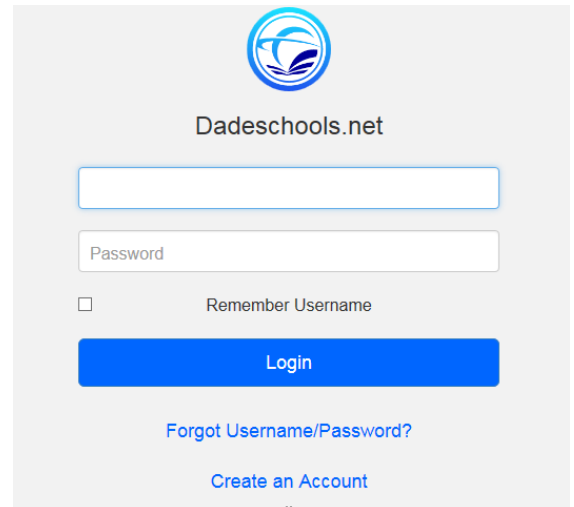


Accessing Your District Account

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>.



The screenshot shows the login interface for Dadeschools.net. At the top center is the district logo, a blue circle with a stylized bird and waves. Below the logo is the text "Dadeschools.net". There are two input fields: a white box for the username and a white box for the password. Below the password field is a checkbox labeled "Remember Username". A prominent blue button with the text "Login" is centered below the fields. At the bottom of the form, there are two links: "Forgot Username/Password?" and "Create an Account".

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.

HOW TO ENROLL:

- 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

