

Password Reset and Registration

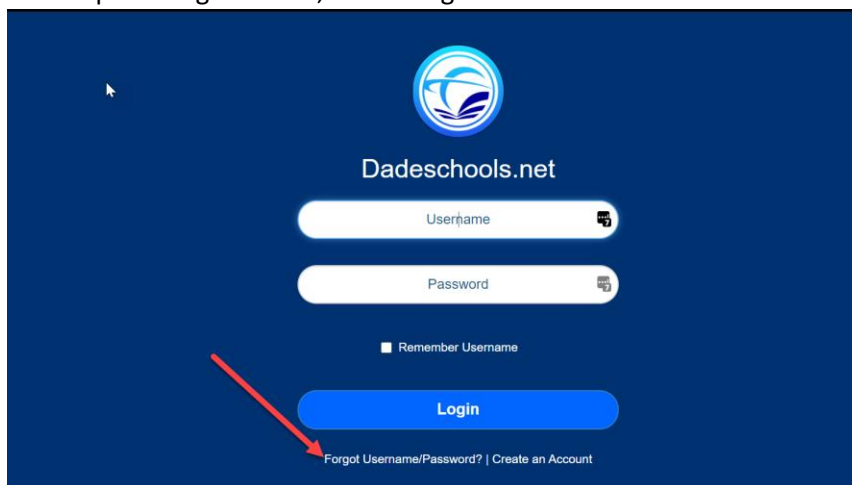
for Adult Education Students

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:

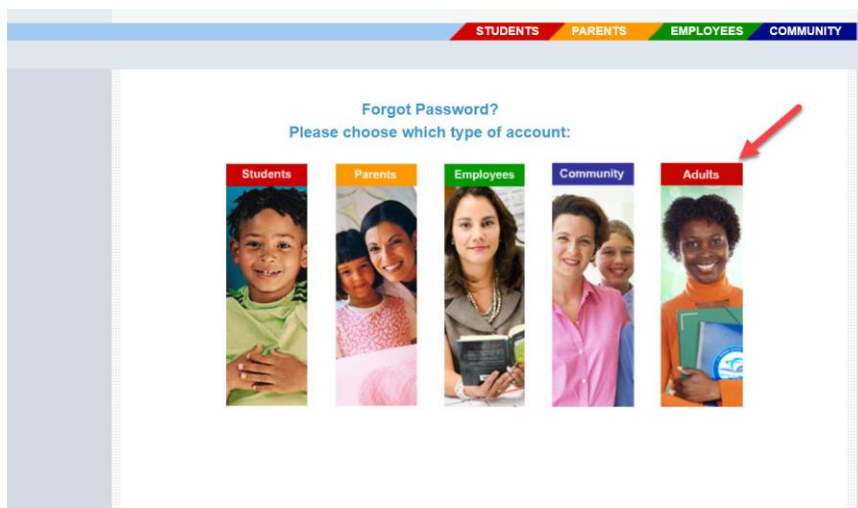
The first time you log in, you will use the password provided to you by the support team or the default password. *Your teacher or other school support staff member should be able to provide you with the format of your initial default password.*

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

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

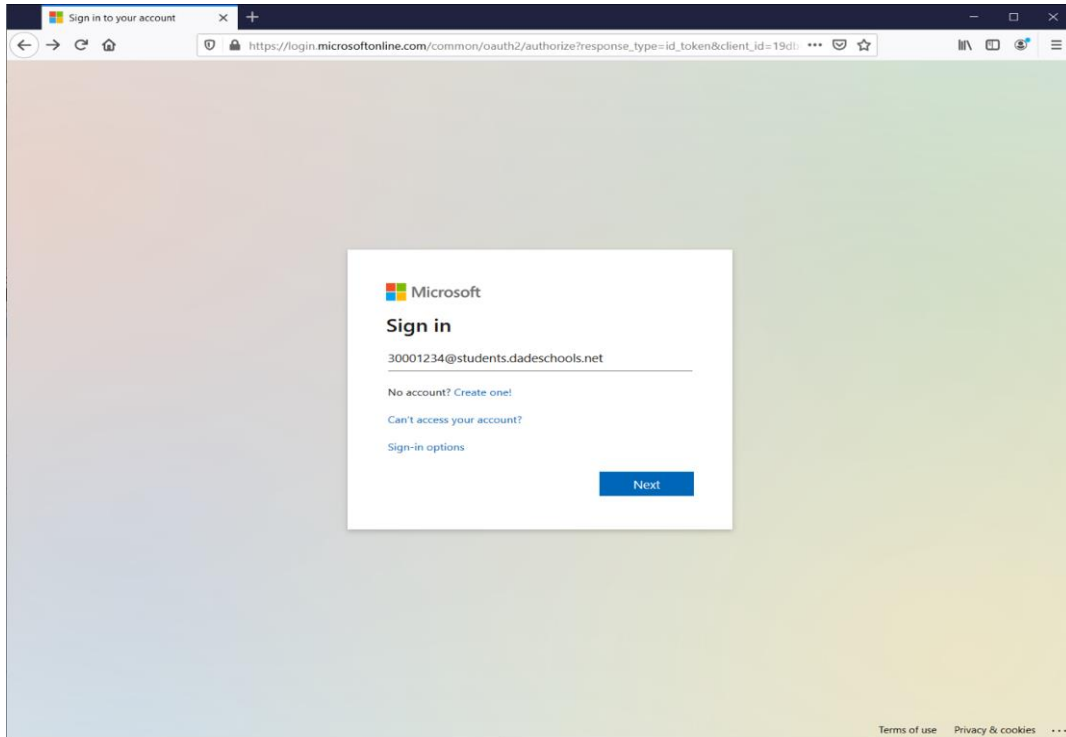


2. Click on the “Adults” link on the next screen



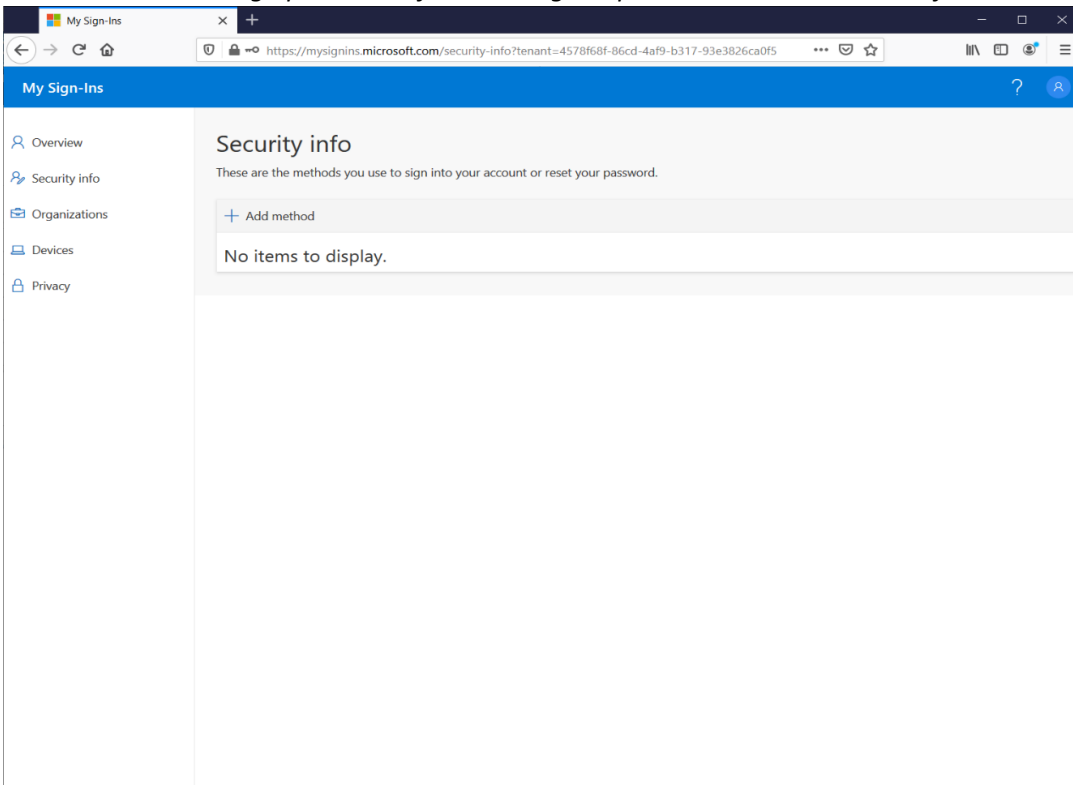


3. At the next screen, enter your username, as shown. Format is StudentIDNumber@students.dadeschools.net



4. Click "Add method"

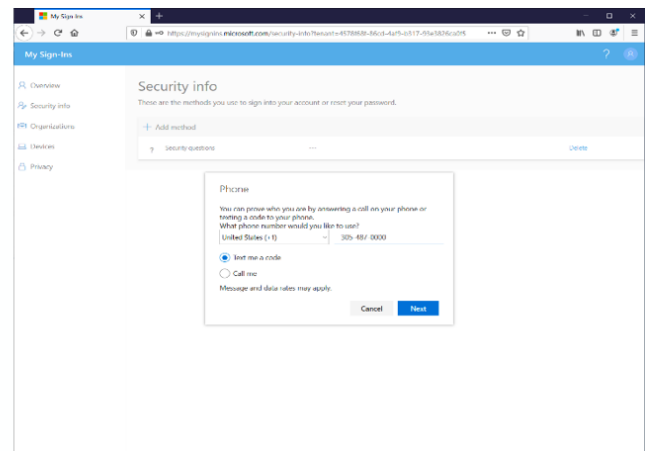
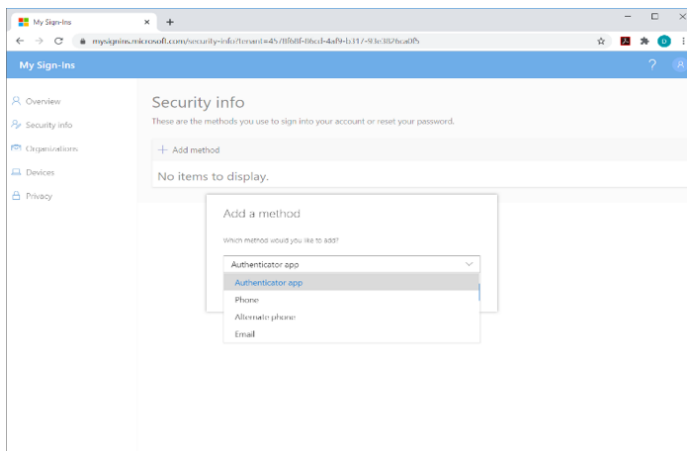
Note – you will now be setting up methods for resetting the password – this is called 2-factor authentication



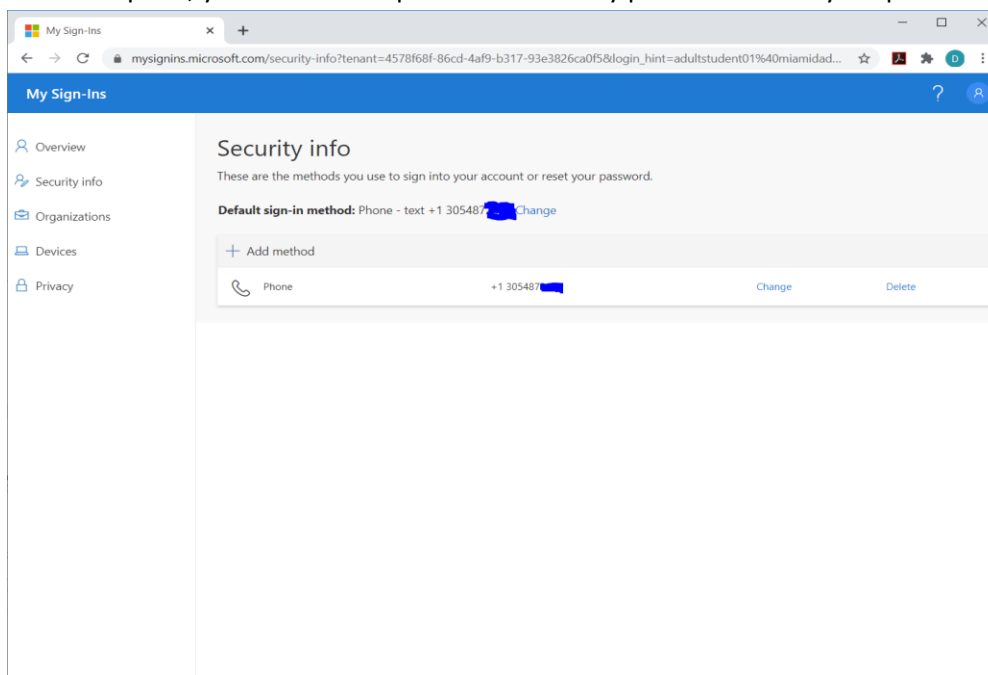
5. Choose from the options and click “Add” to configure the option.

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*



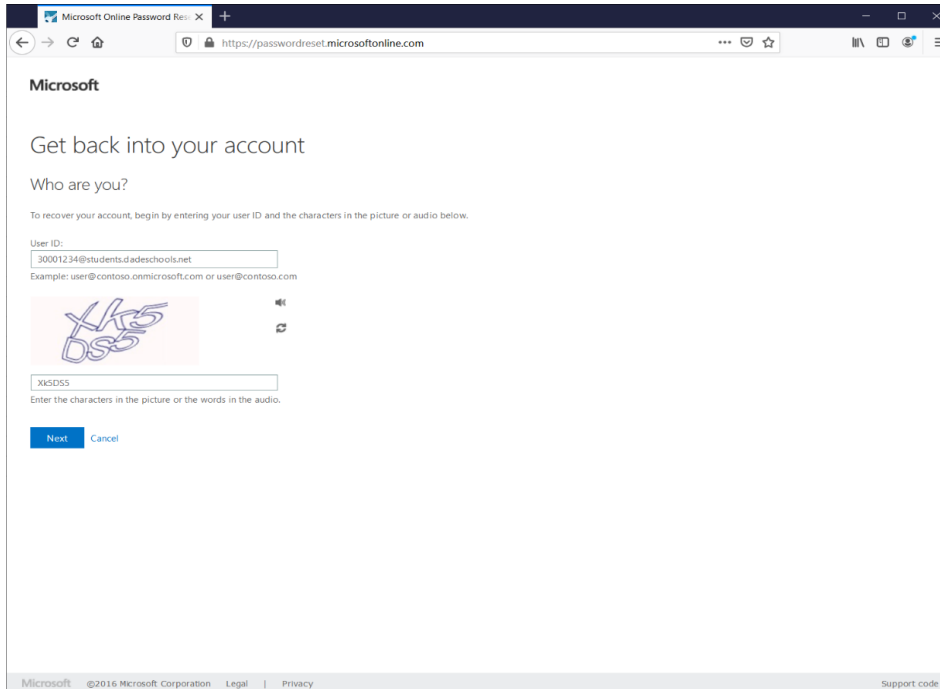
6. Once complete, you can use the password recovery process to reset your password



Password Recovery Instructions

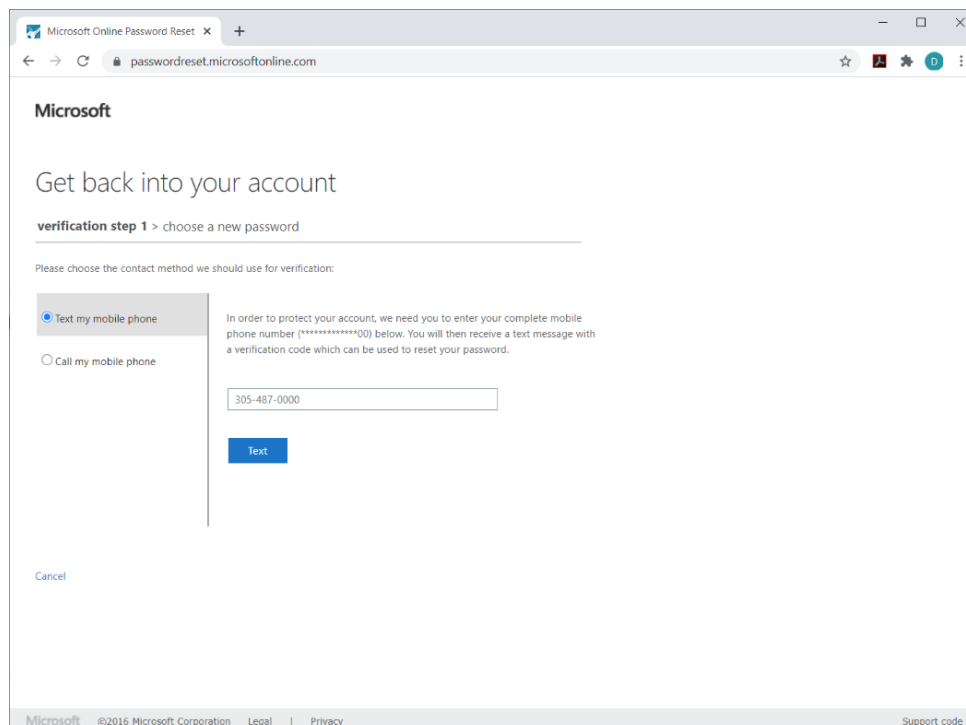
When you forget your password or to set it for the first time

1. Click on the same link on the portal you used previously – it is on the portal login screen
2. Enter username as shown, with **“@students.dadeschools.net”**



The screenshot shows 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 the question "Who are you?". Below this, there is a text input field for the User ID containing "30001234@students.dadeschools.net". An example of a valid user ID format is provided: "Example: user@contoso.onmicrosoft.com or user@contoso.com". There is also a CAPTCHA image showing the letters "XK5" and "DSS" in a stylized font, with a corresponding text input field below it. At the bottom of the form, there are "Next" and "Cancel" buttons. The footer of the page includes "Microsoft ©2016 Microsoft Corporation Legal | Privacy" and a "Support code" link.

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



The screenshot shows the Microsoft Online Password Reset page at the "verification step 1" stage. The browser address bar displays "passwordreset.microsoftonline.com". The page content includes the Microsoft logo, the heading "Get back into your account", and the sub-heading "verification step 1 > choose a new password". Below this, there is a section titled "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 the "Text my mobile phone" option, there is a text input field for a mobile phone number containing "305-487-0000". Below the input field, there is a "Text" button. At the bottom left of the form, there is a "Cancel" link. The footer of the page includes "Microsoft ©2016 Microsoft Corporation Legal | Privacy" and a "Support code" link.



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

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 the heading, it says "verification step 1 ✓ > verification step 2 ✓ > choose a new password". There are two input fields: "Enter new password:" and "Confirm new password:", both containing masked characters (dots). The footer contains "Microsoft ©2016 Microsoft Corporation Legal | Privacy Support code".

5. Password is reset.

The screenshot shows a web browser window with the URL <https://passwordreset.microsoftonline.com/Done.aspx>. The page title is "Microsoft" and the main heading is "Get back into your account". Below the heading, there is a green checkmark icon followed by the text "Your password has been reset". The footer contains "Microsoft ©2016 Microsoft Corporation Legal | Privacy Support code".

Restablecimiento de Contraseña y Registro

Para estudiantes de educación de adultos.

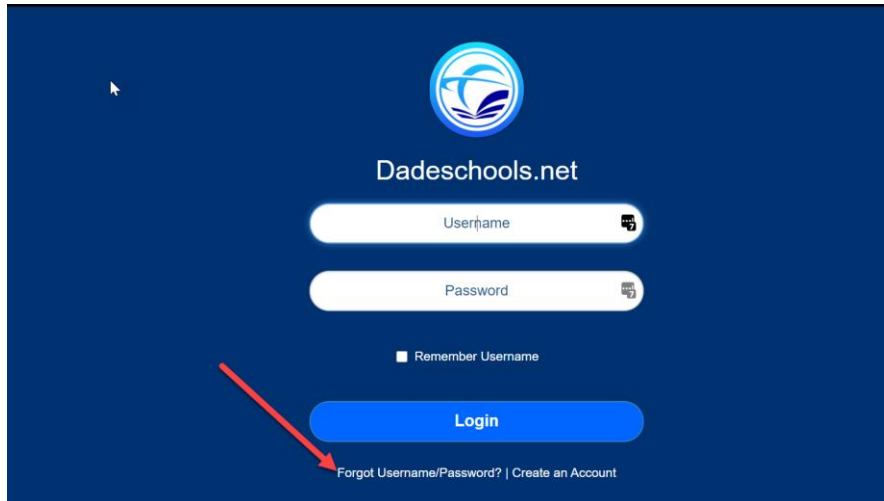
Hay una nueva forma de establecer su propia contraseña y restablecerla si la olvida. Siga las instrucciones a continuación para las diferentes situaciones:

Primera vez:

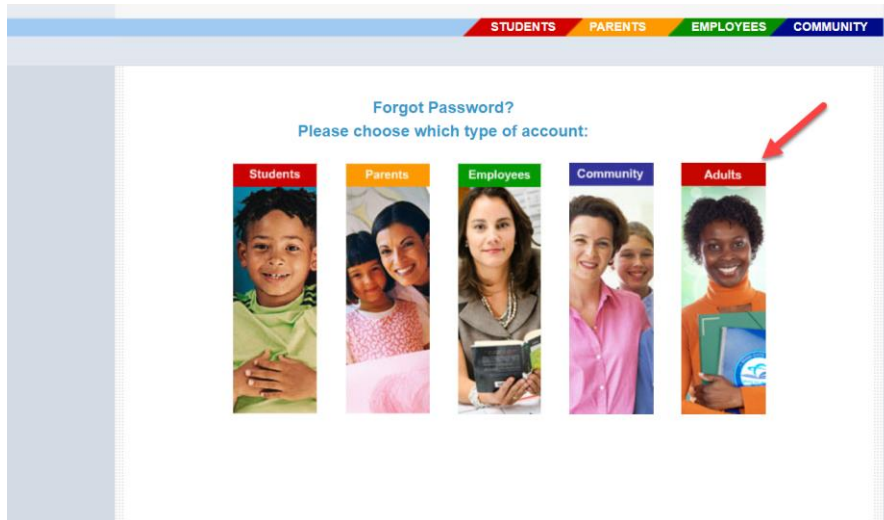
La primera vez que inicie sesión, utilizará la contraseña que le proporcionó el equipo de soporte o la contraseña predeterminada. Su maestro u otro miembro del personal de apoyo escolar debería poder proporcionarle el formato de su contraseña predeterminada inicialmente.

Después de su primer inicio de sesión, siga los siguientes pasos para configurar sus preferencias de restablecimiento de contraseña:

1. En la pantalla de inicio de sesión del portal, haga clic en "Forgot Password"

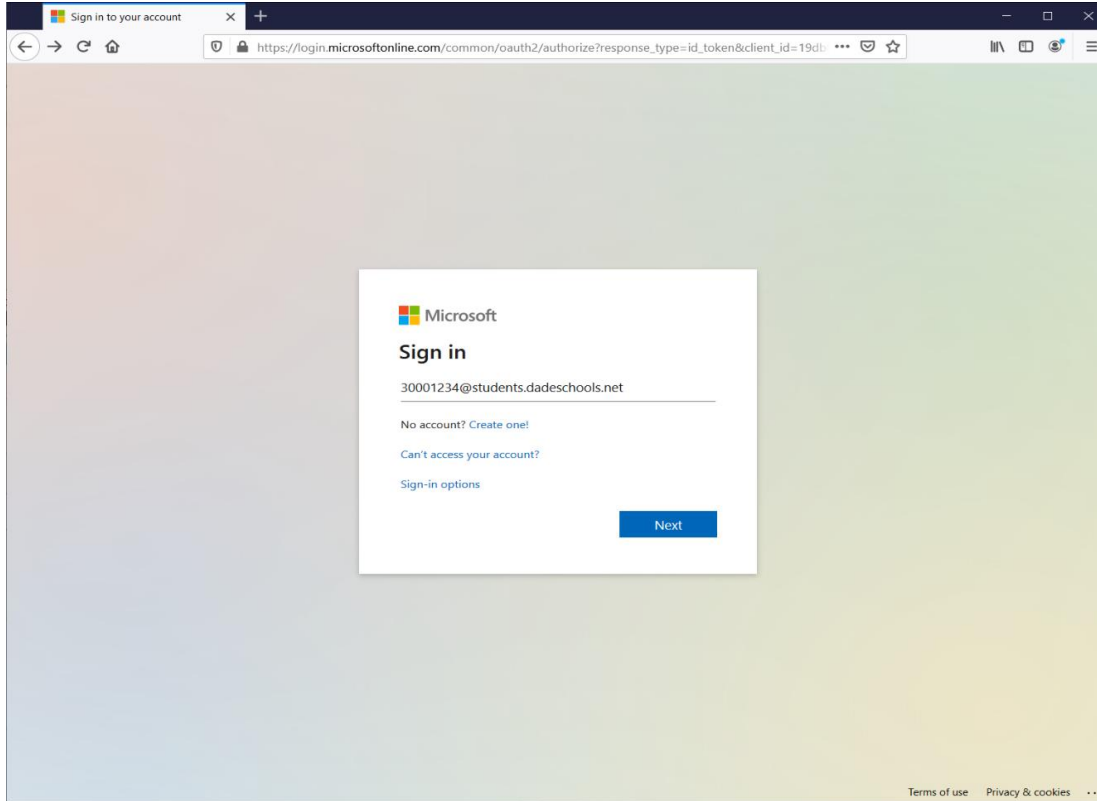


2. Haga clic en "Adults" en la siguiente pantalla

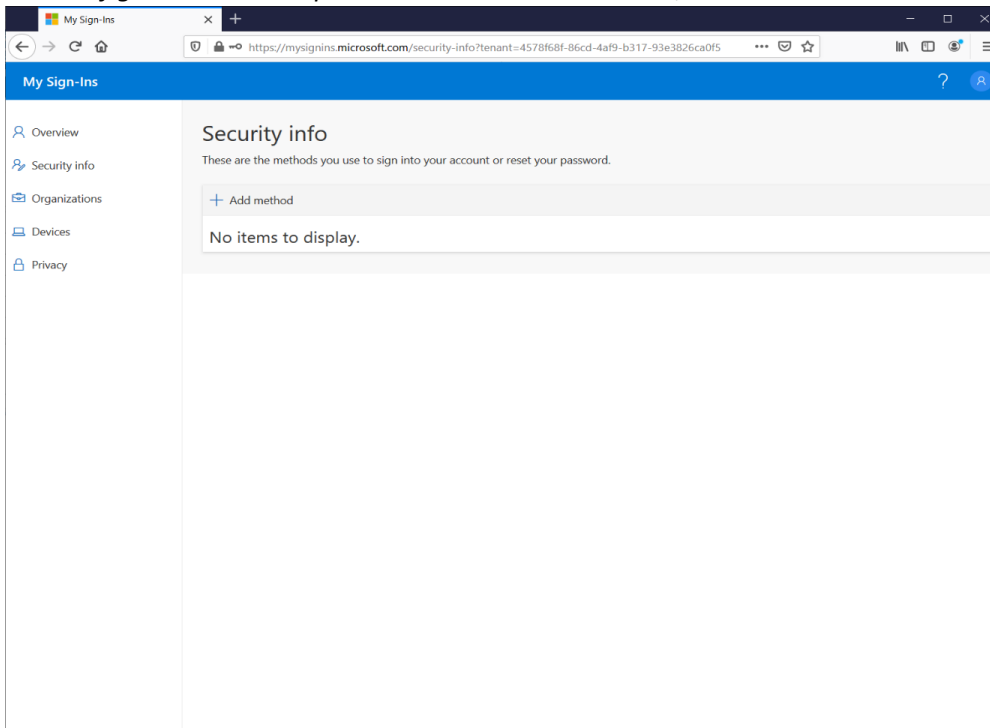




3. En la siguiente pantalla, ingrese su nombre de usuario. El formato es Númerodeidentificaciónestudiantil@students.dadeschools.net



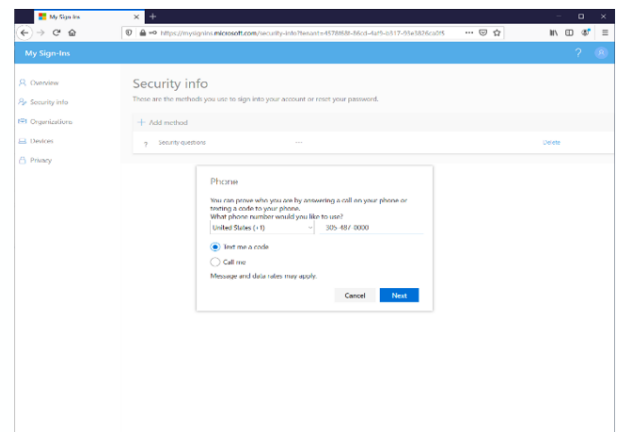
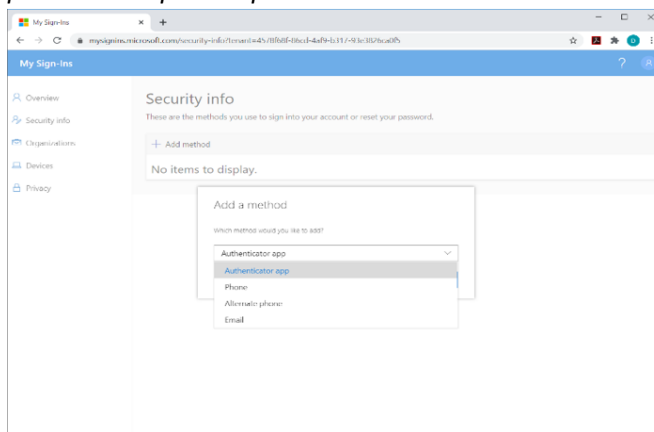
4. Haga clic en “Add method”
5. *Nota: ahora configurará métodos para restablecer la contraseña; esto se denomina autenticación de 2 factores*



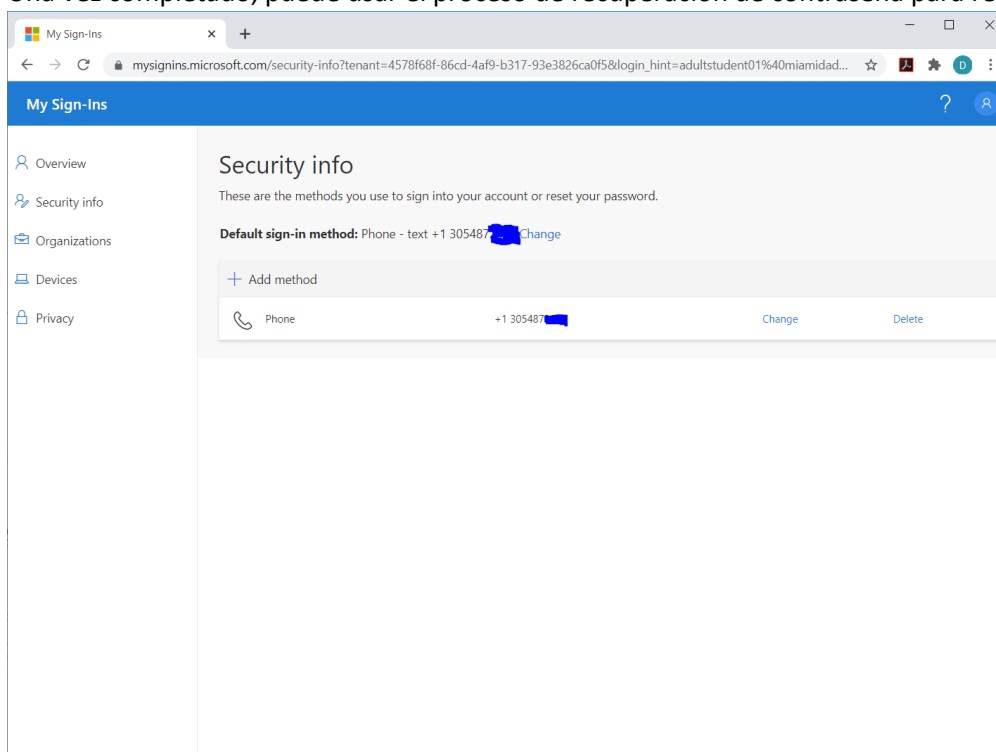
6. Elija entre las opciones y haga clic en "Add" para configurar la opción.

Tiene cuatro opciones entre las que puede elegir para proporcionar una segunda forma de confirmar quién es y poder restablecer su contraseña. Elija el que le resulte más cómodo:

- **Aplicación de autenticación:** esta opción utiliza una aplicación de autenticación que debe instalar en su teléfono inteligente (es decir, Google Authenticator) que le proporcionará una serie de números que puede ingresar cuando se le solicite.
- **Teléfono:** el sistema le enviará un mensaje de texto o un mensaje de voz y le proporcionará un código para ingresar para verificar
- **Teléfono alternativo:** le permite tener más de un teléfono que se puede usar para verificar su identidad.
- **Correo electrónico:** el sistema enviará un correo electrónico a su dirección de correo electrónico privado y le permitirá responder para establecer su identidad



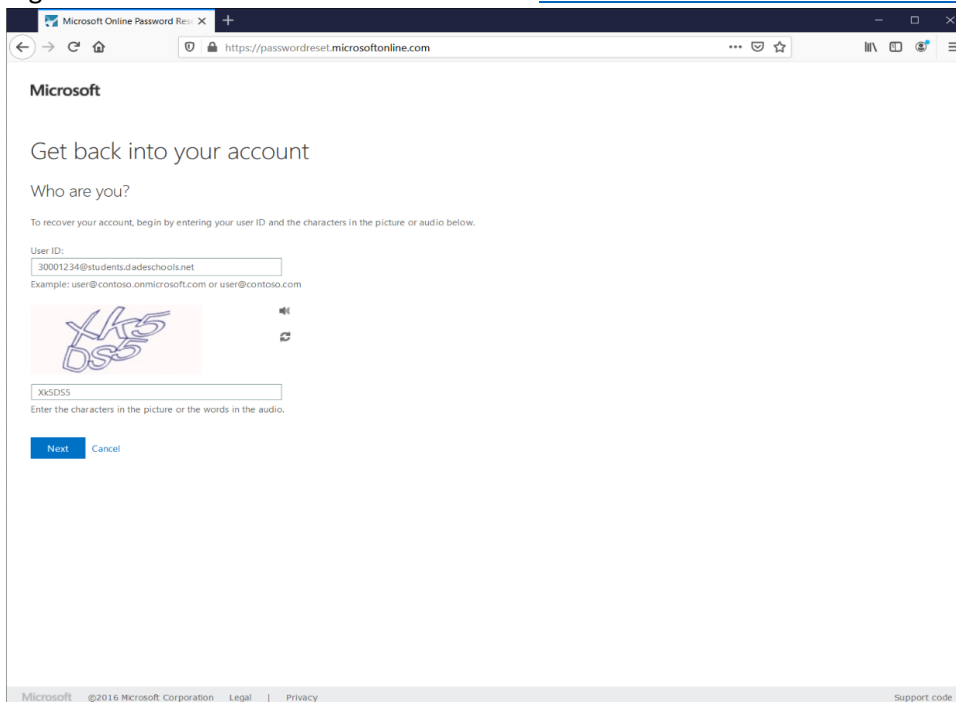
7. Una vez completado, puede usar el proceso de recuperación de contraseña para restablecer su contraseña



Instrucciones de recuperación de contraseña

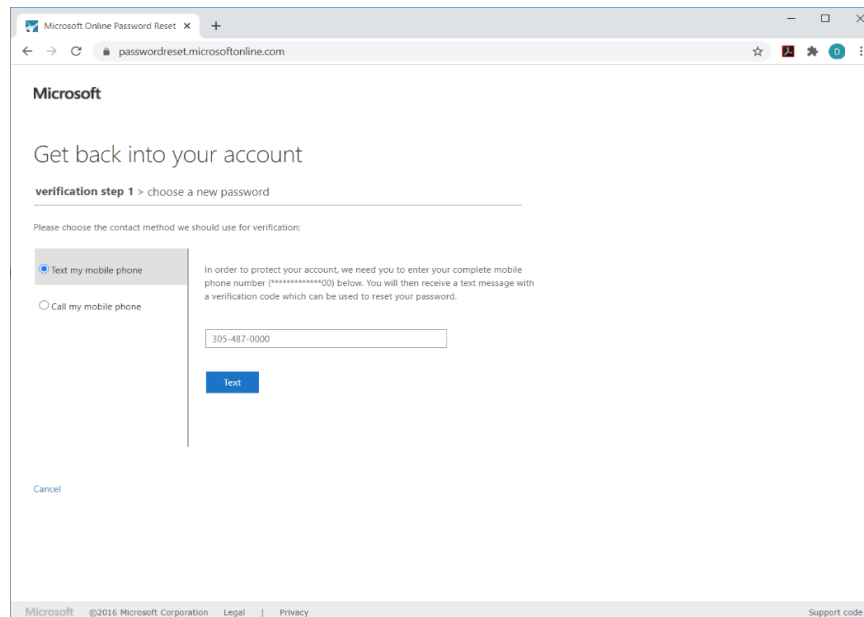
Cuando olvida su contraseña o la configura por primera vez

1. Haga clic en el mismo enlace en el portal que utilizó anteriormente: está en la pantalla de inicio de sesión del portal
2. Ingrese su nombre de usuario. El formato es Númerodeidentificaciónestudiantil@students.dadeschools.net



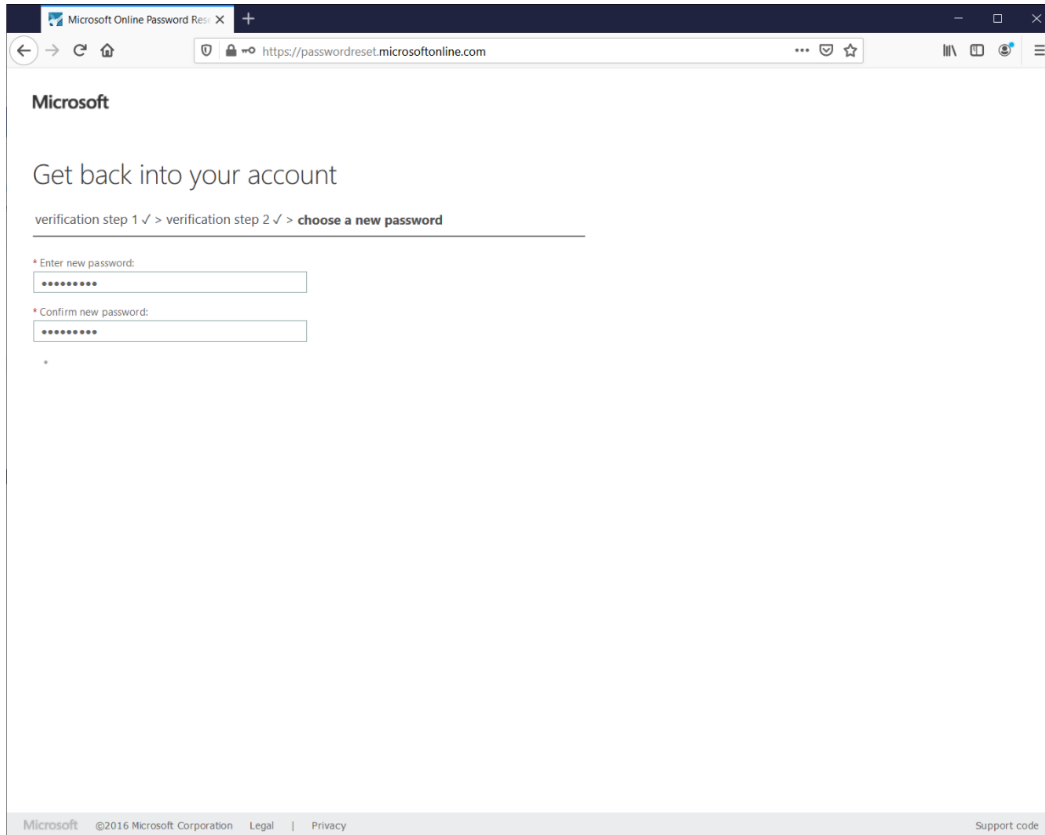
The screenshot shows the Microsoft Online Password Reset page. The browser address bar displays "https://passwordreset.microsoftonline.com". The page content includes the Microsoft logo, the heading "Get back into your account", and the question "Who are you?". Below this, there is a text input field for the User ID containing "30001234@students.dadeschools.net". An example email address "user@contoso.onmicrosoft.com or user@contoso.com" is provided. A CAPTCHA image with the text "Xk5D55" is shown, along with a text input field containing "Xk5D55". At the bottom, there are "Next" and "Cancel" buttons.

3. Elija una de las opciones que configuró anteriormente y siga las instrucciones para completar el proceso de verificación.



The screenshot shows the Microsoft Online Password Reset page at the "verification step 1" stage. The heading is "Get back into your account" and the sub-heading is "verification step 1 > choose a new password". The user is prompted to "Please choose the contact method we should use for verification:". Two radio button options are present: "Text my mobile phone" (which is selected) and "Call my mobile phone". A text input field for the mobile phone number contains "305-487-0000". A "Text" button is located below the input field. At the bottom, there is a "Cancel" link.

4. Elija su nueva contraseña. El mínimo es de ocho caracteres.



Microsoft Online Password Reset

Microsoft

Get back into your account

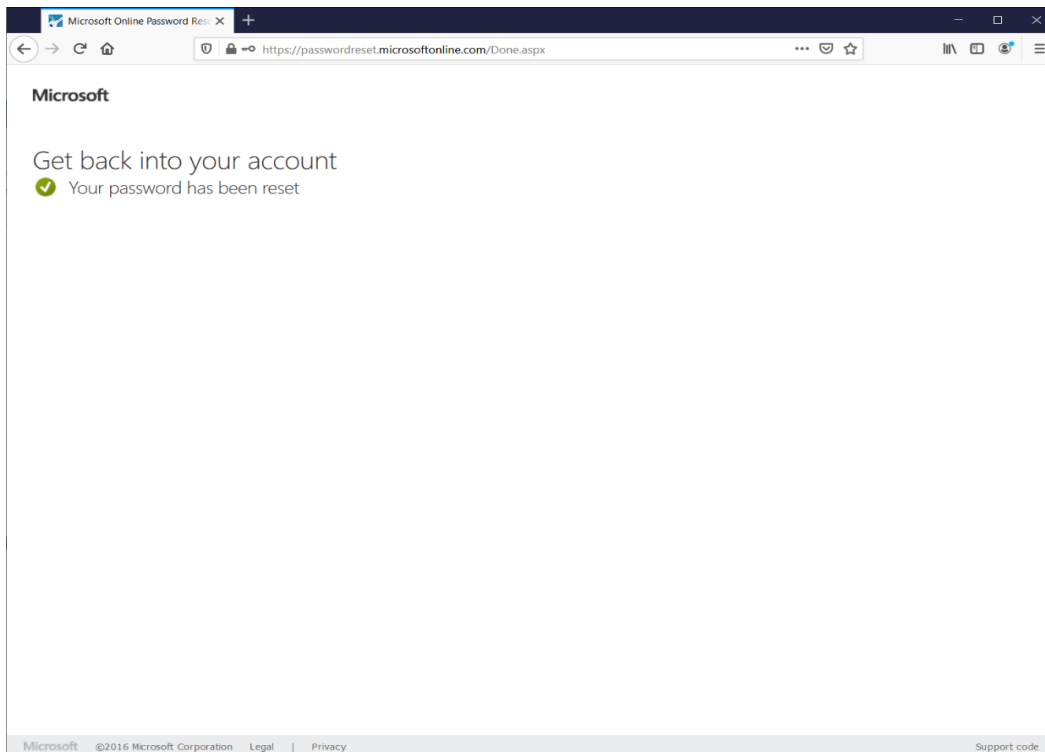
verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

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5. La contraseña se restablece.



Microsoft Online Password Reset

Microsoft

Get back into your account

✓ Your password has been reset

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Reyajiste Modpas ak Enskripsyon an

Edikasyon Elèv Granmoun

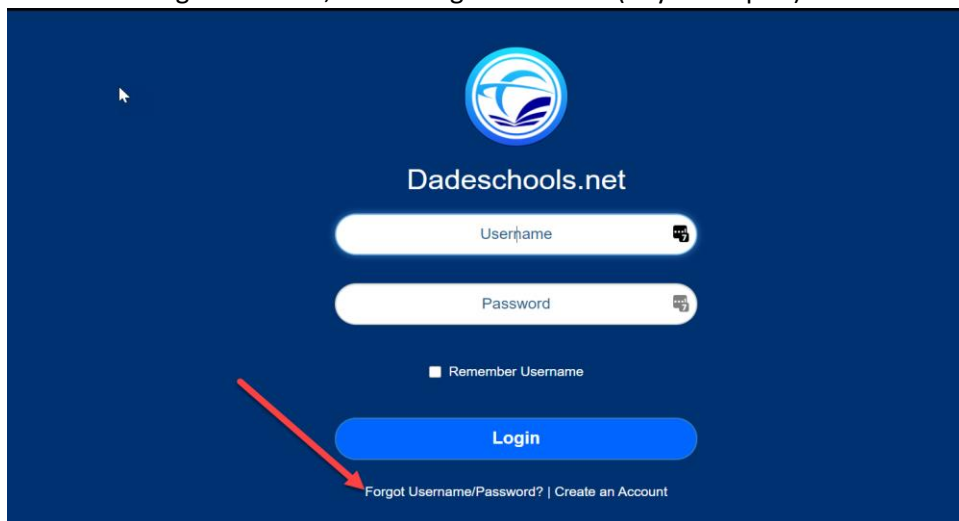
Kounye a gen yon nouvo fason pou ou ranje modpas ou epi reyajiste li si ou bliye li. Swiv enstriksyon ki anba yo:

Premye fwa:

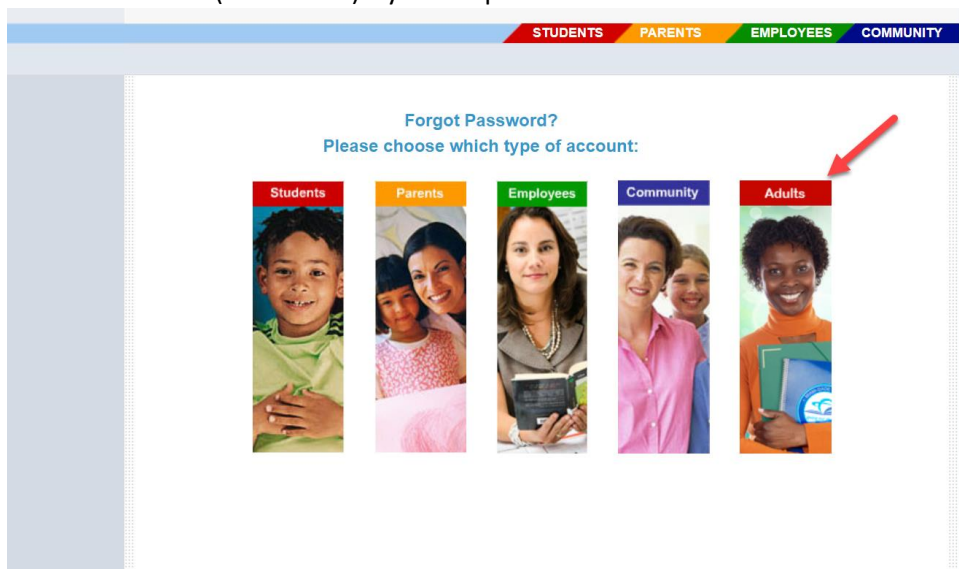
Premye fwa ou log in (konekte), ou pral sèvi ak modpas la ke eqip sipò a te ba ou , ou byen modpas ou te jwen avan. Pwofesè ou ak lòt ekip sipò lekòl la dwe kapab ba ou ki jan premye modpas ou te ye.

Aprè premye login ou , swiv etap anba yo pou kapab jwen yon modpas ke ou vle:

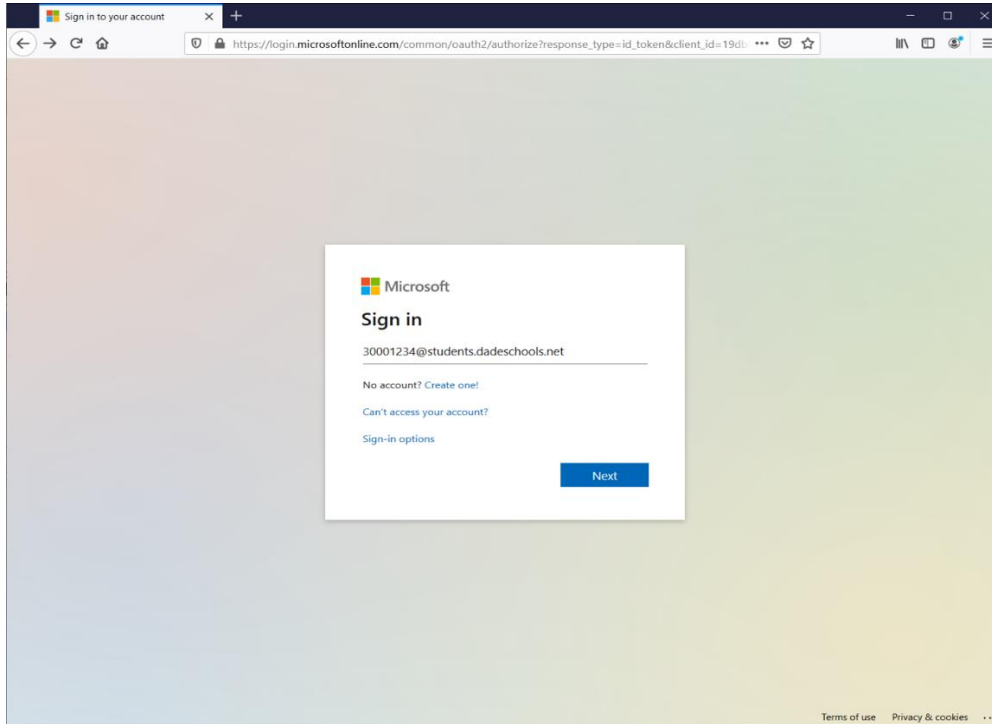
1. Soun ekran log in Portal la, clique “Forgot Password (Bliye Modpas)”



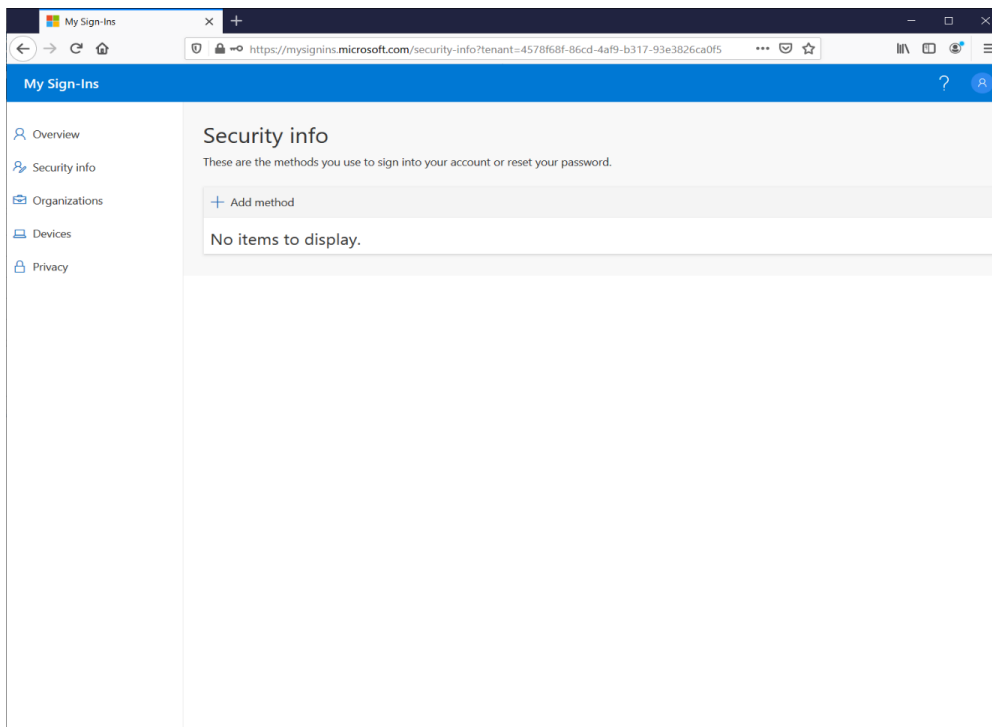
2. Clique sou “Adults (Granmoun)” lyen sou pwochen ekran an



3. Nan pwochen ekran an, antre non itilizatè ou jan li ye ya, ce Numewo elèv ou @students.dadeschools.net

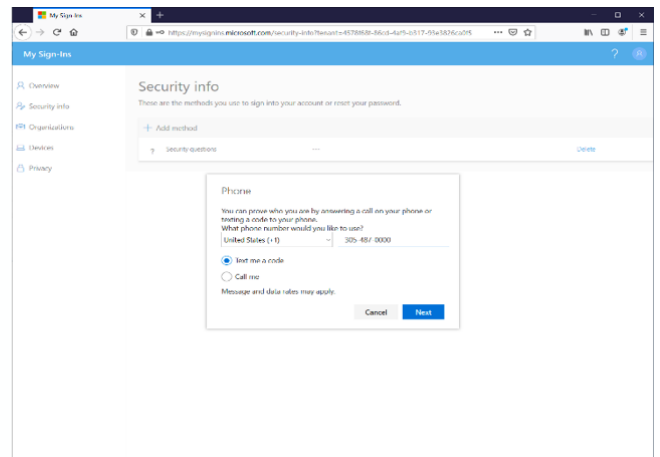
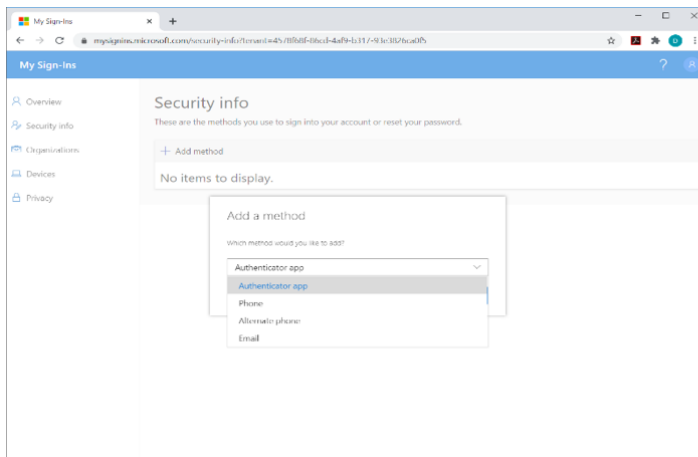


4. Clিকে “ Add method (Ajoute metòd la) ”
Remak – ou pral mete ou metòd pou reyajiste modpas la – yo rele sa otantifikasyon- faktè 2

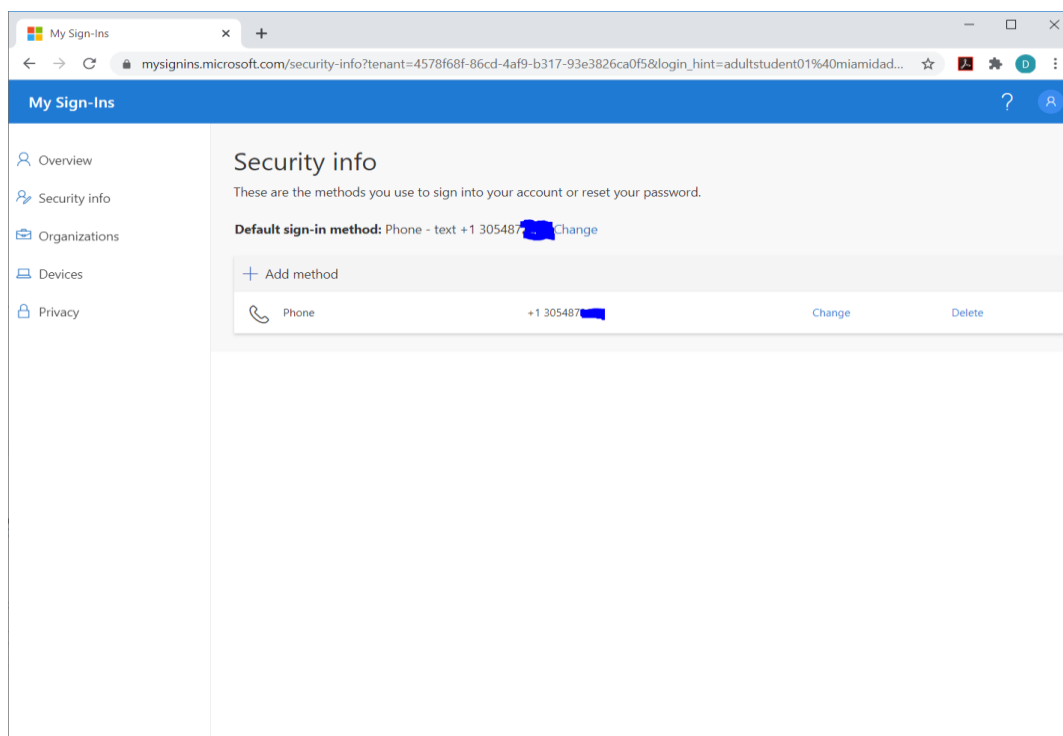


5. Chawazi nan opsyon yo, epi klike sou “Add (Ajoute)” pou konfigirasyon opsyon an.
Ou ka chazi youn nan kat opsyon yo pou konfime ou dezyèm fason ki moun ou ye pou ou ka Reyajiste modpas ou. Chwazi yon sèl nan kat opsyon yo ke ou plis konfòtab:

- Aplikasyon otantifikatè – opsyon sa a itilize yon aplikasyon otantifikatè ke ou dwe enstale sou smartphone ou (pa egzanp Google otantifikatè) ki pral ofri ou ak yon seri de nimewo ke ou ka antre lè ou te mande li
- Telefòn – sistèm sa ap voye ba ou ou mesaj tèks oswa ou mesaj pa vwa epi li ap ba ou yon kòd pou verifye
- Yon lòt telefòn – pèmèt ou gen plis ke yon sel telefòn ou ka itilize pou verifye idantite ou
- Imèl – system lan pral voye yon Imèl bay adres Imèl prive ou ak pèmèt ou reponn epi etabli idantite ou



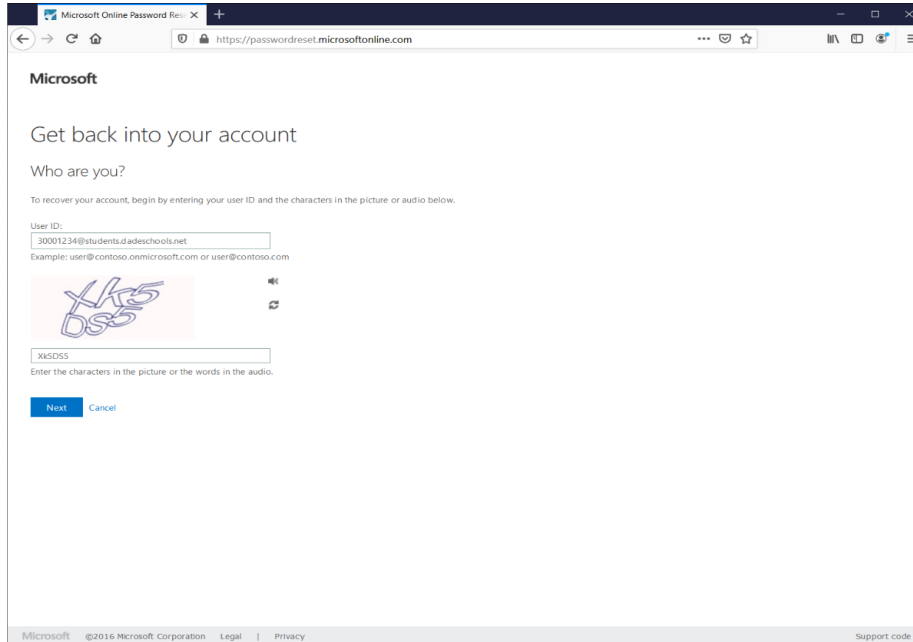
6. Lè ou fini, ou ka itilize pwosesis rekiperasyon modpas sa pou ou kapab reyajiste modpas ou



Entriksyon pou Rekiperasyon Modpas

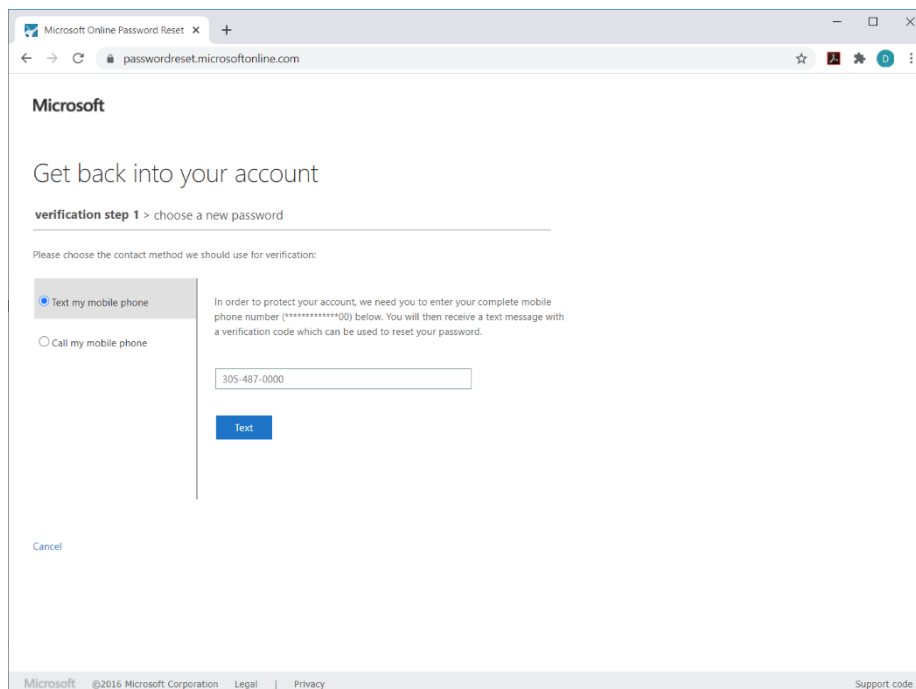
Lè ou bliye modpas ou oswa pou jwen yon modpas premye fwa

1. Klike sou menm link (lyen) ki sou pòtal ou ke ou te deja utilize. – li sou ekran an login pòtal ou
2. Antre non itilizatè ou jan li ye a, ak “@students.dadeschools.net”



The screenshot shows 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 the question 'Who are you?'. Below this, there is a text input field for 'User ID:' containing '30001234@students.dadeschools.net'. An example is provided: 'Example: user@contoso.onmicrosoft.com or user@contoso.com'. There is a CAPTCHA image showing the letters 'XK5' and 'DSS' in a stylized font. Below the image is a text input field containing 'XK5DSS'. At the bottom of the form are 'Next' and 'Cancel' buttons. The footer contains 'Microsoft ©2016 Microsoft Corporation Legal | Privacy Support code'.

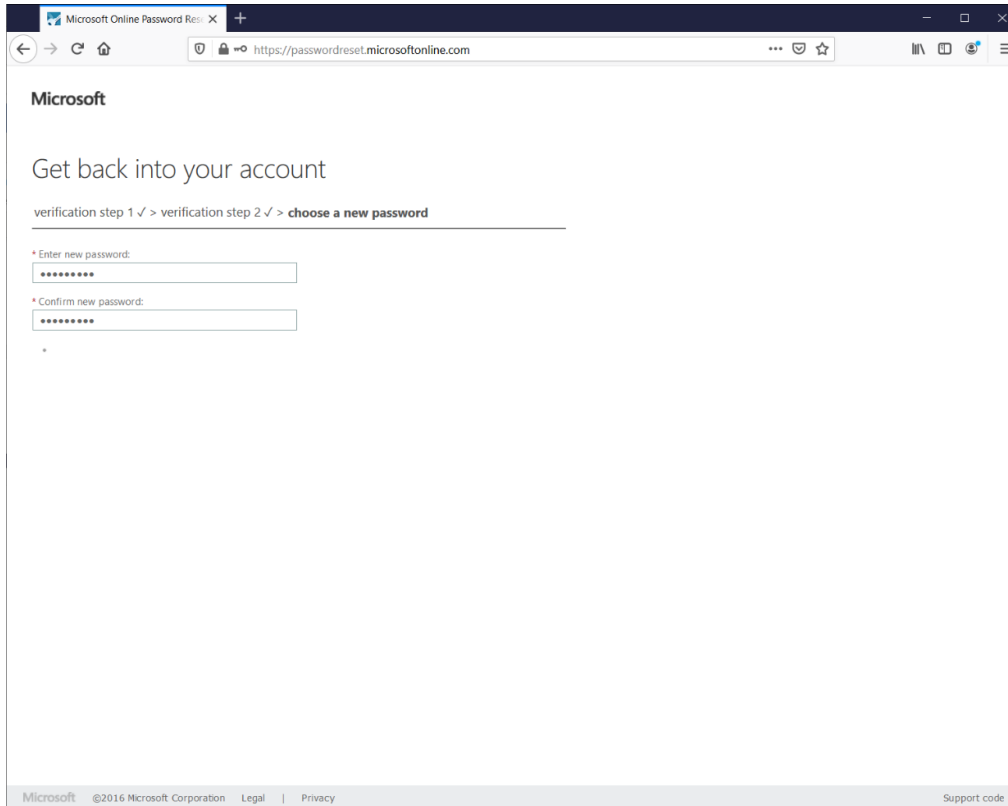
3. Chwazi youn nan opsyon ke ou te deja chwazi avan an, epi swiv enstriksyon pou ou konplete pwosesis verifikasyon an.



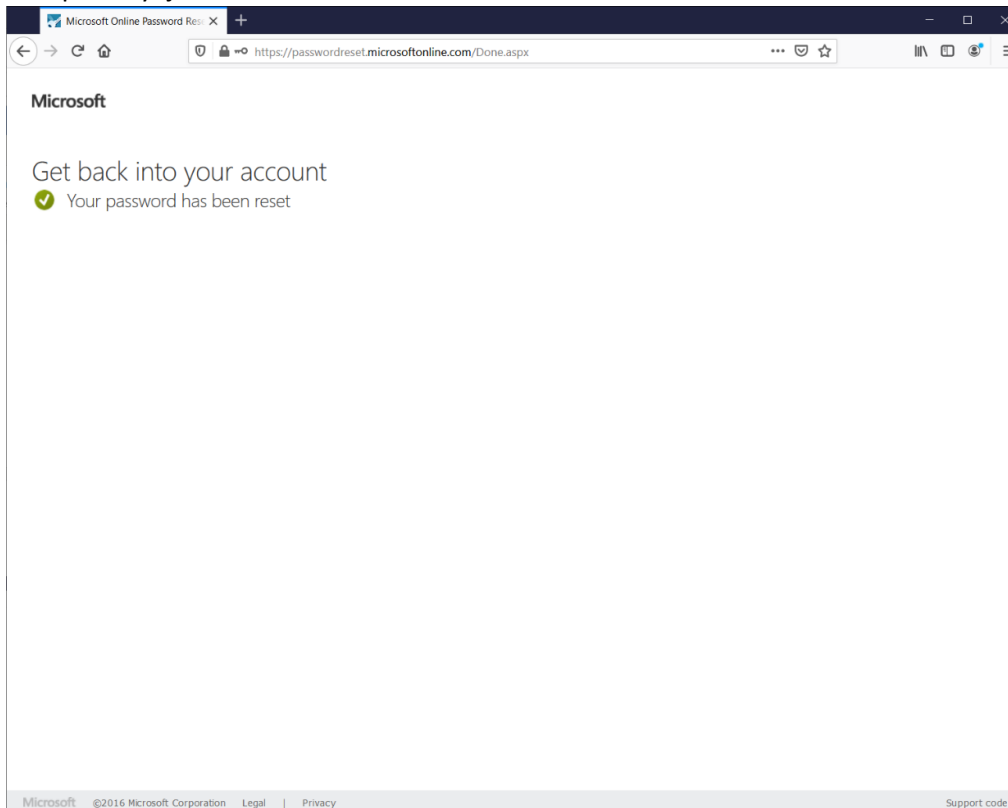
The screenshot shows the Microsoft Online Password Reset page at the 'verification step 1' stage. The browser address bar displays 'passwordreset.microsoftonline.com'. The page content includes the Microsoft logo, the heading 'Get back into your account', and the sub-heading 'verification step 1 > choose a new password'. Below this, there is a section titled '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 explanatory text: '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 containing '305-487-0000'. At the bottom of the form are 'Text' and 'Cancel' buttons. The footer contains 'Microsoft ©2016 Microsoft Corporation Legal | Privacy Support code'.



4. Chwazi ou nouvo modpas. Uit karaktè minimòm.



5. Modpas Reyajiste.



Modificar a Senha e Matrícula

Para Estudantes de Educação Adulta

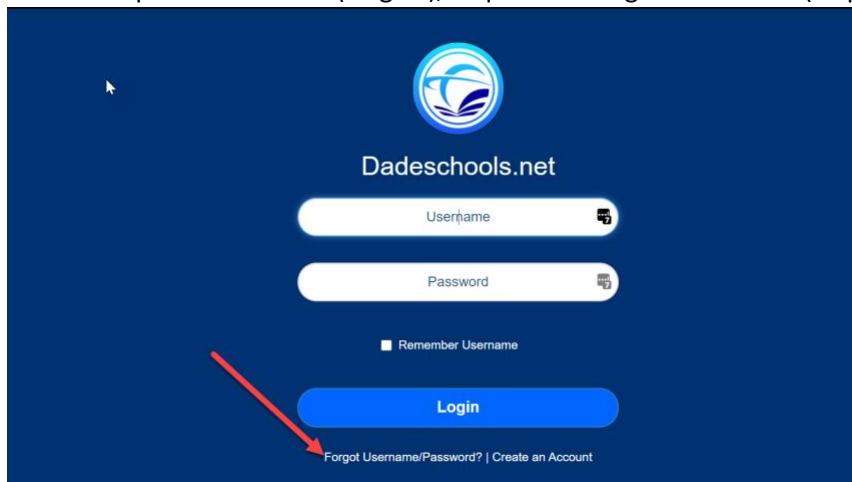
Agora temos uma nova maneira de criar sua própria senha e modificá-la caso você a esqueça. Siga as instruções abaixo em ambos os casos:

Primeira vez:

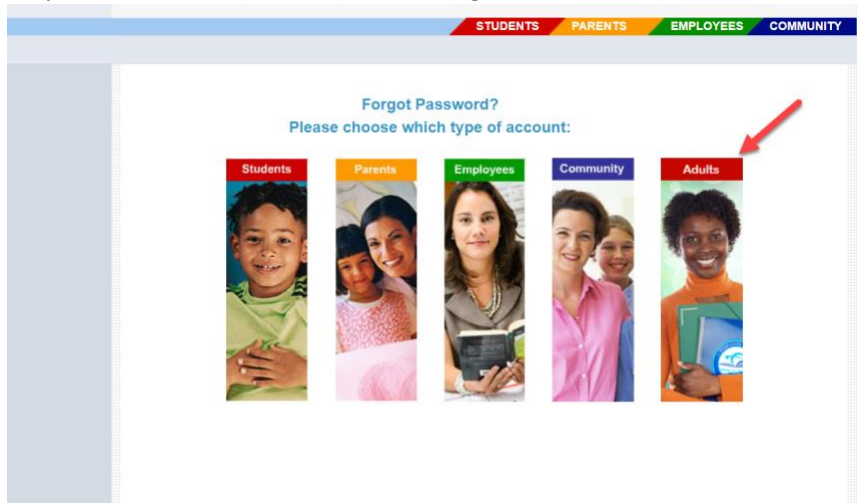
Na primeira vez que você fizer o acesso (“login”), você usará a senha que nosso grupo de apoio lhe dará ou o que chamamos de senha predefinida (“default password”). Seu professor ou outro integrante de nosso grupo de apoio lhe proverá com o formato de sua “default password”.

Depois que você fizer o primeiro “login”, siga os seguintes passos de como modificar sua senha de acordo com sua preferência:

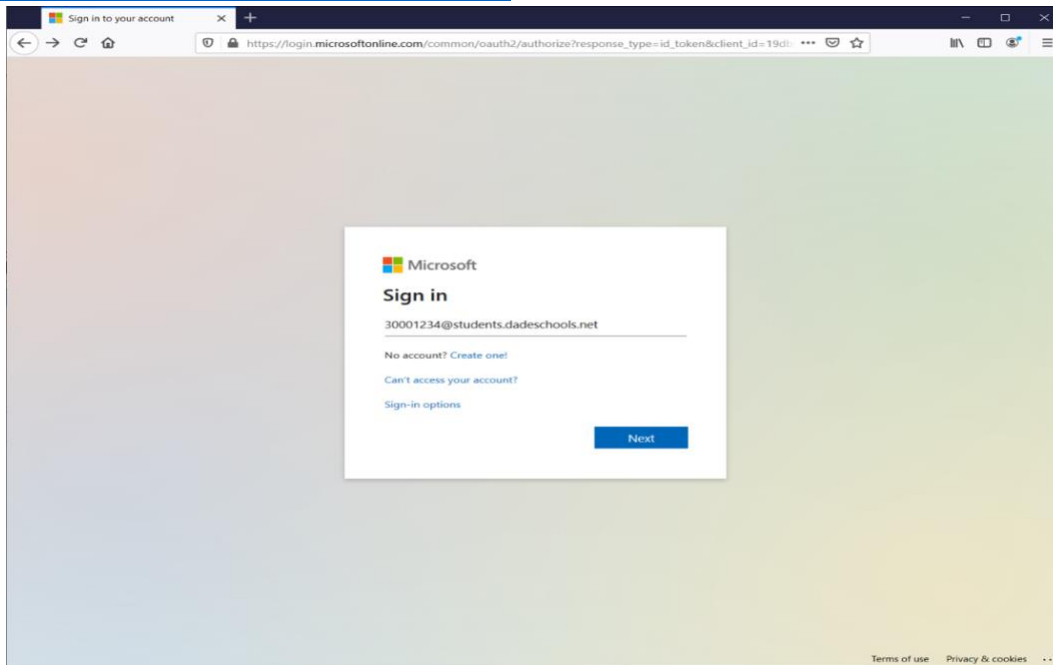
1. Na tela do portal de acesso (“login”), clique em “Forgot Password” (Esqueci a senha).



2. Clique em “Adults” (Adultos) na tela seguinte.

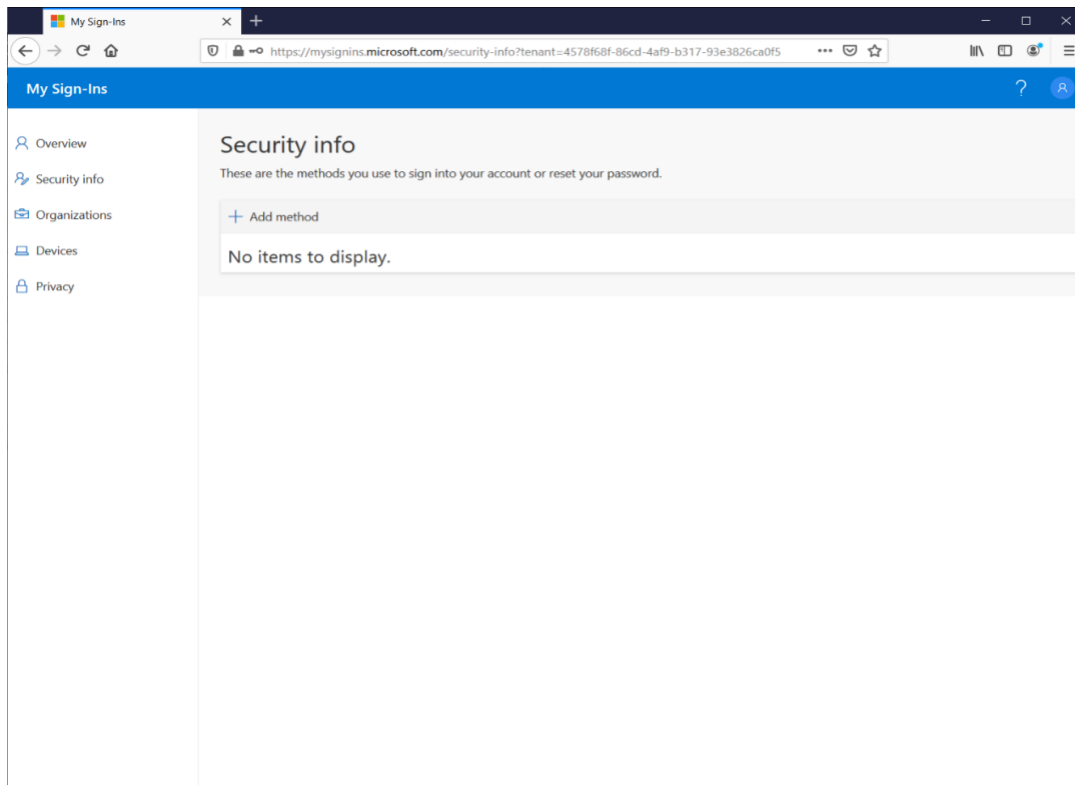


3. Na tela seguinte, inclua seu nome de usuário como está demonstrado. O formato é númeroiDdoestudante@students.dadeschools.net.

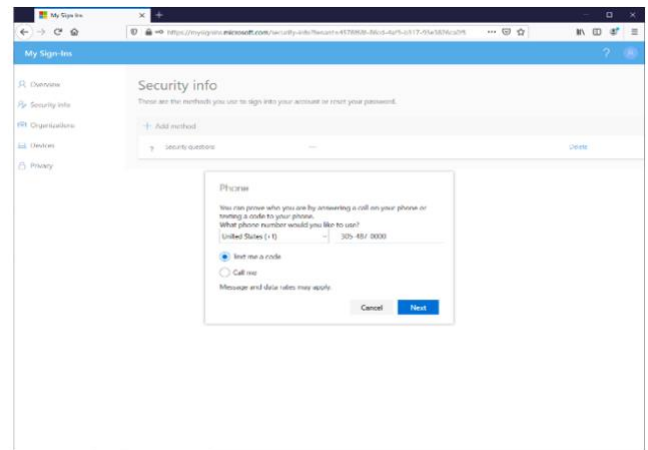
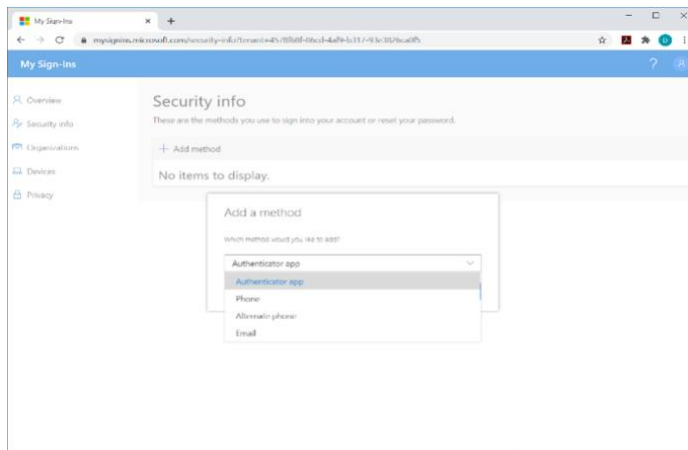


4. Clique em “Add Method” (Acrescentar método)

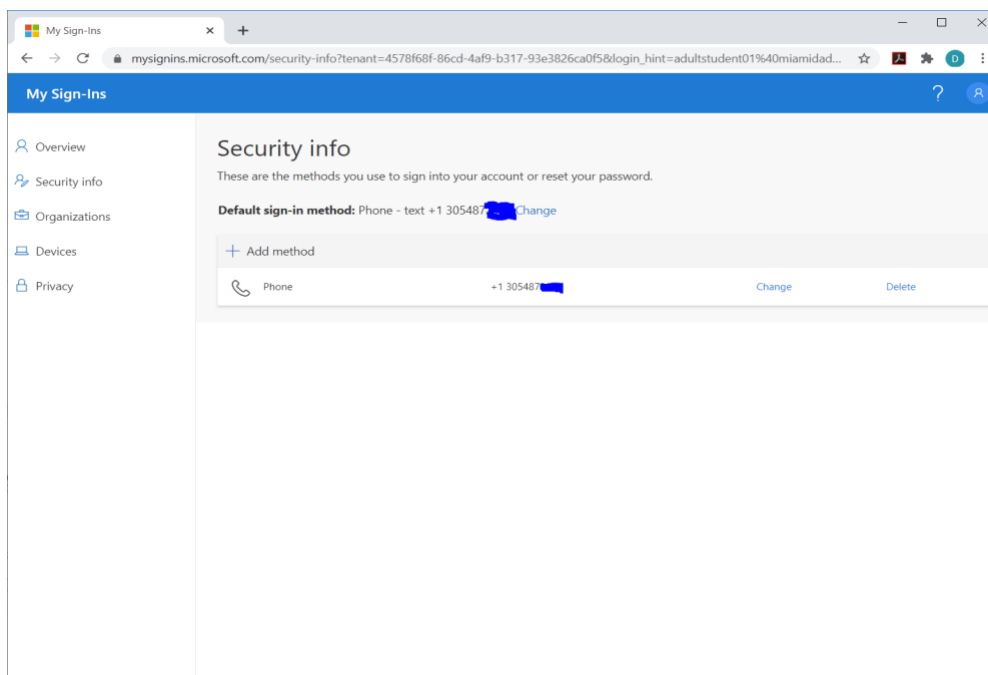
Obs -- Agora você estará criando um método de como modificar sua senha – isso é chamado de autenticação de dois fatores.



5. Escolha entre as opções e clique em “Add” (Acrescentar) para configurar a opção. *Você tem quatro opções de escolha para prover uma segunda maneira de confirmar quem você é e, então, modificar sua senha. Escolha aquela que você se sinta mais confortável:*
- *Authenticator app – esta opção usa um app de autenticação que você deverá instalar em seu smartphone (por exemplo, Google Authenticator) o que lhe oferecerá uma série de números que você, então, incluirá assim que lhe for pedido*
 - *Fone – o sistema lhe enviará uma mensagem em forma de texto ou de voz e lhe dará um código para incluir e verificar.*
 - *Fone alternado – permite que você tenha mais de um telefone o qual poderá ser usado para a verificação de sua identidade.*
 - *Email – o sistema lhe enviará um email para seu email particular e lhe permitirá responder para estabelecer sua identidade.*



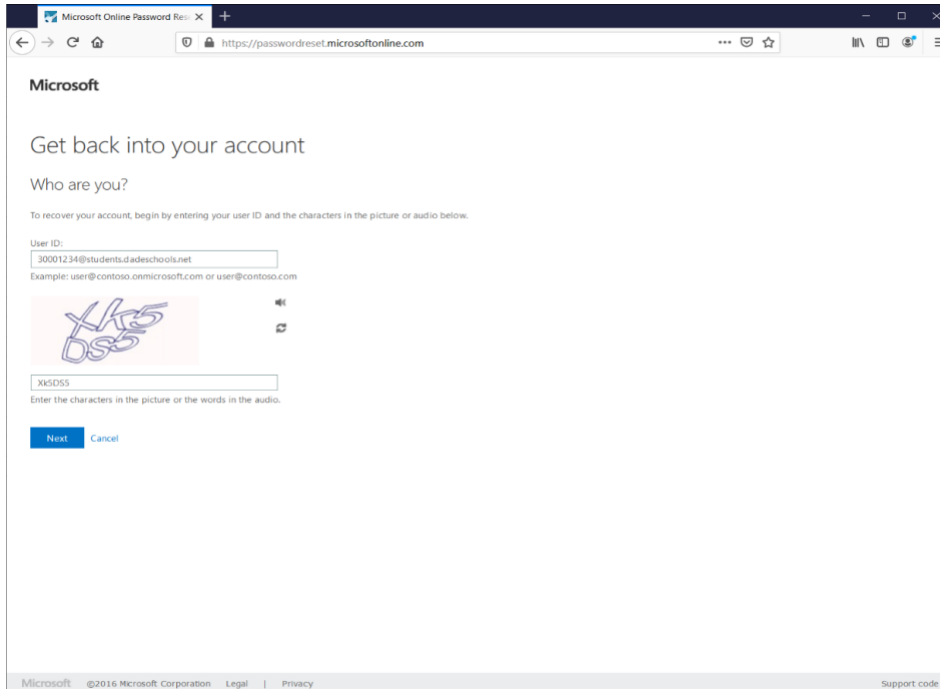
6. Assim que completar, você poderá usar esse processo de retomada de senha afim de modificar sua senha.



Instruções para Retomada de Senha

Quando você esquecer sua senha ou criá-la pela primeira vez

1. Clique no mesmo link no portal que você usou previamente – está na tela do portal de acesso (“login”).
2. Entre o nome do usuário como demonstrado, com “@students.dadeschools.net”.



Microsoft Online Password Reset

Microsoft

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

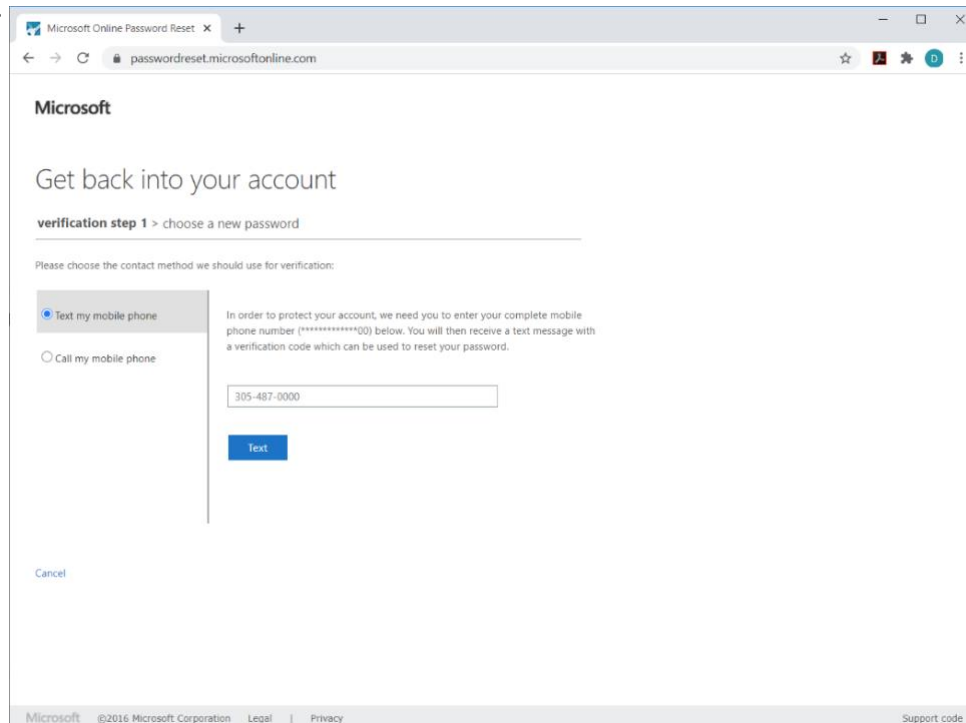
XK5D55

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

Next Cancel

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3. Escolha entre as opções que você criou anteriormente e siga as instruções para completar o processo de verificação.



Microsoft Online Password Reset

Microsoft

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 (*****0) 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

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4. Escolha sua nova senha. O mínimo é de oito letras.

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:

Support code

5. Sua senha já está modificada.

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Get back into your account

✔ Your password has been reset

Support code