

## How to Create a Parent Portal Account

To add students to your Parent Account you must obtain:

- Your child's student ID
- Parent 6 Digit PIN number (To obtain you must visit our Main Office)
- Student Date of Birth (DOB)
- Student birth place State or Country
- Home Zip Code

### To access the Portal,

- Go to [www.dadeschools.net](http://www.dadeschools.net)
- Click on **Create Account**
- Read the **M-DCPS Acceptable Use Policy**
- If you are in agreement with terms, click **I Agree**
- Click **Next**
- Complete sections 1 through 4 and click **Register**
- (An email will be sent to the email address that was entered)
- On the Thank You Page, click **Click here to exit.**
- Login in to your email account to view the email message sent to you to complete your registration. Click on the link in the email.
- Please wait while your Parent account is created. A Thank You message will display with your new username (Parent ID). You will need this Parent ID to login to the Parent Portal.
- Click **Click here to Login.**
- Go to [www.dadeschools.net](http://www.dadeschools.net)
- Click on the **Parent** tab
- Click Login to **Parent Portal**
- Type your **Parent Username** (begins with a P) and **Password**
- Click **Login**
- Click **Add/Remove Student**
- Type the **Student ID** (7 digits)
- Type the **Parent PIN number** (6 digits obtained at the Main Office)
- Type **Home Zip Code**
- Type **Date of Birth** (mm/dd/yyyy)
- Click **Yes** or **No** if student was born in the U.S.
- Select **Birth State** (or **Country** if not US born)
- Click the green **Click to add** arrow
- Allow 24 hours to process.