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Parents and guardians of Miami-Dade County Public School (M-DCPS) students are encouraged to open a Parent Portal account. The Portal contains valuable student information including the *Electronic Gradebook*, which monitors attendance and academic progress in each class. Prior to adding a student to your account, you must obtain a Parent PIN number for each child, from their school. The parent must provide the school personnel with a picture ID for verification. Parents/guardians must complete the *"Parent Portal Identification"* form *(F-M7052E 10-06)* which will be filed in your child(ren)'s cumulative folder at their school.

DadeSchools.net

To access the **Portal**,

- ▼ **Open** the **Internet** browser
- ▼ Type www.dadeschools.net

On the **Dadeschools.net** page,

▼ Click Parent tab

The **Dadeschools.net Parents** page will display.

Attention School Volunteers: If you have already registered to be a School Volunteer please use your previous account to login. If you have forgotten the Username or Password or your old account, click on the Forgot Username/Password link located on the Dadeschools. net Parent page, next to the Create Account link. [For information about how to create a new password, go to the Forgot Password section, starting on page 10.]

On the **Dadeschools.net Parents** page,

▼ Click Create Account

The **M-DCPS Acceptable Use Policy** page will display.







## Read the M-DCPS Acceptable Use Policy.

If you are in agreement with the terms,

- ▼ Click I Agree
- ▼ Click Next

The **Parent Portal Account Registration System** page will display.

Important: If you do not have an email, one can be provided by M-DCPS. Please go to page 5 for instructions on completing your registration.

Complete sections 1 through 4.

#### In section 1,

▼ Type First name Middle Name (optional) Last name

#### In section 2,

Create your account password (must be exactly 8 characters long). *This password will be required each time you log in to the Parent Portal.* 

- ▼ Type Password
- ▼ Re-Type Password

#### In section 3,

- ▼ **Type** your email address (Ex: sampleparentone@yahoo.com)
- ▼ Re-Type your e-mail address

#### In section 4,

For security purposes, please type the code from the image displayed on the page. If you cannot read it, click where designated to display another image.

▼ Click Register

Optional, check if you don't have an e-mail and want M-DCPS to provide one for you.

The Thank You message will display.







To complete the registration, an email message will be sent to the email address that was entered in the registration page. [See previous page.]

On the Thank You page,

▼ Click Click here to exit link

The Thank You page will close.

Please log in to your email account to view the email message sent to you to complete your registration.

If you selected the option to have M-DCPS provide you with an email, go to page 5 to complete your registration.



From the M-DCPS Portal Account Registration - Account Confirmation email message,

M-DCPS Portal Account Registration - Account Confirmation
4/13/2012
Dear Sample Parentone,
Thank you for registering for an account on the M-DCPS Portal. Please click on the following link to complete your registration:
https://webapps.dadeschools.net/wprs/EmailConfirmation.aspx?reg=PAR-1288364&account=p
If the URL above does not appear as a link, please copy and paste into address bar.
Miami-Dade County Public Schools Portal Account Registration

▼ Click on the link provided to complete your registration

Note: If the URL does not display as a link, copy and paste the URL into the Internet browser's address field.

The **Dadeschools.net** page will open to process your request and create your account.





Please wait while your Parent account is created. A **Thank You** message page will display upon completion.

The **Thank You** page will display with your new **Username** (Parent ID). The password you created will not be displayed for security reasons.

You will also receive an email message with your new Username (Parent ID). You will need your username (Parent ID) and password you created to log in the Parent Portal.



M-DCPS Home		🖾 Contact Us 🛛 🔍 Search
Ech	Welcome to Dadeschools.net	Friday April 13, 2012
	An email has been sent to you with the following information below for future reference. You will need the username (Parent ID) and parent account password yo Parent Portal.	ation. Please keep e parent account ou created to log in the
	Your new Username (Parent ID) is: P7649670 Your Password is: (not displayed a Click here to Login	for security purposes)

### ▼ Click Click here to Login link

The **Dadeschools.net Parents** page will display. [Go page 7, Adding Students to the Parent Portal Account, for instructions on adding your child to your parent account.]

Note: It is recommended that this page and/or the email message be saved and filed for future reference.





## Parent Portal Account Registration with M-DCPS Email

Continue here if you **DO NOT** have an email address and would like M-DCPS to provide one for you.

On the Parent Portal Account Registration System page, complete sections 1 through 4.

### In section 1,

▼ Type First name Middle Name (optional) Last name

#### In section 2,

Create your account password (must be exactly 8 characters long). *This password will be required each time you log in to the Parent Portal.* 

- ▼ Type Password
- ▼ Re-Type Password

#### In section 3,

▼ Click I to check the option I want M-DCPS to provide me with an email

#### In section 4,

For security purposes, please type the code from the image displayed on the page. If you can not read it, click where designated to display another image.

#### ▼ Click Register

The "Please wait while your Parent account is created..." page will display.

When the process is complete, the **Thank You** message page will display with your new **Username** (Parent ID).

You will need the password you created in Section 2, of this page, to log in to the Parent Portal.

## ▼ Click Click here to Login

The **Dadeschools.net Parents** page will display.

Note: It is recommended that this page be saved and filed for future reference.







### From the Dadeschools Parents page,

Discover M-DCPS	DadeSchools.r iving our students the Calendars Committe	Superintendent Portal			
Students Grades	Parents Child info	Employees HR, payroll	Community Events		
System related may ca	ystem Maintenance maintenance will be perf J services will experience use.	formed on Friday, July 29, 2 interruptions of service. W	011 at 4:30 p.m. throu 'e are committed to pi	gh 4:30 p.m. on Sunday, July 31, 2011. Du oviding first-class service and apologize fo	ing this time, Network rr any inconvenience this
arents				Parent Toolbox	Parent Resources
				+ ABC Calendar	<ul> <li>Assistive Technology</li> </ul>
	6 WARDEN ST			► Be Safe	Attendance Services
100 C	A Carrow	AL YAN		Forgot Password or ID	<ul> <li>Autism Task Force</li> </ul>
				Homework Policy	Before / After School
	12 3		1×	▸ LINK	<ul> <li>Bilingual Parent Outread</li> </ul>
				► PTA / PTSA	<ul> <li>Bullying</li> </ul>
				<ul> <li>Report Card Info.</li> </ul>	<ul> <li>Community Engagement</li> </ul>
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	CAN'N DRUMARK			▹ SCRUB	Early Childhood Program
arents are the	e Most Important			Special Education	Emergency Videos
nfluence in a (	Child's Education			The Parent Academy	FDLRS
				▶ User Guides	► FERPA
Login to Pare	nt Portal	-		5	Good Deals! Good Deeds
Login to . uro				Parent Highlights	M-DCPS Library System
orgot Username/P	assword?   Create Accour	<u>nt</u>		2011 Title   Parent	No Child Left Rehind
Vhat you need to kr	now before logging in			Involvement Survey	<ul> <li>A Office of Parental</li> </ul>
<ul> <li>To add studen</li> </ul>	its to a new Parent Accour	nt you must obtain the follow	ing:	<ul> <li>Survey of Students with IEP in ESE</li> </ul>	Involvement
- rour child's MD0 - Parent 6 Digit Pl	GPS student ID IN number (To obtain you)	must visit your child's schor	i)	Becoming a Mentor	<ul> <li>Parent Resources</li> </ul>
- Students Date o	of Birth (DOB)			Code of Conduct	People First
- Student birth pla	ace State or Country			FCAT Information	Region Centers

## ▼ Click Login to Parent Portal

The M-DCPS Portal Login screen will display.

- ▼ **Type** Username (Parent ID)
- ▼ Type Password
- ▼ Click LOGIN

Username	: P1234567	
Password		-
	Lo	GIN

The **Parent Portal** page will display. Your personal information will be displayed, your name, parent id, and email address.

**Congratulations!** Your account has been created. The username (Parent ID) assigned and the password you selected will be required each time you log in to the Parent Portal.





#### Adding Students to the Parent Portal Account

The **Parent Portal** home page contains general District news and events. The message, "**No registered students found**" will be displayed. After adding a student to the account, the Electronic Gradebook will be available within 24 hours. You will be able to view attendance, testing, and academic information for your child(ren), added to the account.

What you need to know before logging in...

To add students to your new Parent Account you must obtain the following:

- Your child's M-DCPS 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

From the Parent Portal home page,

	Parent Portal							
ator	Site Actions + 😰 Brows	Page	Parentone, Sample +					
Trans	Parent Porta	al	Logout					
S	Home Parent Portal	Apps   Services   Sites Resources	Search this site 👂 🕜					
Ne	Portal Survey Welcome to the Parent Portal							
SS.		Survey for Parents of Students with an Individual Idues is June 30, 2012. Click lane for more information.	ational Olan (189) in Grouptional Bludient Education. Deadline					
	All Site Content	~						
Weather		My Personal Info Sample Parentone <sup>[Update Personal Info]</sup> Parent id: P7649570	Electronic Gradebook View Grades &					
Dictionary		eMail: sampleparentone@yahoo.com Registered Students	Attendance					
	(	No registered students found. Click on the Add/Remove button.	Add/Remove Student					
	Favorite	<b>s Toolbar.</b> Click here for more information.	Go My Links					

▼ Click Add/Remove Student option

The Add/Remove Student page will open.





Note: The unique student ID number and Parent PIN number, required to add each child to your account, must be obtained at the school.

Add Student	Registered Students
Student ID (7 digits) 0000012 @	
Parent PIN (6 digits) 123456	
Home Zip Code 33183	Click to add
Date of Birth 06/18/2002	
Student born in the U.S.?       Yes       No	
Birth State FL	

Complete the requested student information to add your child to your account.

- ▼ **Type** Student ID number (7 digits)
- **Type** Parent PIN number (6 digits obtained at the school)
- ▼ **Type** Home Zip Code
- ▼ **Type** Date of Birth (mm/dd/yyyy)

In the questions, Student born in the U.S.?,

▼ Click Yes or No

From the drop-down menu,

- ▼ Select Birth State (or Country if not US born)
- ▼ Click the green Click to add arrow

The student's name will be displayed under the **Registered Students** section. [See sample on the next page,]

Please allow 24 hours before viewing the student's Electronic Gradebook.

To add another student to the account, follow the registration process, as explained above.

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





## **Removing a Registered Student**

Add Student			Registered Students	
Student ID (7 digits) Parent PIN (6 digits) Home Zip Code	•	Click to add	SAMPLE STUDENT 😣 <	-
Date of Birth Student born in the U.S.? Birth State FL	● Yes ◎ No			

On the Registered Students section,

▼ Click the Sicon by the student's name

The message "Are you sure you want to remove student SAMPLE STUDENT? will display.



▼ Click OK

The student will be removed from the **Parent Portal** page.

▼ Click the ■ in the upper right corner, to close the Add/Remove Student page

To exit the **Parent Porta**l,

▼ Click Logout in the upper right corner

The message "You have successfully logged off of the system" will be displayed.





## **Forgot Password**

If you forgot your Portal Username (Parent ID) or Password you may request a new one.

From the **Parent Portal** page, or the **M-CPS Portal Login** screen,



▼ Click Forgot Username/Password? link



From the Forgot Password? page,

▼ Click Parents

The Forgot your Portal User ID or Password? page will display.



You must enter your User ID/Username (Parent ID) or the email you used at the time of registration.



▼ Type your User ID/Username (Parent ID) or your Email Address

#### ▼ Click Submit

The **Thank You** message page will be displayed. An email message will be sent to your email address with the requested information.







Log in to your email account and open the email message from **M-DCPS Portal Account Registration - Reset Password**. The message will provide your Username (Parent ID) and a link to the Password Reset page.

M DODO Davidal Assessment Deviatorities - Deviat De

From the email message,

tai Account Registration - Reset Password.
Parentone,
ested the following information from the M-DCPS Portal.
rent ID): P1234567
ase, click here to reset)
ve does not appear as a link, please copy and paste into address bar.
ounty Public Schools Registration

Follow the instructions on the page to enter a new password.

M-DCPS Home			63	Contact Us	l 🤏 Search
For	Welcome Dadesch	to nools.net		Contraction of the second seco	http://www
		STUDENTS	PARENTS	EMPLOYEES	
Please enter a new pas * Important: Password mus	Sword below:	ist contain numbers and letter	r <b>s</b> .		
New Password:	••••••				
Confirm Password:	Submit				

- ▼ Type new password in the New Password field
- ▼ Re-Type new password in the Confirm Password field
- ▼ Click Submit

The **Thank You** page will open. The message **"Your password has been reset. Please click here to login"** will display.

Note: It is recommended that your username (Parent ID) and password be saved and filed in a safe place for future reference. This password and username (Parent ID) will be required each time you log in to the Parent Portal.



M-DCPS Portal Login

Username: P1234567

Password: ••••••

Forgot Username/Password?



From the Thank You page,

▼ Click Click here link

The **M-DCPS Portal Login** screen will open.



From the M-DCPS Portal Login screen,

- ▼ **Type** Username (Parent ID)
- ▼ Type Password
- ▼ Click LOGIN

The **Parent Portal** will display.

# Updating your Personal Information

If you need to update your email, log in to the Parent Portal. Under My Personal Info,

 Click [Update Personal Info] link

The Edit Profile page will open.

- ▼ Type new email address
- ▼ Click Update



Create Account

The information will be update in the **Parent Portal** <u>**ONLY**</u>. [For changes to the information associated with your child's computerized records, please visit your child's school.]

# For Additional Assistance

Parents/guardians requiring Portal assistance should contact their child's school. If the school is unable to assist you, a school employee will submit a **Self Service** incident on your behalf.