

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

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4. 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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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

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6. 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. 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"

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

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

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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

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	Microsoft Sign in 3001234@students.dadeschools.net No account? Create one! Cart access your account? Sign-in options			

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

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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

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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 <u>Númerodeidentificaciónestudiantil@students.dadeschools.net</u>

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

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

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5. La contraseña se restablece.

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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.

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

1. Soun ekran log in Portal la, clike "Forgot Password (Bliye Modpas)"



2. Clike 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



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- 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:
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 - Telefòn sistèm sa ap voye ba ou ou mesaj tèks oswa ou mesaj pa vwa epi li ap ba ou yon kòd pou verifye
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6. Lè ou fini, ou ka itilize pwosesis rekiperasyon modpas sa pou ou kapab reyajiste modpas ou

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- 2. Antre non itilizatè ou jan li ye a, ak "@students.dadeschools.net"

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

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4. Chwazi ou nouvo modpas. Uit karaktè minimòm.

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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 númerolDdoestudante@students.dadeschools.net.

Sign in to your account	× +	-		×
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	Microsoft			
	Sign in 30001234@students.dadeschools.net No account? Create one!			
	Can't access your account? Sign-in options			
	Terms of use	Privacy	& cookie	s

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.

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R Overview By Security info	Security info These are the methods you use to sign into your account or reset your password.	
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- 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.

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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 desmonstrado, com "@students.dadeschools.net".

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Microsoft						
Get back into	your account					
Who are you?						
to recover your account, begin by User ID: Double1244941ud-ents.dadeschool Example: user@contosio.com/incose NAIDOS Enter the characters in the picture Net Contos Net Contos	entering your user ID and the characters in the picture or audio below.					
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3. Escolha entre as opções que você criou anteriormente e siga as instruções para completer o processo de verificação.

Microsoft Online Password Reset	× +		-		
- → C	et.microsoftonline.com	☆	8 *	D	
Microsoft Get back into y verification step 1 > choos	/OUR ACCOUNT				
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					
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4. Escolha sua nova senha. O mínimo é de oito letras.

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Microsoft			
Get back in	to vour account		
verification step 1 √ >	> verification step 2 ✓ > choose a new password		
* Enter new password:			

Confirm new password:			
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