

# PARENT PORTAL REGISTRATION GUIDE



## Creating your Parent Portal account

1. Go to [www.dadeschools.net](http://www.dadeschools.net) and Click on the Parents Tab

2. Click the [Create Account](#) link



3. Review the M-DCPS Acceptable Use Policy, then select "I agree" from the options below, then click Next.



# PARENT PORTAL REGISTRATION GUIDE



## Creating your Parent Portal account (Continued)

### 4. Enter your information to complete your registration

The screenshot shows the registration form with the following fields and instructions:

- 1** Parent First Name, Parent Middle Name (optional), Parent Last Name. Instruction: **Enter your First and Last Name**
- 2** Create parent account password (must be exactly 8 characters), Re-enter password. Instruction: **Create your Password (Must be exactly 8 characters in length)**
- 3** Email (ex: myemail@dadeschools.net), Re-enter Email. Instruction: **Enter your Email Address**
- 4** CAPTCHA image showing 'CLMG'. Instruction: **Type the Code from the Image shown in the field below**
- Register button. Instruction: **Click Register**

### 5. Your registration is submitted and a confirmation Email will be sent to the Email address that you provided during the registration process

The screenshot shows a 'Thank You' page on the left and an email on the right. The email is titled 'M-DCPS Portal Account Registration - Account Confirmation' and contains the following text:

Dear [Name],

Thank you for registering for an account on the M-DCPS Portal. Please click on the following link to complete your registration:

<https://webapps.dadeschools.net/wprsfEmailConfirmation.aspx?reg=PAR-3>

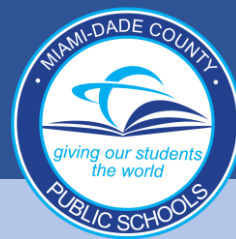
If the URL above does not appear as a link, please copy and paste into address bar.

Miami-Dade County Public Schools  
Portal Account Registration

Buttons: Reply, Forward

Instruction: **Open your email and click on the link in the email to complete your registration**

# PARENT PORTAL REGISTRATION GUIDE

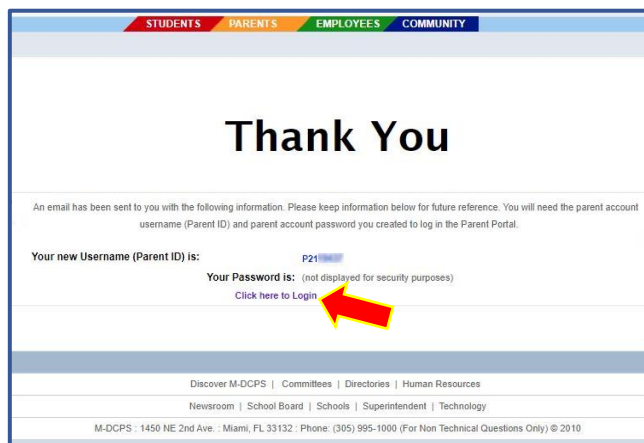


## Creating your Parent Portal account (Continued)

6. The system will create your Parent Account, This will take a few Minutes



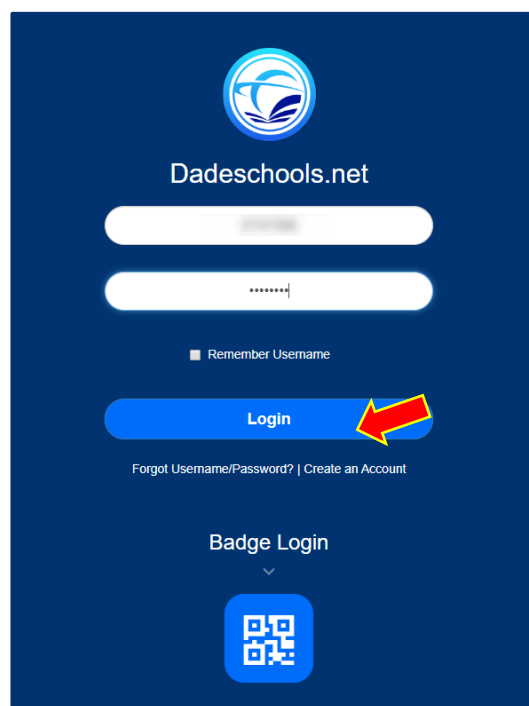
7. When complete, you will receive a Thank you message with your Parent Portal ID (write the ID# for your records) and a link to login. Click the link to Login



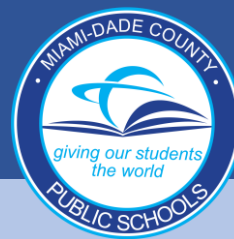
8. Click the Login to Parent Portal button.



9. Enter your new Parent Portal ID and the password you created, then click the Login Button

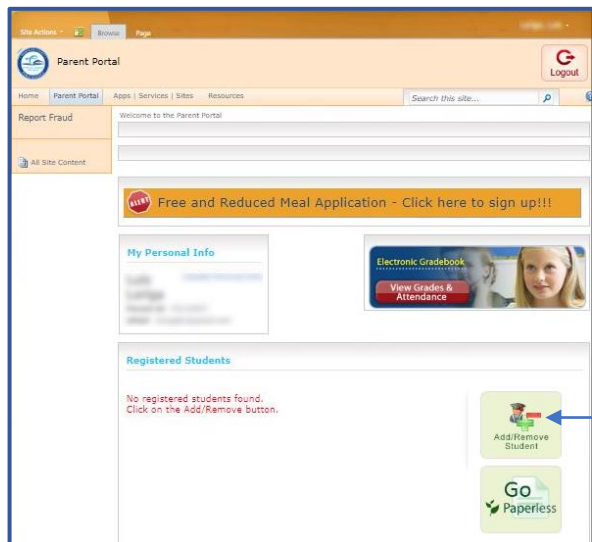


# PARENT PORTAL REGISTRATION GUIDE



## Creating your Parent Portal account (Continued)

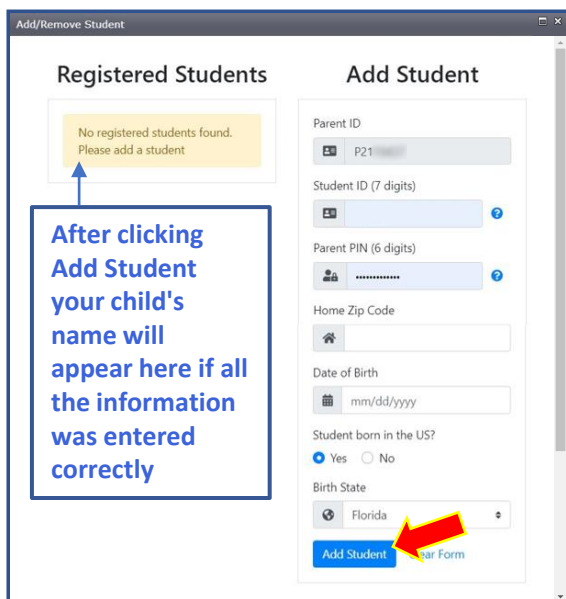
### 10. You have now accessed your Parent Portal



Click here to add your child to your Parent Account. This can be done 24 hours after completing your registration.

You will also need to obtain the Parent Pin from your child's school in order to link your child's account to your parent account

### 11. Enter all of your child's information, including the Parent PIN provided to you by your child's school, then click Add Student



After clicking Add Student your child's name will appear here if all the information was entered correctly

Click on the X to close this window after you are done

These steps can also be followed to add your child with the Dadeschools Mobile App

