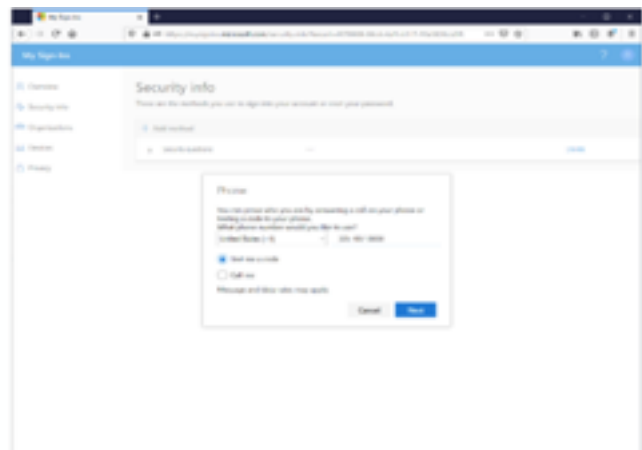
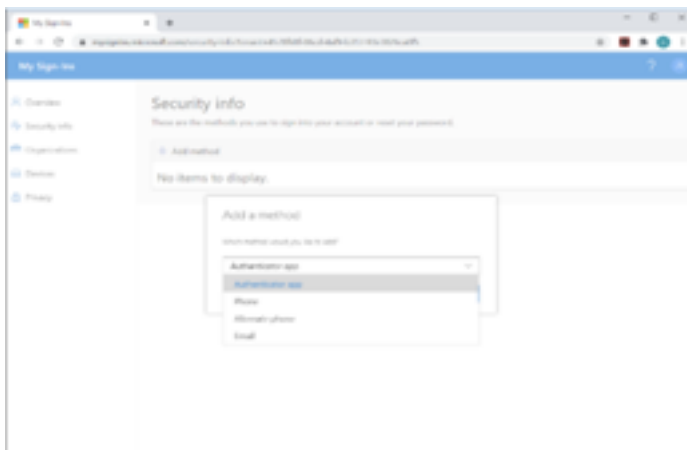


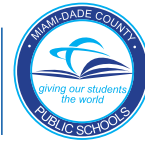
#### 5. Elija entre las opciones y haga clic en “Add” para configurar la opción.

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:

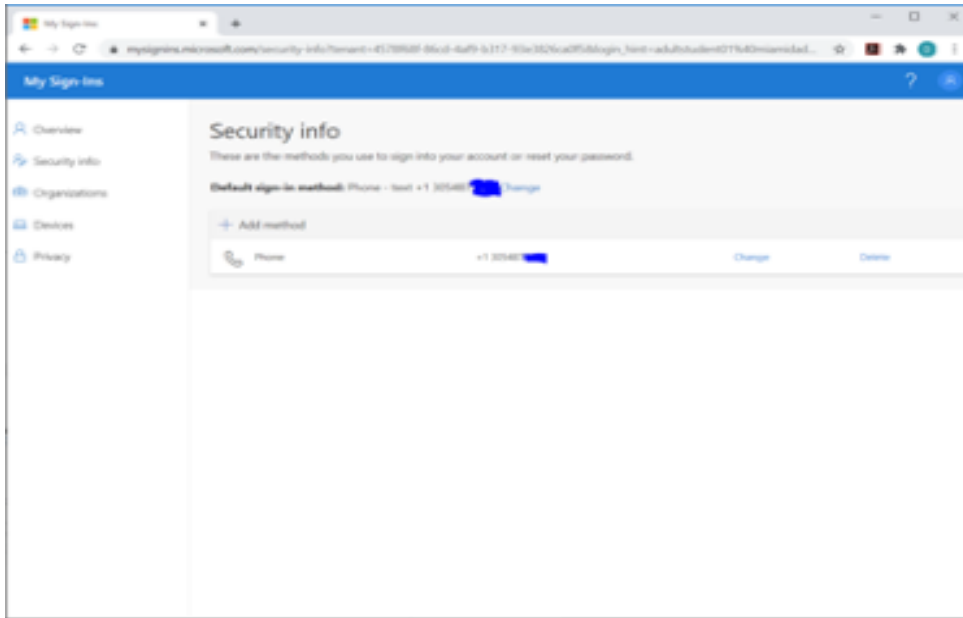
- *Authenticator app – esta opción usa una aplicación de autenticador que debe instalar en su teléfono inteligente (i.e., Google Authenticator) la cual le ofrecerá una serie de números que puede escribir cuando sea requerido.*
- *Phone – el sistema envía un mensaje de texto o de voz y le ofrece un código 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.*





A DIVISION OF MIAMI-DADE COUNTY PUBLIC SCHOOLS

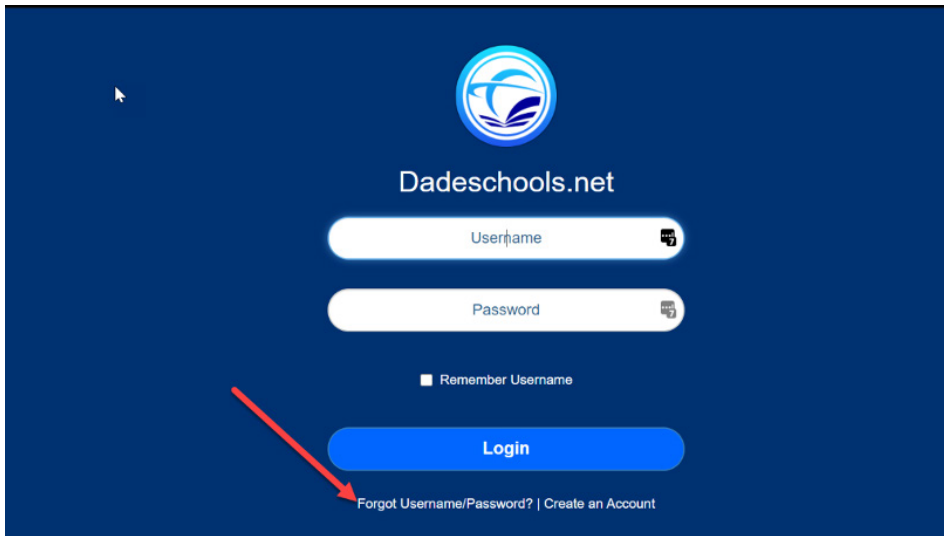
6. Una vez que termine, puede usar el proceso de restablecer la contraseña para reestablecer la misma.



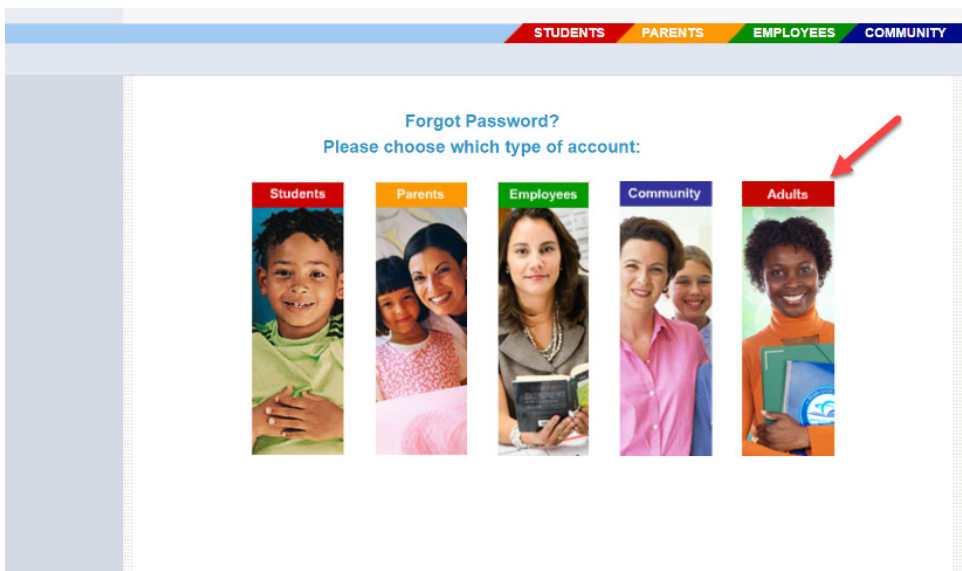
## Instrucciones de recuperación de contraseña

Cuando olvida su contraseña o la configura por primera vez

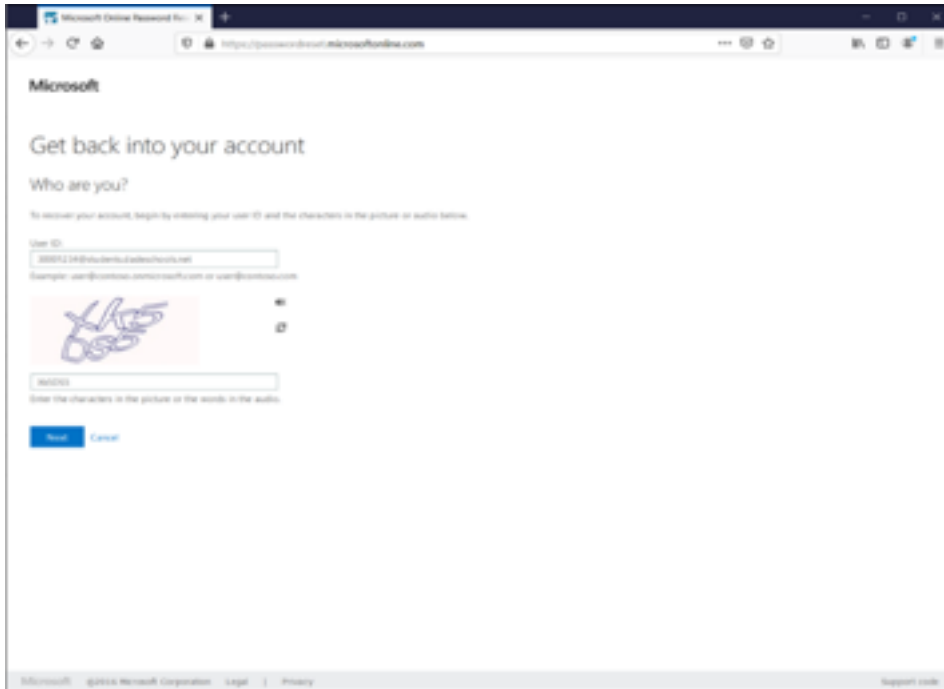
1. En la pantalla del portal, toque *"Forgot Username/Password"*



2. En la próxima página, toque el enlace de *"Adults"*.

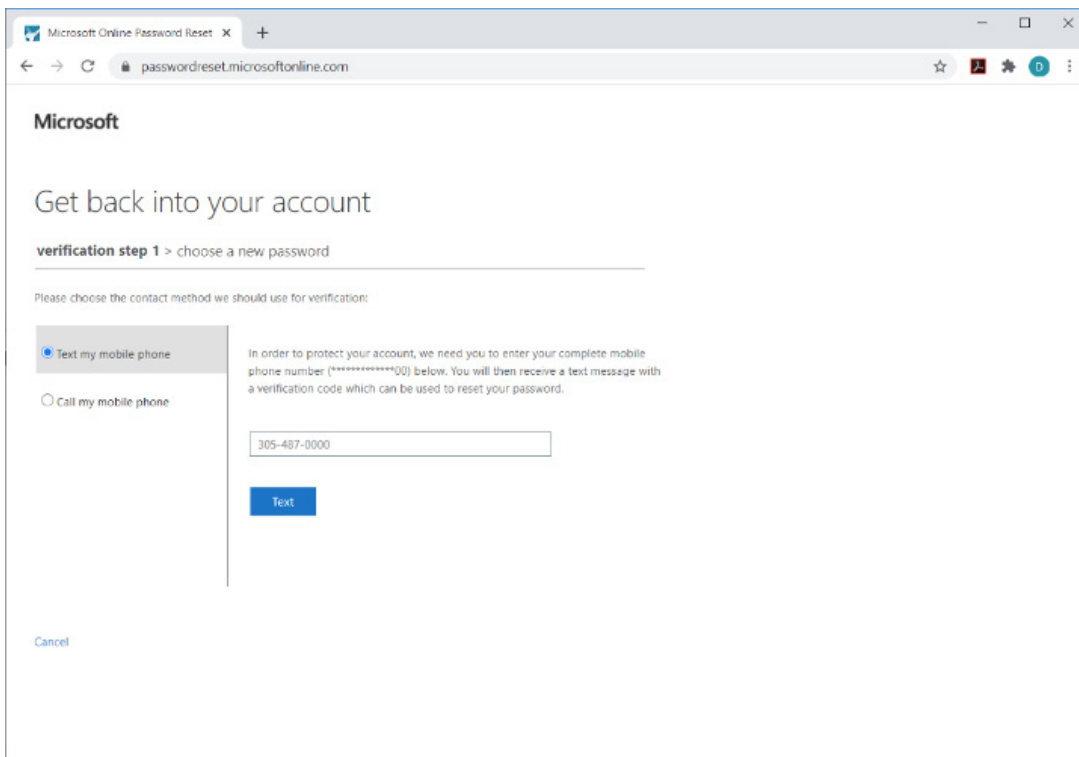


3. Ingrese su nombre de usuario. El formato es **Númerodeidentificaciónestudiantil@students.dadeschools.net**

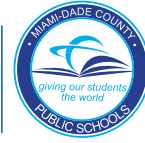
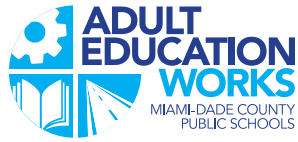


The screenshot shows a Microsoft account verification page. The title is "Microsoft" and the main heading is "Get back into your account". Below this, it asks "Who are you?" and provides instructions: "To recover your account, begin by entering your user ID and the characters in the picture or audio below." There is a "User ID" input field containing "38892194@students.dadeschools.net". Below the input field is a small image with the numbers "115" and "050" written in blue ink. There is also a "MIDI" input field with the instruction "Enter the characters in the picture or the words in the audio." At the bottom of the form are "Next" and "Cancel" buttons.

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



The screenshot shows a Microsoft account verification page. The title is "Microsoft" and the main heading is "Get back into your account". Below this, it says "verification step 1 > choose a new password". The instruction is "Please choose the contact method we should use for verification:". There are two radio button options: "Text my mobile phone" (which is selected) and "Call my mobile phone". To the right of these options, there is a text box for a mobile phone number containing "305-487-0000". Below the text box is a "Text" button. At the bottom left of the page is a "Cancel" link.

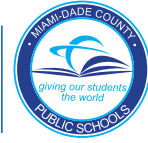
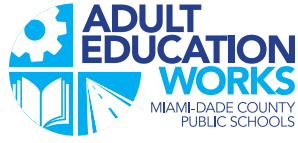


5. Escoja su contraseña nueva. Necesita un mínimo de ocho caracteres.

A screenshot of a web browser showing the Microsoft Online Password Reset page. The browser address bar displays "https://passwordreset.microsoftonline.com". The page content includes the Microsoft logo, the heading "Get back into your account", and a progress indicator showing "verification step 1 ✓ > verification step 2 ✓ > choose a new password". Below this, there are two input fields: "Enter new password:" and "Confirm new password:", both containing masked characters (dots).

6. La contraseña esta restablecida.

A screenshot of a web browser showing the Microsoft Online Password Reset page. The browser address bar displays "https://passwordreset.microsoftonline.com/Done.aspx". The page content includes the Microsoft logo, the heading "Get back into your account", and a green checkmark icon followed by the text "Your password has been reset".



# KREYÒL AYISYEN

## Modpas Reyajiste ak Enskripsyon

pou Edikasyon Elèv Granmoun

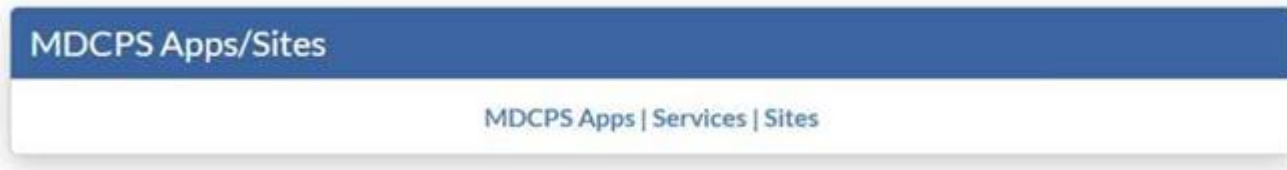
Kounye a ou gen yon nouvo fason pou ou mete pwòp modpas ou ak Reyajiste li si ou bliye. Swiv enstriksyon ki anba yo nan toulède ka yo:

### Premye fwa:

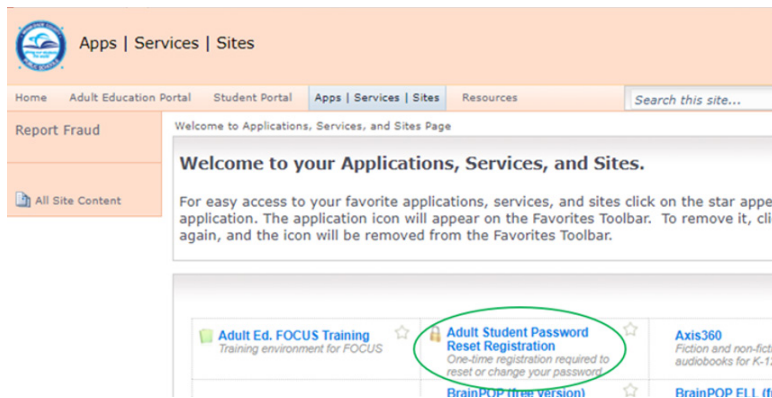
Premye fwa ou ouvri sesyon an, ou pral sèvi ak modpas ekip sipò a ba ou oswa modpas ou te jwen pa default. *Pwofesè ou oswa lòt manm pèsònèl sipò lekòl la ta dwe kapab ba ou premye fòm modpas default ou an.*

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

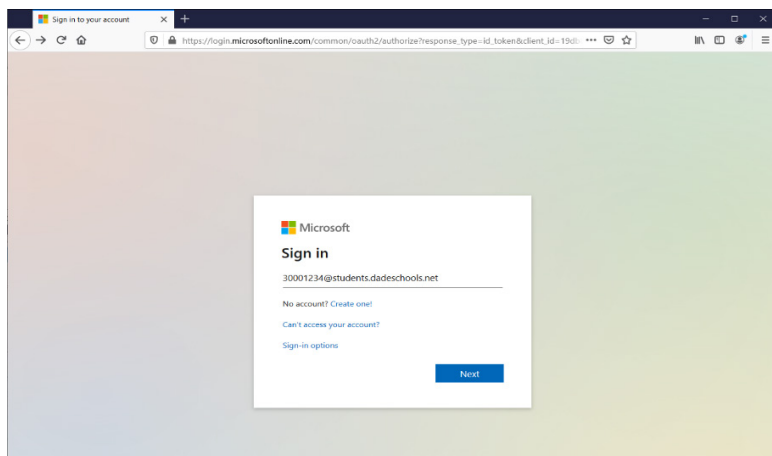
1. Chak fwa ou ouvri sesyon an, Dadeschools pòtal la ap voye ou nan pòtal elèv ou a nan Focus lojisyèl Lekòl la. Premyèman, klike sou "MDCPS Apps | Sèvis | Sit" lyen pou retounen nan paj dakèy Portal Dadeschools la.



2. Ale nan "Application | Sèvis | Sit" paj epi klike sou "Enskripsyon Modpas pou Elèv Granmoun"



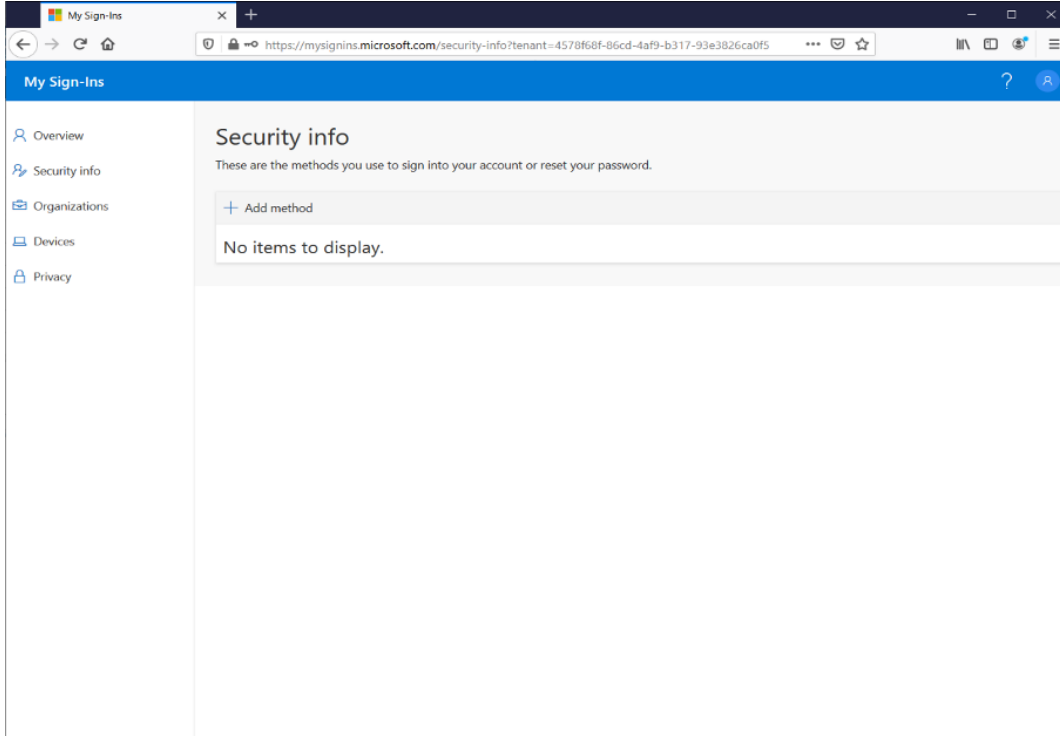
3. Nan pwochen ekran an, antre non itilizatè ou an, jan yo montre sa. Fòm la se StudentIDNumber@students.dadeschools.net





#### 4. Klike sou “Add (Ajoute) metòd”

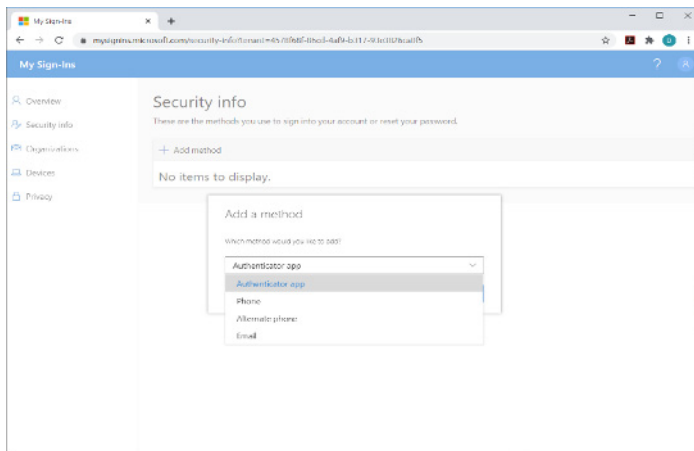
*Note-ou pral kounye a dwe mete kanpe metòd pou Reyajiste modpas la - yo rele sa 2-faktè otantifikasyon*

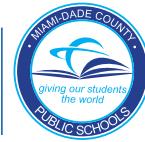
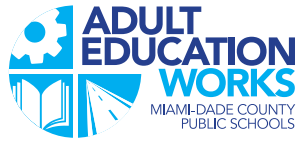


#### 4. Chwazi nan opsyon yo, epi klike sou “ Add (Ajoute “ nan konfigirasyon opsyon an.

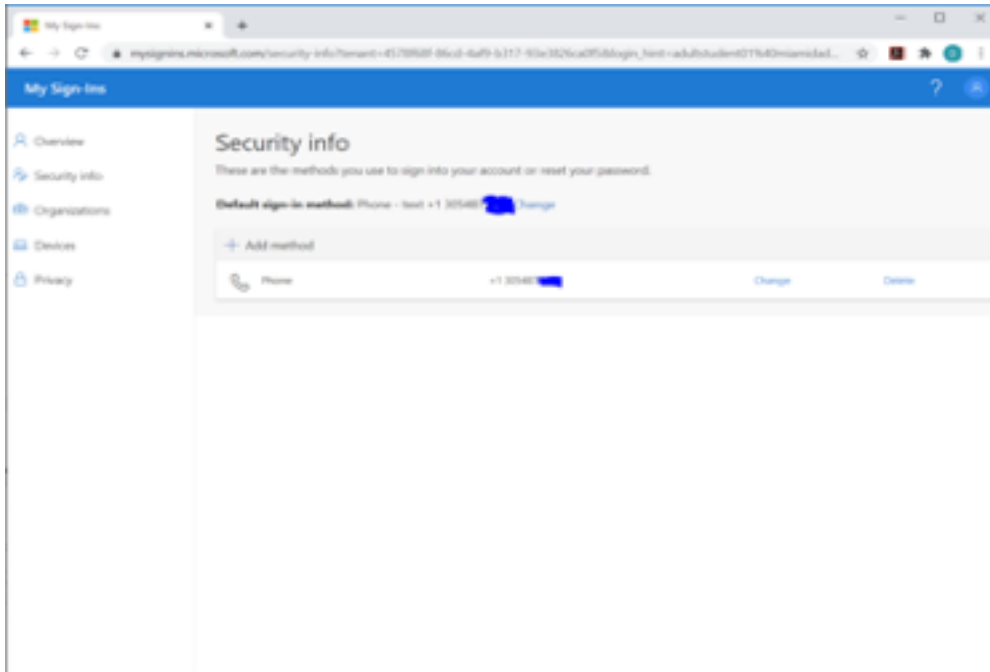
*Ou gen kat opsyon ou ka chwazi pou bay yon dezyèm fason yo konfime ki moun ou ye pou ou ka Reyajiste modpas ou. Chwazi youn nan ke ou pi konfòtab ak:*

- 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



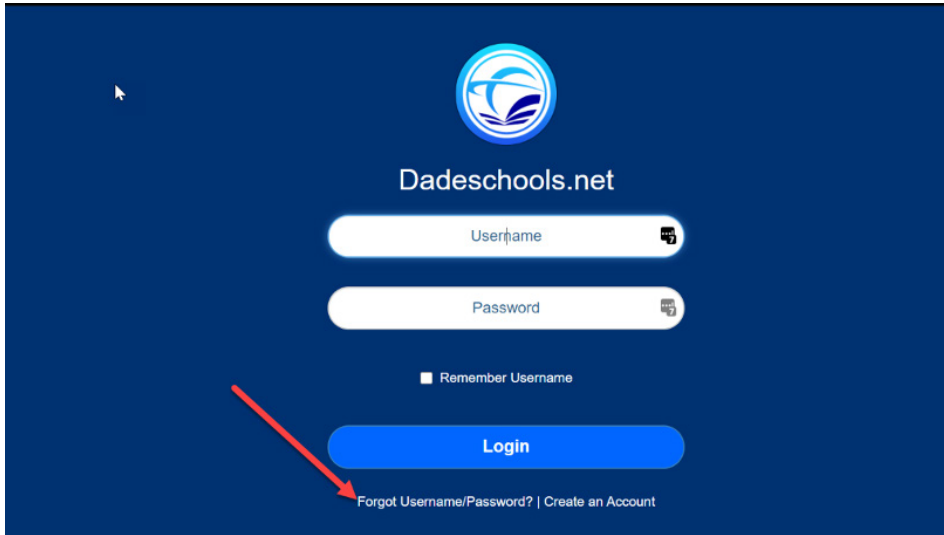


6. Yon fwa konplè, ou ka itilize pwosesis rekiperasyon modpas la pou Reyajiste modpas ou an

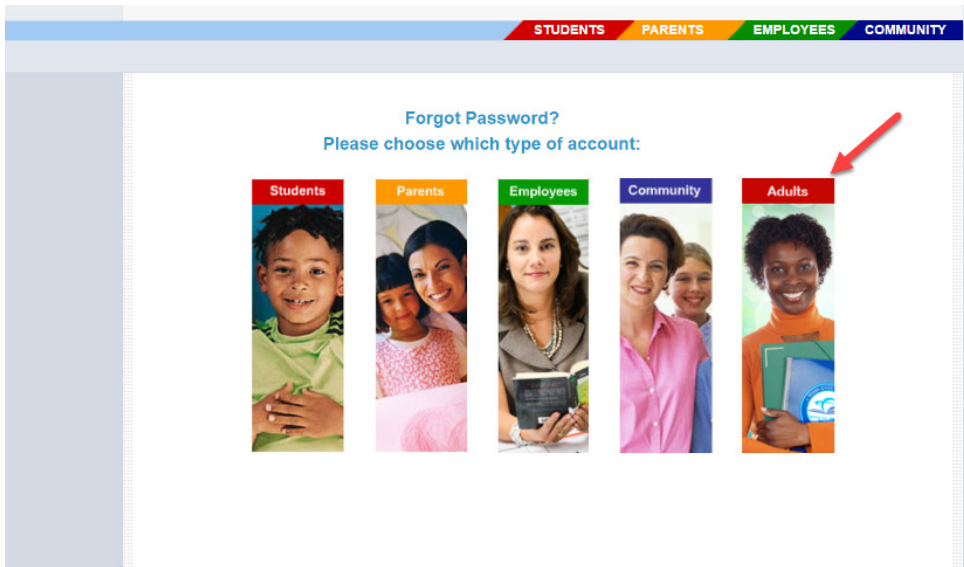


## Enstriksyon Pou Rekipere Modpas ou Lè ou bliye modpas ou oswa yo mete l 'la pou premye fwa

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



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

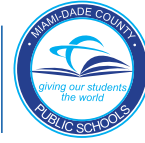
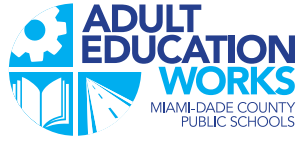


3. Mete non itilizatè jan yo montre sa, avèk “@students.dadeschools.net”

The screenshot shows a web browser window with the URL <https://passwordreset.microsoftonline.com>. The page title is "Microsoft" and the main heading is "Get back into your account". Below this, it asks "Who are you?". The instructions state: "To recover your account, begin by entering your user ID and the characters in the picture or audio below." The "User ID:" field contains "30001234@students.dadeschools.net". Below the field, there is a CAPTCHA image showing the characters "XKSD55" and an audio icon. A text input field below the image contains "XKSD55". At the bottom of the form, there are "Next" and "Cancel" buttons. The footer includes "Microsoft ©2016 Microsoft Corporation Legal Privacy Support code".

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

The screenshot shows the same Microsoft Online Password Reset page, but at a different step: "verification step 1 > choose a new password". The instructions say: "Please choose the contact method we should use for verification:". There are two radio button options: "Text my mobile phone" (which is selected) and "Call my mobile phone". To the right, there is a text box for the mobile phone number containing "305-487-0000". Below the text box is a "Text" button. At the bottom left, there is a "Cancel" link. The footer is the same as in the previous screenshot.



## 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