



M-DCPS Password Management For Employees

Introduction

The **M-DCPS Password Management** system has been upgraded to provide more secure passwords and better options to reset them. Employees will be able to select security questions; and provide an email address and/or mobile phone information to assist with the password reset process.

The new version of **M-DCPS Password Management** is now able to change both the employees Domain and Mainframe passwords.

M-DCPS Password Management will not synchronize passwords for school-based instructional software.

How To Access M-DCPS Password Management

To be able to reset your passwords at any time, you must create your profile by selecting the security questions and adding an external email and/or a mobile phone number.

You will need your 6-digit employee ID number and your password to log into the Employee Portal and to the Password Management application.

If you do not know your M-DCPS password, ask another employee at your site to submit a HEAT Self Service incident and choose Ask ITS a Question.

From the Employees Dadeschools.net page,



▼ Click **Log in to Employee Portal**

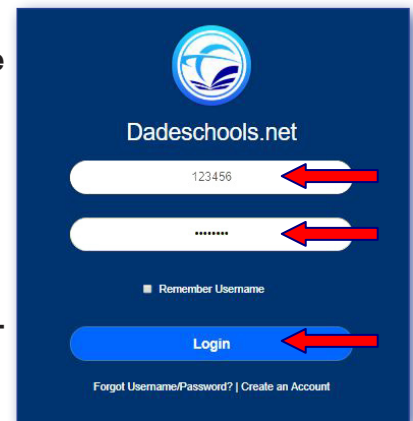
The **Portal Log in** screen will display.

You may also access the M-DCPS Password Management application by clicking on the link below the Log in to the Employee Portal button.

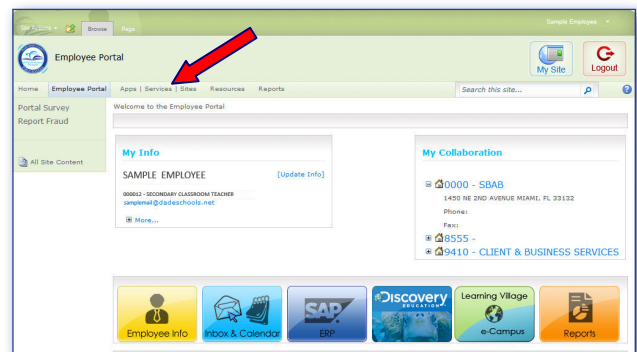
▼ **Type your Username**

▼ **Type your Password**

▼ **Click Login**

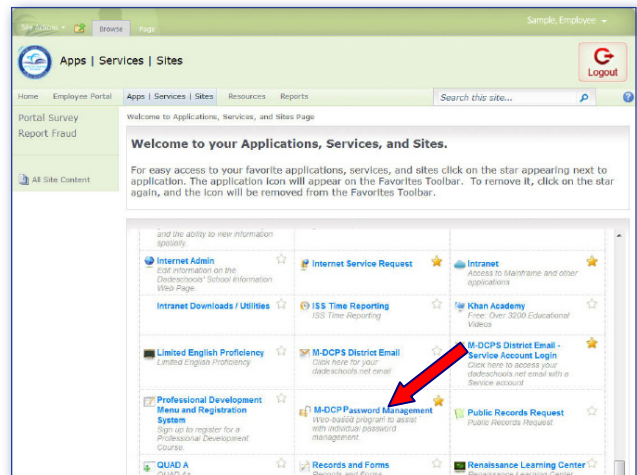


The **Employee Portal** page will display.



▼ **Click Apps | Services | Sites**

The **Applications | Services | Sites** page will display.



▼ **Click M-DCPS Password Management**

You will see a resource page including this User Guide and a video. You can click **Get Started** when you are ready to begin.

The **M-DCPS Password Management Log in** page will display.

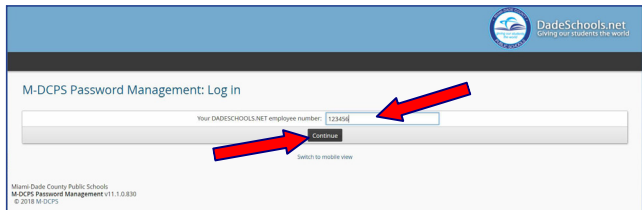


M-DCPS Password Management For Employees

How To Select Your Security Questions

You must select the security questions, type your answers, and complete your profile to be able to reset your password at anytime. Four questions are required. All the questions are pre-defined.

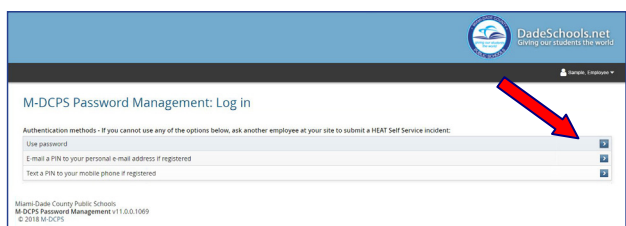
From the **M-DCPS Password Management Log in** page,



- ▼ **Type** your **DADESCHOOLS.NET** employee number
- ▼ **Click** **Continue**

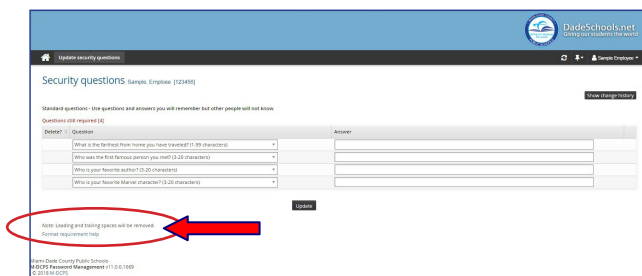
The **Authentication methods** page will display. If you previously entered part of your profile information, such as a personal email and/or a mobile phone number, those authentication methods will be listed on the page. *[See sample below.]*

NOTE: Reset Password Using Email a PIN is currently unavailable.



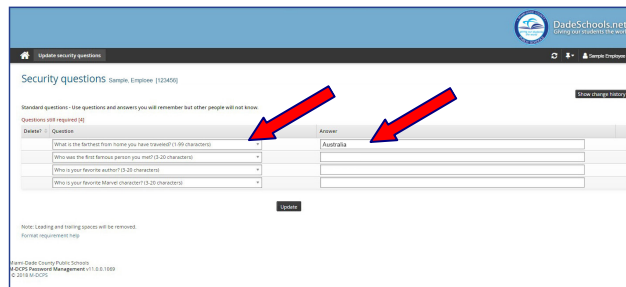
- ▼ **Click** **Use password**

The **Security questions** page will display. Four questions are required.



Click on the **Format requirement help** hyperlink, located at the bottom, left side of the page, to view the different answer formats allowed.

When selecting your security questions, use questions and answers you will remember but other people will not know.

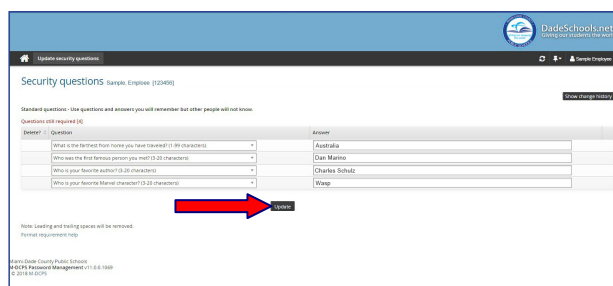


- ▼ **Click** on the first question drop-down list
- ▼ **Select** desired question
- ▼ **Tab** to the **Answer** field
- ▼ **Type** your answer

Repeat the above steps to select three additional questions for a total of four.

Note: When typing the answers to your questions, ensure no one is observing because the answers are NOT hidden.

When finished with your questions and answers, take a photo of the screen, with your mobile device, for future reference.



- ▼ **Click** **Update**

After completing your security questions for the first time, the **M-DCPS Password Management Main Menu** page will display.

You can add and/or delete questions but you always have to have the minimum of four, required by the application. *[For instructions on how to delete Security Questions, refer to the section on page 6 of this User Guide.]*



M-DCPS Password Management For Employees

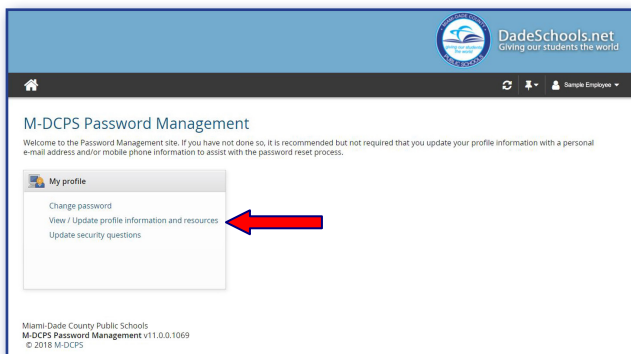
View/Update Profile Information and Resources

From the **Password Management Main Menu** page, you can **Change password, View / Update profile information and resources, and Update security questions.**

Adding a personal email and a mobile phone number to your profile will allow you to reset your password at anytime. A PIN number will be sent to the email or cell phone number you entered. *[The email address has to be an external email. Sample: sample@gmail.com.]*

NOTE: Reset Password Using Email a PIN is currently unavailable.

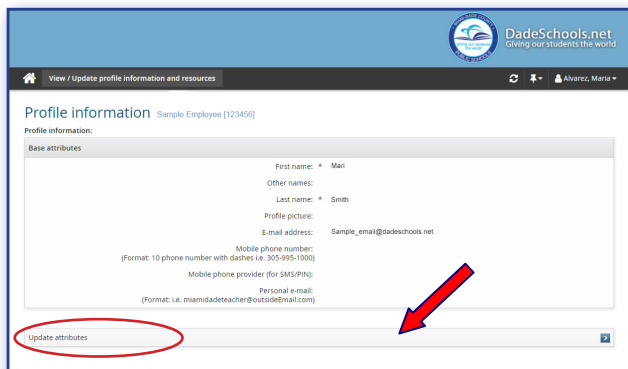
To View/Update your profile,



- ▼ Click **View / Update profile information and resources** link

The **Profile information** page will display. Your name and work email address should display.

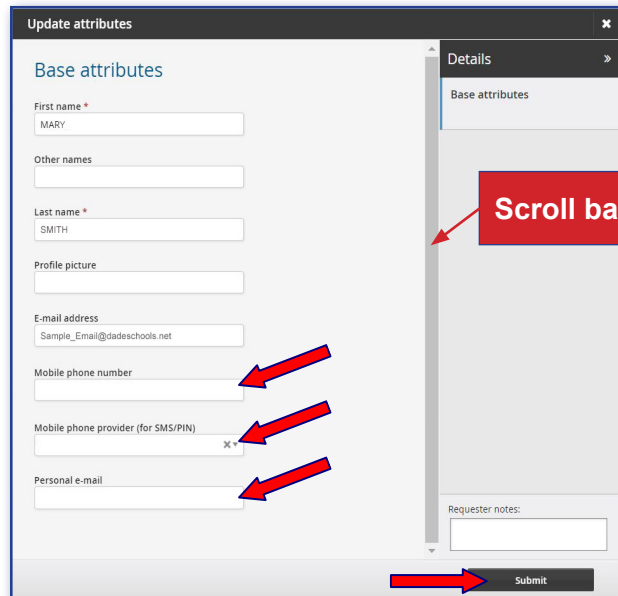
To update your information,



- ▼ Click **Update attributes**

The **Base attributes** window will display.

From the **Base attributes** page,



- ▼ Click **Mobile phone number** field
- ▼ Type your mobile phone number
- ▼ Click **Mobile phone provider** drop-down list
- ▼ Select your mobile provider

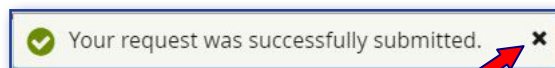
Scroll down if necessary to see the **Personal email** field. *[The email address cannot be a Dadeschools.net account, it has to be an external email. Sample: sample@gmail.com.]*

- ▼ Click **Personal email** field
- ▼ Type your personal email address

When finished making all the updates,


- ▼ Click **Submit**

The Base attributes window will close and the message **"Your request was successfully submitted."** will display at the top of the Profile information page.



- ▼ Click **X** to close it

Your have completed your profile.

- ▼ Click  home to go back to the **Main Menu.**



M-DCPS Password Management For Employees

How To Change Your Password

After completing your profile with the external email, mobile phone number, and security questions, you can reset your password at anytime using any of the authentication methods you provided:

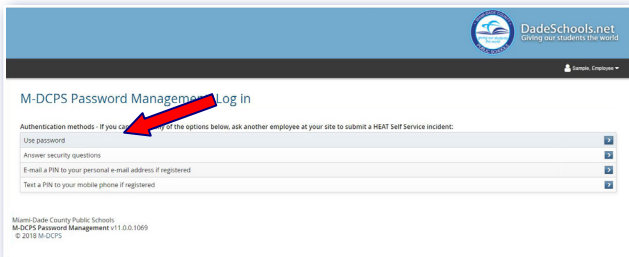
- Password
- Answer security questions
- Text a PIN to your mobile phone if registered

Note: Users with incomplete profiles, such as new employees or existing employees who did not previously provide their mobile phone number, mobile service provider and security questions, will only be able to reset their password using their password. If you do not know your password, ask another employee at your site to submit a HEAT Self Service incident.

Reset Password Using Your Password

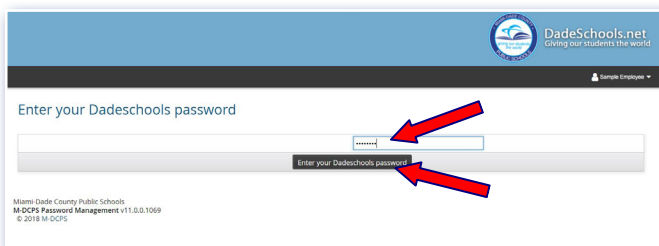
Log into the M-DCPS Password Management application. [See section *How To Access M-DCPS Password Management* starting on page 1.]

From the M-DCPS Password Management Log in page,



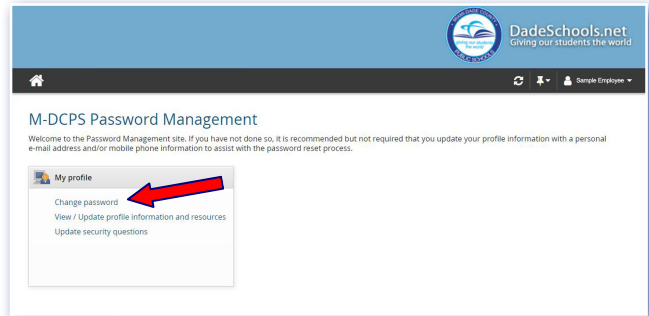
- ▼ Click Use password

The Enter your Dadeschools password page will display.



- ▼ Type your password
- ▼ Click Enter your Dadeschools password

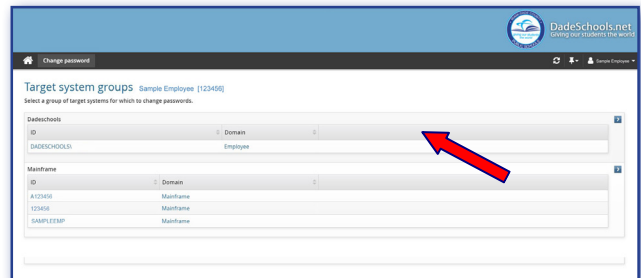
The M-DCPS Password Management Main menu page will display.



- ▼ Click Change password

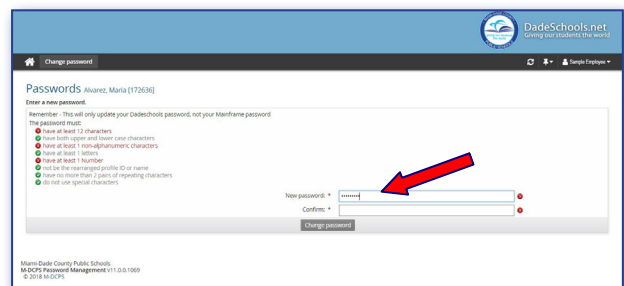
The Target system groups page will display. From the Target system groups page you will be able to manage both systems passwords, Dadeschools and Mainframe passwords. Each system requires its own password and each password has unique specifications.

To change your Dadeschools password,



- ▼ Select system group Dadeschools

The Change password page will display. Carefully read the password specifications before creating your new password.



- ▼ Type your new password

As you start typing, a green check mark will display next to the criteria items your new password has met. A red x indicates criteria NOT met.



M-DCPS Password Management For Employees

Reset Password Using Your Password (continue)

- ▼ **Tab** to **Confirm** text box
- ▼ **Type** your new password again

After all the criteria for the new password are met, the **Change password** button will activate.

- ▼ **Click** **Change password**

The following message will display: **“Your Password was changed successfully.”** **“If you were logged into your workstation, log out now. You must log in with your new password to ensure that your workstation does not try to use your old password to access network resources.”**

- ▼ **Click** your name to log out

**** VERY IMPORTANT ****

After creating your new password, log out of your computer and log back in with your new password. This will ensure that your computer does not try to use your old password to access network resources.

Log back into your computer with your new password.

Reset Password Using Security Questions

Log into the **M-DCPS Password Management** application. [See section **How To Access M-DCPS Password Management** starting on page 1.]

From the **M-DCPS Password Management: Log in** page,

- ▼ **Type** your Employee ID
- ▼ **Click** **Continue**

The **Authentication methods** page will display.

- ▼ **Click** **Answer security questions**

The **Security questions** page will display. Two questions will display on the page.

- ▼ **Type** answer to the first question
- ▼ **Tab** to second text box
- ▼ **Type** answer to the second question
- ▼ **Click** **Continue**

The **Main Menu** page will display. You can now change your password. Follow the steps starting on the top, right column of page 4.



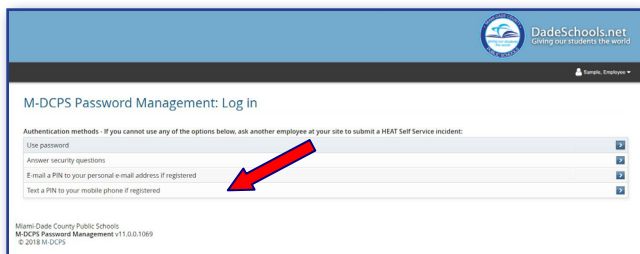
M-DCPS Password Management For Employees

Reset Password Using Text a PIN to Mobile Phone

This method is available if you entered a mobile phone number when you created your profile. It will allow you to reset your password using a PIN number that will be sent to your mobile phone.

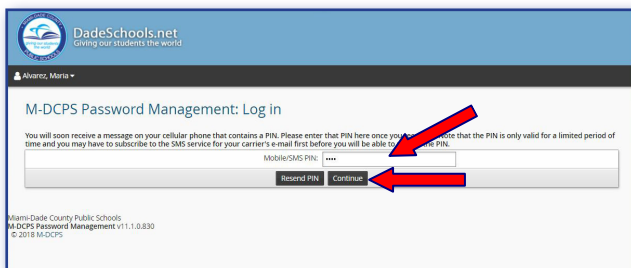
Log into the **M-DCPS Password Management** application. The **Authentication methods** page will display. [See section **How To Access M-DCPS Password Management** starting on page 1.]

From the **M-DCPS Password Management: Log in** page,



▼ Click **Text a PIN to your mobile phone if registered** (Click anywhere on the field.)

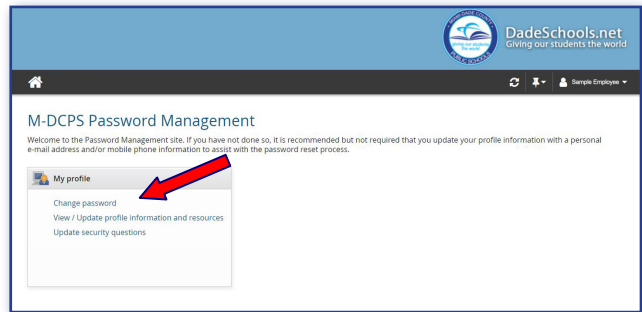
You will soon receive a message on your cellular phone that contains a PIN number. Enter the PIN number in the **M-DCPS Password Management: Log in** page. [See sample below.]



▼ Type PIN number sent to your mobile phone
▼ Click **Continue**

The **Main Menu** page will display.

Note that the PIN is only valid for a limited period of time and you may have to subscribe to the SMS service for your carrier's email first before you will be able to receive the PIN.



▼ Click **Change password**

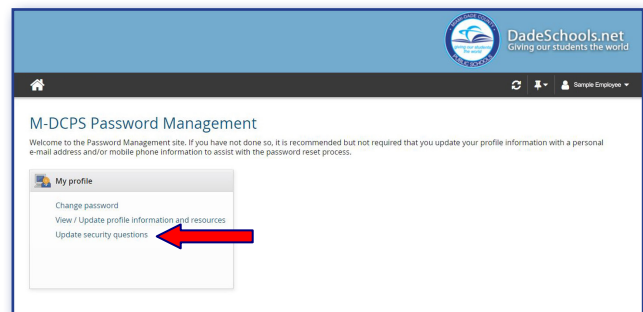
The **Change password** page will display. Continue the process by following the steps starting on the top right column of page 4.

Deleting Security Question

You can delete questions but you always have to have the minimum of four, required by the application.

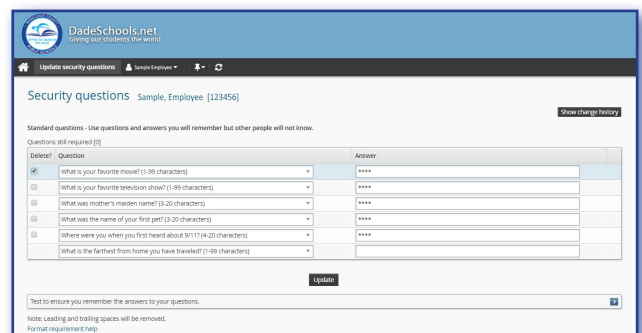
Log into the **M-DCPS Password Management** application. [See section **How To Access M-DCPS Password Management** starting on page 1.]

From the **Main menu** page,



▼ Click **Update security questions**

The **Security questions** page will display.





M-DCPS Password Management For Employees

Deleting Security Questions (continue)

Under the Delete? column,

The screenshot shows the 'Security questions' page for a sample employee. It lists several standard questions with checkboxes in the 'Delete?' column. A red arrow points to the first checkbox. Another red arrow points to the 'Update' button at the bottom of the list. A red box highlights the 'Test to ensure you remember the answers to your questions.' link at the bottom of the page.

- ▼ Click check box next to question to be deleted
- ▼ Click Update

The message “Updated questions and answers.” will display.

Note: If you are not sure you remember the answers to your questions, click on the option, “Test to ensure you remember the answers to your questions.” located at the bottom of the page.

Whom to Contact for Assistance

For additional assistance with the **M-DCPS Password Management** application, please submit a HEAT Self Service incident and choose Ask ITS a Question from the drop-down menu.

<http://selfservice.dadeschools.net>