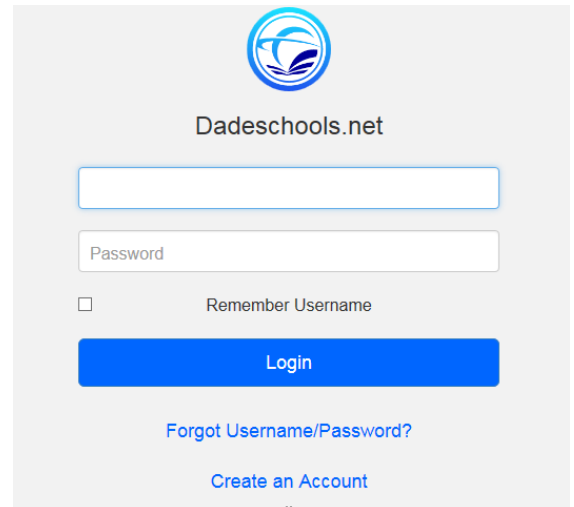# Accessing Your District Account

If you have never used your District account to access the portal Or District e-mail, you will have access using the following login credentials:

• **Username - Your Employee Number (Example: 123456)**
• **Password - Your birth month (2 digits), birth year (4 digits) and your first name initial and last name initial (Example: 011952DG)**

Instructions on how to change or reset your password can be found at **http://www2.dadeschools.net/passwordreset/ passReset.asp?lang=en-us.**

Accessing the New Hire Enrollment Link

As a new employee you will receive an email notification prompting you to enroll online for your benefits. The email will provide you with your enrollment deadline.

<u>HOW TO ENROLL:</u>

❑ Log on to your employee portal through

dadeschools.net and click on the SAP icon

❑ Click on the *Employee Self Service* tab

❑ Click on the *Benefits* link

❑ Under Life Events, click on the *New Hire Enrollment* link