

ENGLISH

Password Reset and Registration for Adult Education Students

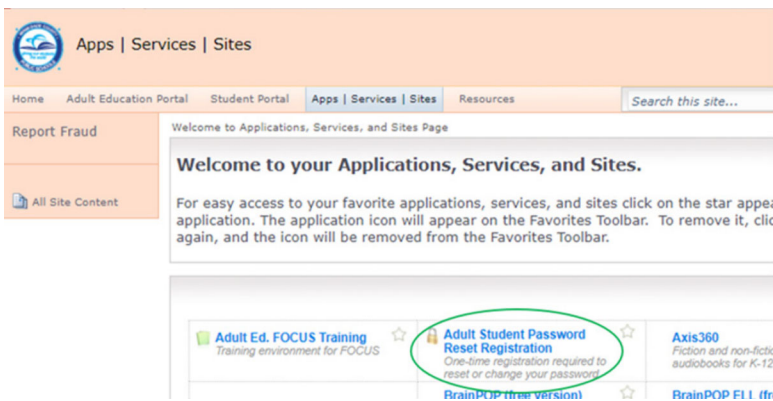
You now have a new way to set your own password and reset it if you forget. Follow the directions below in both cases:

First time:

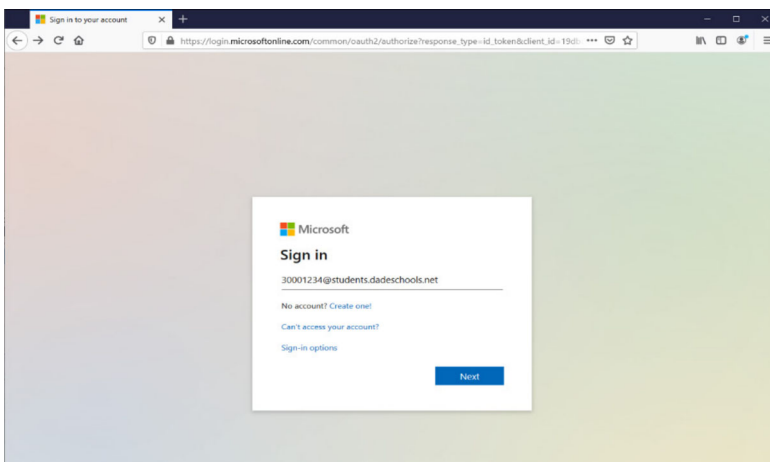
The first time you log in, you will use the password provided. *Your teacher or other school support staff member should be able to provide you with the format of your initial default password.*

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

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

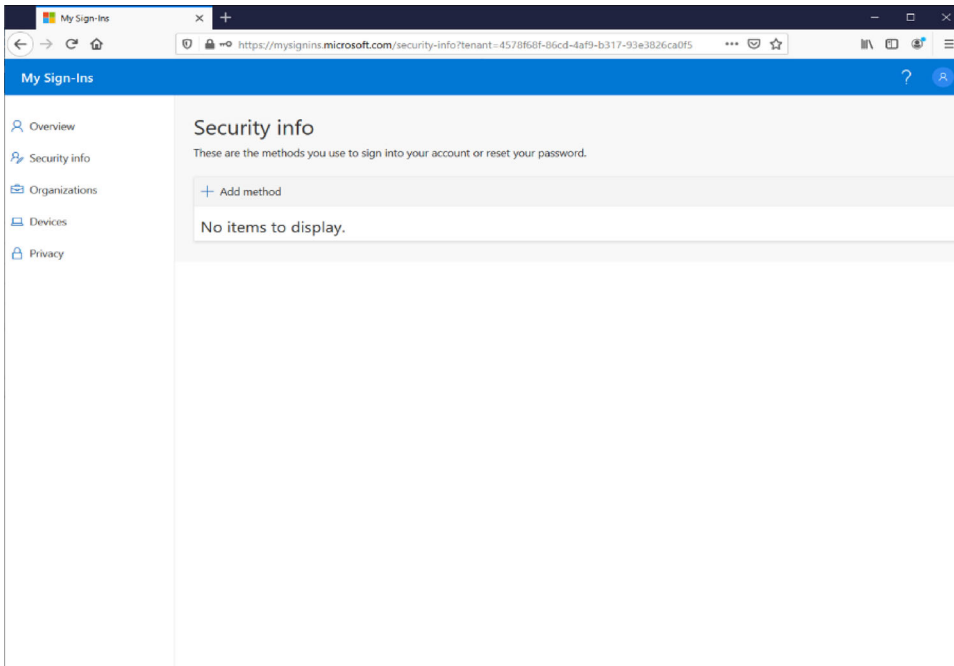


2. At the next screen, enter your username, as shown. Format is StudentIDNumber@students.dadeschools.net



3. Click “Add method”

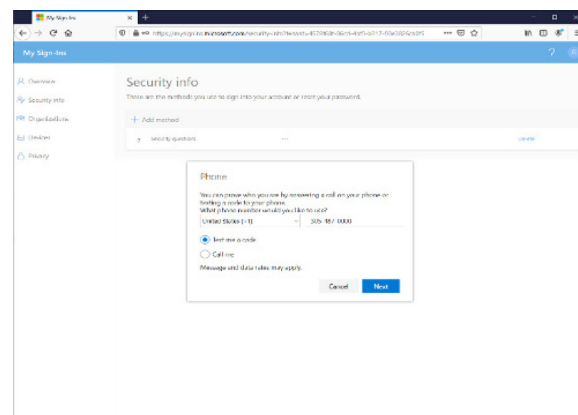
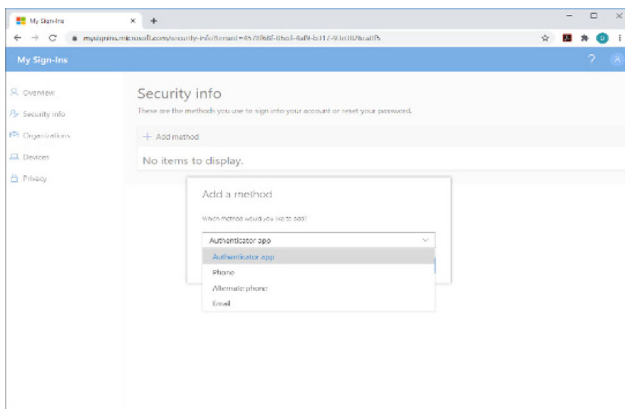
Note – you will now be setting up methods for resetting the password – this is called 2-factor authentication



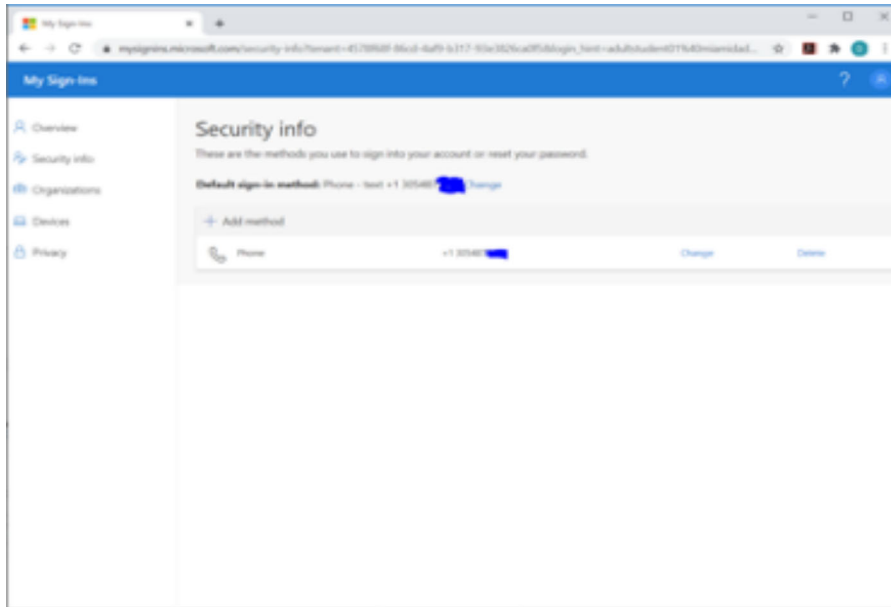
4. Choose from the options and click “Add” to configure the option.

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*



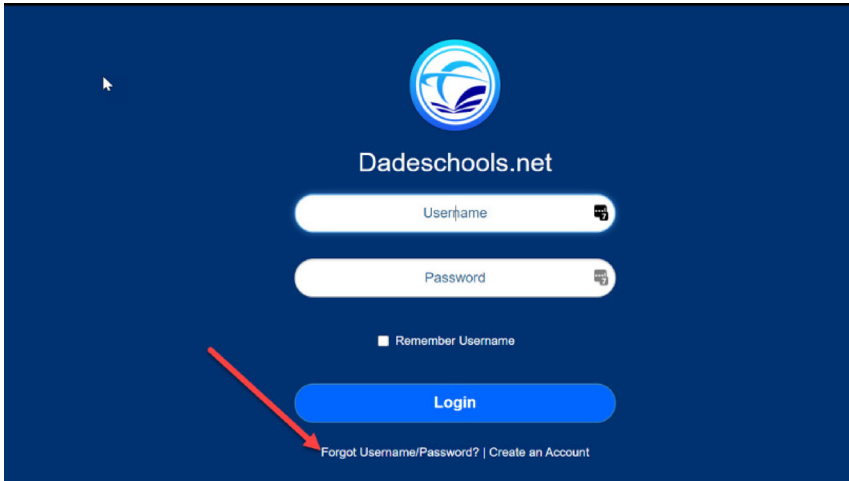
5. Once complete, you can use the password recovery process to reset your password



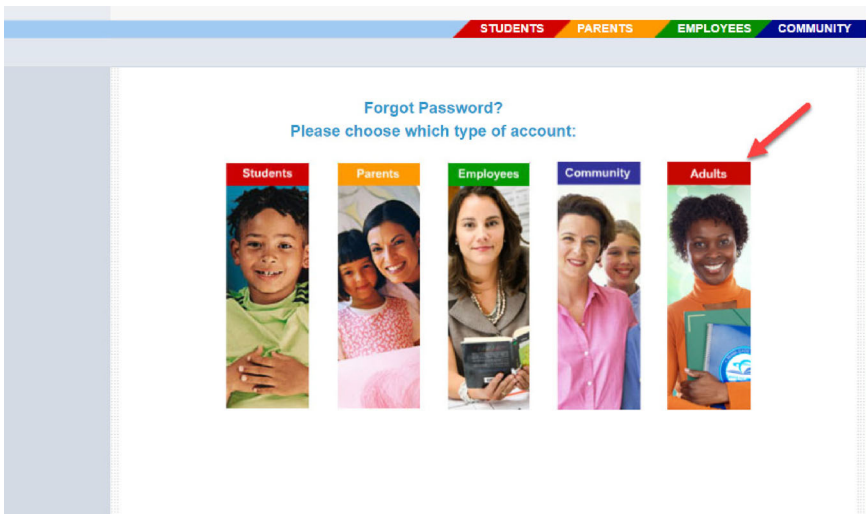
Password Recovery Instructions

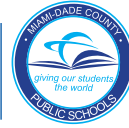
When you forget your password or to set it for the first time

1. On the portal login screen, click "Forgot Username/Password"



2. Click on the "Adults" link on the next screen





3. Enter username as shown, with “@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:

Example: user@contoso.onmicrosoft.com or user@contoso.com

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

[Next](#) [Cancel](#)

Microsoft ©2016 Microsoft Corporation Legal | Privacy [Support code](#)

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

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:

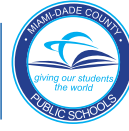
Text my mobile phone

Call my mobile phone

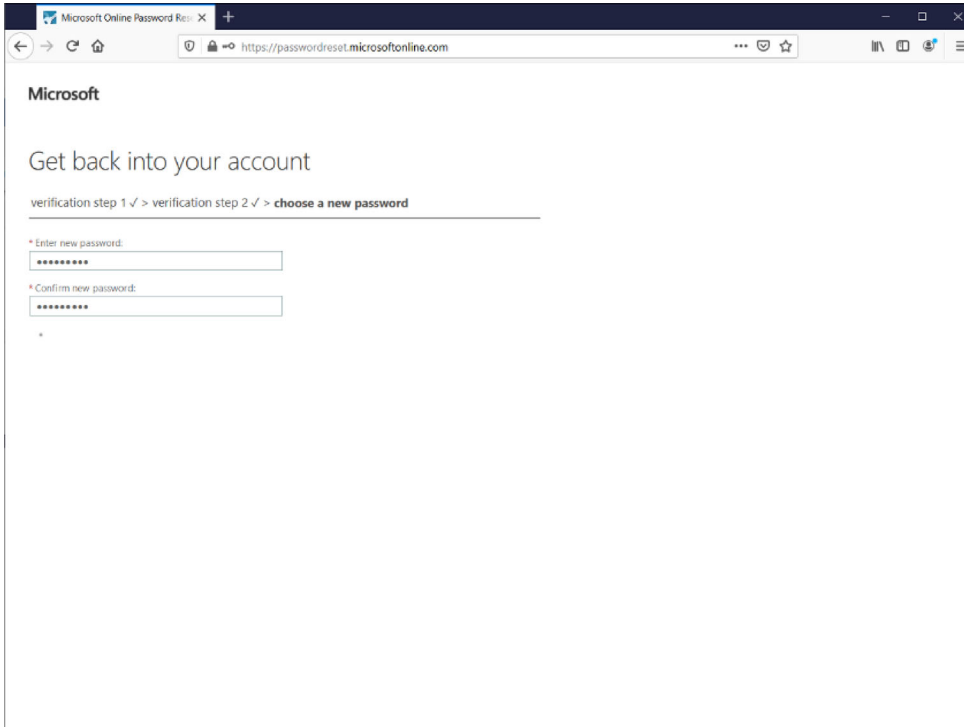
In order to protect your account, we need you to enter your complete mobile phone number (*****00) below. You will then receive a text message with a verification code which can be used to reset your password.

[Text](#)

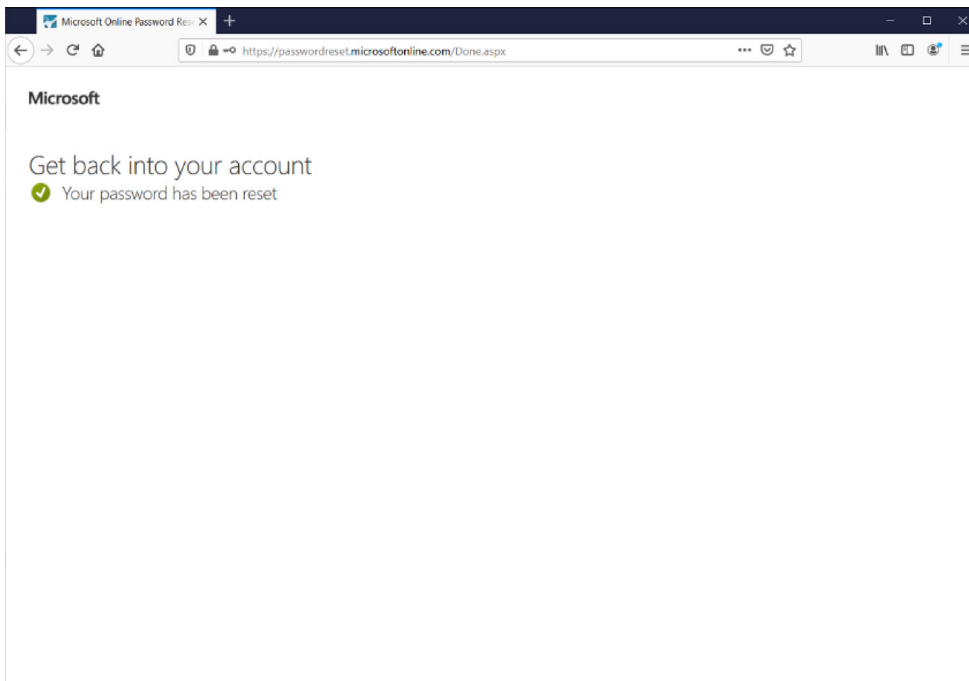
[Cancel](#)



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

A screenshot of a web browser showing the Microsoft password reset page. The address bar shows "https://passwordreset.microsoftonline.com". The page content includes the Microsoft logo, the heading "Get back into your account", and a progress indicator: "verification step 1 ✓ > verification step 2 ✓ > choose a new password". Below this, there are two input fields: "* Enter new password:" and "* Confirm new password:", both containing masked characters (dots).

6. Password is reset.

A screenshot of a web browser showing the Microsoft password reset completion page. The address bar shows "https://passwordreset.microsoftonline.com/Done.aspx". The page content includes the Microsoft logo, the heading "Get back into your account", and a green checkmark icon followed by the text "Your password has been reset".