

# 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:

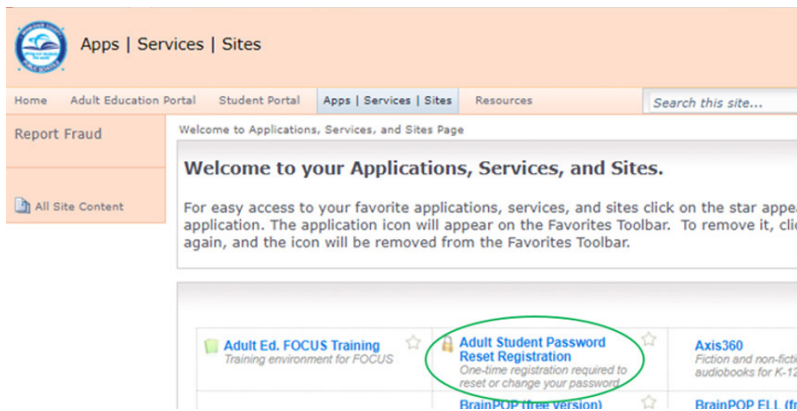
The first time you log in, you will use the password provided. *Your teacher or other school support staff member should be able to provide you with the format of your initial default password.*

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

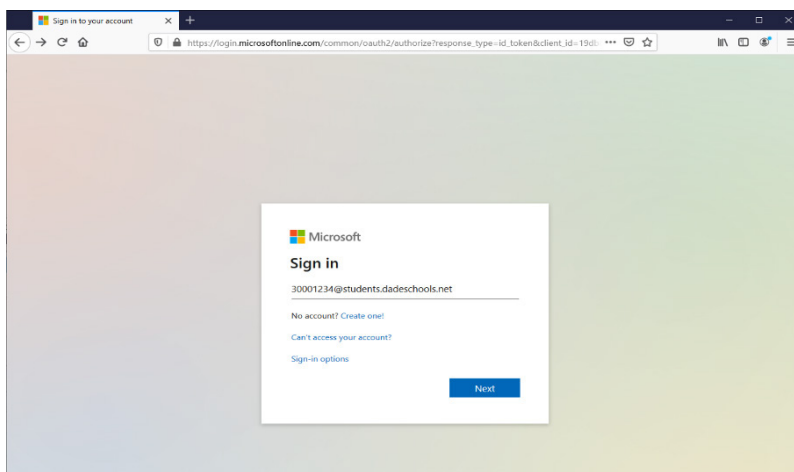
1. Each time you log in, the Dadeschools portal will forward you to your student portal in Focus School Software. First, click the “MDCPS Apps | Services | Sites” link to switch back to the Dadeschools portal homepage.



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

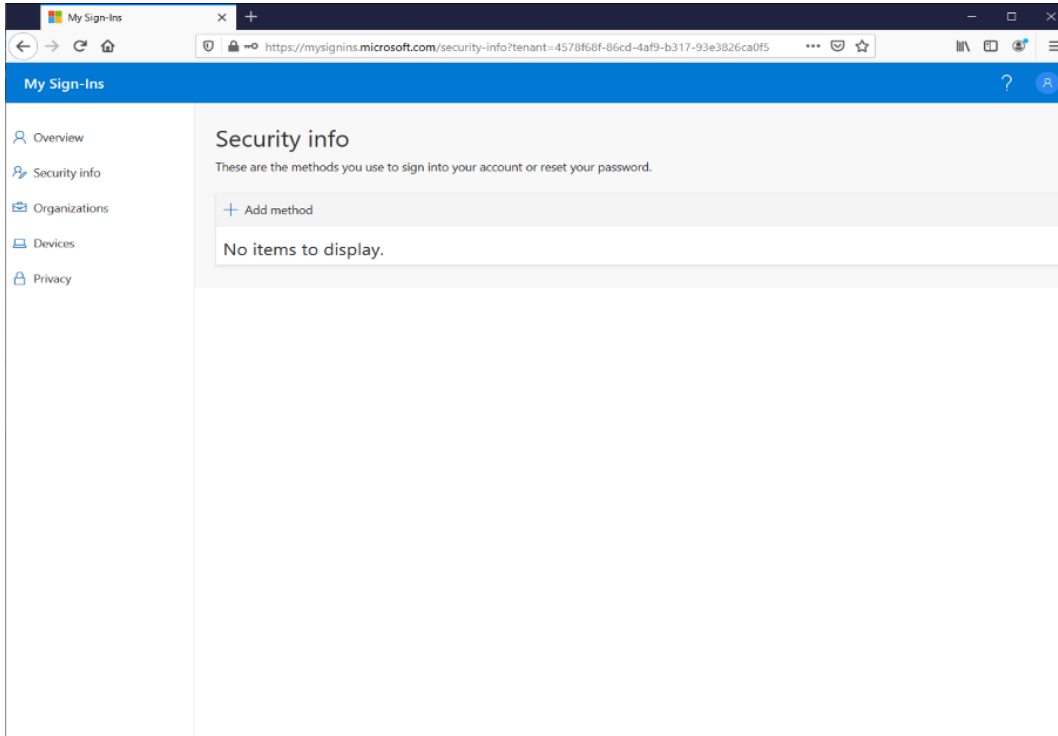


3. At the next screen, enter your username, as shown. Format is StudentIDNumber@students.dadeschools.net



#### 4. Click “Add method”

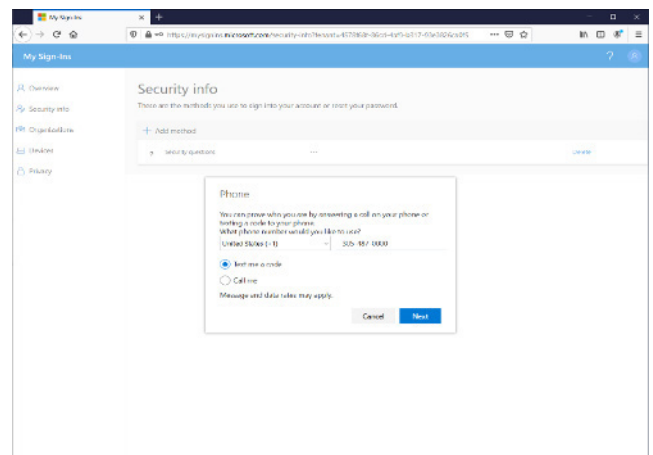
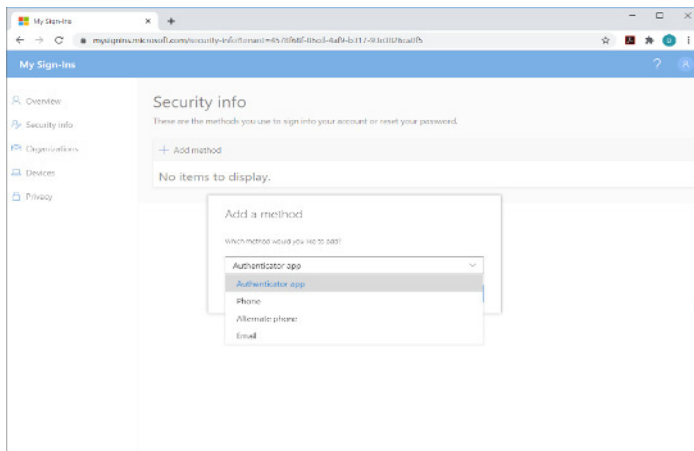
*Note – you will now be setting up methods for resetting the password – this is called 2-factor authentication*

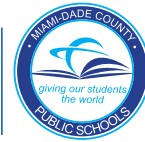
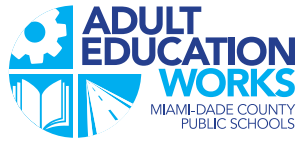


#### 5. Choose from the options and click “Add” to configure the option.

*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*





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

