



To access the **Community Portal**, community members must register with the *Miami-Dade County Public Schools* (*M-DCPS*) computer network to create an account. A user name and password will be sent to your e-mail.

Getting Started

To start the account registration process,

- ▼ Open the Internet browser
- ▼ Type http://www.dadeschools.net
- ▼ Click the Community tab

The dadeschools.net Community page will be displayed.



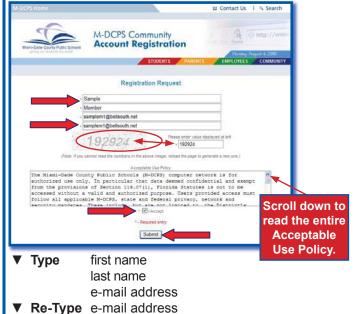
▼ Click Login to Portal

The Community Portal Access page will be displayed.



Account Registration

On the **Registration Request** page,



Under the e-mail address there is a shaded area with a number. The number must be entered in the field provided. If you cannot read the number, reload the page to generate a new one. [To reload the page, click on the Refresh button on your Internet browser.]

- **Type** the number in the provided field
- ▼ Read the Acceptable Use Policy
- Click | Accept
- ▼ Click Submit

The following message will be displayed:

"Thank you for requesting a community account with Miami-Dade County Public Schools. Your user name and password have been sent to your e-mail address. Please follow the instructions in the e-mail to complete your application for approval."



▼ Click Continue to go back to the Community Portal Access page





Initial User Name and Password

From the e-mail, make a note of your user name and password; you may log in immediately. We recommend, that you register in our *Password Management* system to change your initial password so that you will be able to reset it in the future. This is the M-DCPS standard for self-service password management.

[See the Community Guide to Self-Service Password Reset Creating Your Profile and Resetting Your Password & Changing Profile Questions to assist you with this process at:

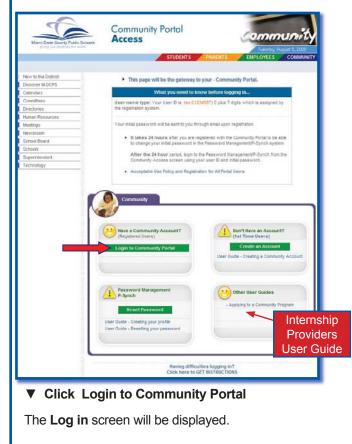
http://myportal.dadeschools.net/community/.]

Accessing the Community Portal

From the e-mail,

- ▼ Click the address link
- or
- ▼ Open the Internet browser
- ▼ Type http://myportal.dadeschools.net/community/

The **Community Portal Access** page will be displayed.





- ▼ Type Password
- ▼ Press Enter

The first time you access the Portal, the **M-DCPS Acceptable Use Policy** will be displayed for your approval. Please read the terms in detail. If you agree to these terms,

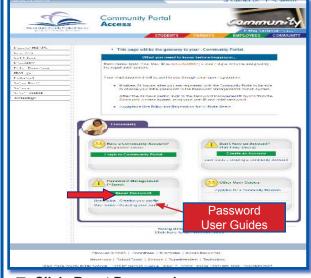
Click Accept

The Community Portal page will be displayed.

Creating Your Profile/Resetting Your Password

The **Password Management P-Synch** system will allow you to reset your initial password. This will register your user name and password so that you will be able to reset it in the future. This is the M-DCPS standard for self-service password management. [See the Community Guide to Self-Service Password Reset Creating Your Profile and Resetting Your Password & Changing Profile Questions to assist you with this process at:

http://myportal.dadeschools.net/community/.]

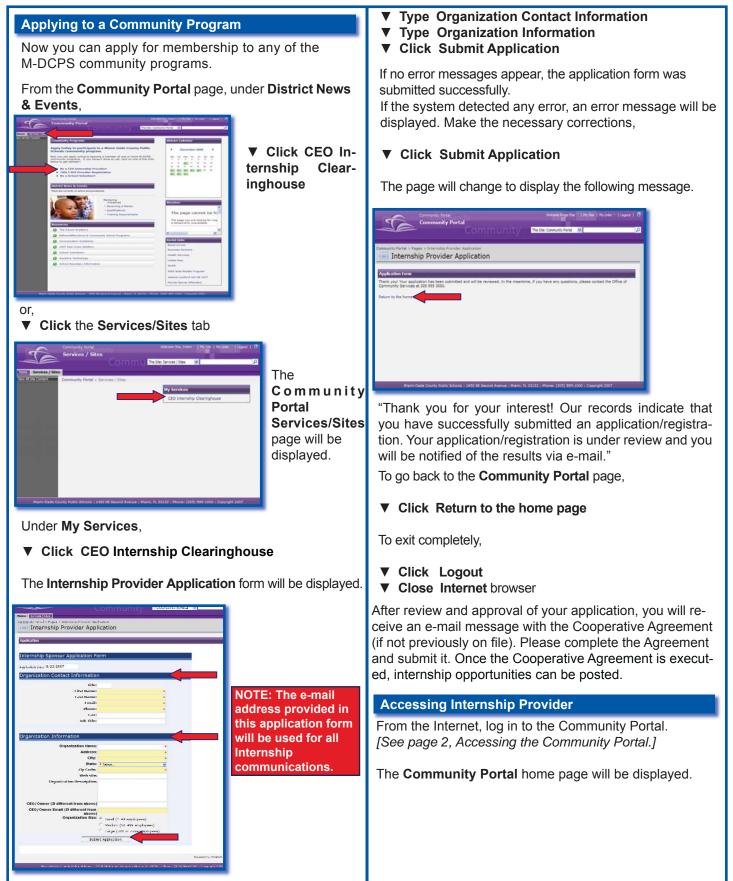


▼ Click Reset Password

You will create your profile and reset your password. You will not be able to access your account for 24 hours. [See the provided User Guide links for step by step instructions.]

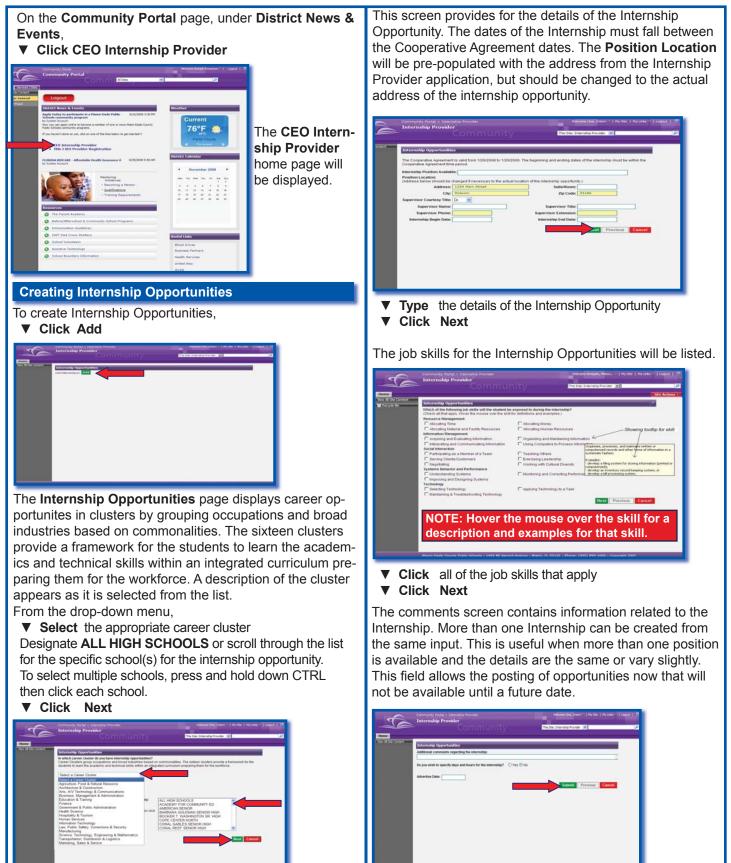












Miami-Dade County Public Schools

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Type any additional comments



If **Yes** is selected for specific days and hours, new fields will be displayed.

- ▼ Click the applicable days
- ▼ **Type** the hours
- ▼ **Type** the number of positions
- ▼ **Type** the **Advertise Date** (date to appear on the student search results screen)

▼ Click Submit

After submitting the Internship Opportunity, a notification will be sent to verify that it was saved successfully.

Duplicating Internship Opportunities

All Internship Opportunities are displayed on the Internship Provider home page.

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Internship Title	Internstup Status	- 11	Actions	Student Name	Student Queue	Duplicate Internship	
Accounting Application 2	Advertised	Edit	Withdraw		0	Duplicate	
Accounting Assistant 2	Advertised	Edt	Withdraw		0	Duplicate	
Test whatever	Advertised	Edit	Withdraw		0	Duplicate	
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To duplicate an opportunity listed on the page,

Click Duplicate

The pre-populated **Add Opportunity** pages will be displayed. Verify the information on the screens and make changes as needed.

▼ Click Submit

Editing Internship Opportunities

From the **Internship Provider** home page, opportunities can be modified. You can edit an opportunity only when no students have requested interviews for the opportunity. To modify an Internship Opportunity, under Actions,

▼ Click Edit

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	Accounting Appl		Zář	Wehdraw		0	Duplicate	
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	Testwhatever	Withdrawn				D	Duplicate	

Review the information and edit the screens as needed. ▼ Click Submit

Withdrawing Internship Opportunities

From the **Internship Provider** home page, opportunities can be withdrawn.

- To withdraw an Internship Opportunity, under Actions,
- ▼ Click Withdraw

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Accounting Assistant 2	Advertised	Edt	Webdah		0	Duplicate	
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Testing internation	Filed	2	Assess	FRED MURRAY	0	Duplicate	
Test Receptorist	Not Advertised	Edit	Withdraw		0	Duplicate	
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A confirmation message will be displayed.

Windows Internet Explorer 🛛 🔀
Please confirm that you wish to withdraw this opportunity.
OK Cancel

▼ Click OK

The **Internship Status** will be changed to **Withdrawn** and will not be displayed on the student's search page.

NOTE: Editing and withdrawing an opportunity is only available when no students have requested interviews.

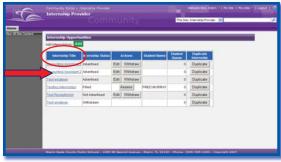




Viewing Internship Details

To view the summary details of an Internship, under Internship Title,

▼ Click on the job title



The **Internship Opportunities** details page will be displayed.

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Seternship Opportunitie			
Carsor Ouster:	Finance		
Position Available:	Bookeneping associant		
Position Location:	1234 Main Street		
	Mytown, ID 33195		
Supervisor Name, Title:	Ms Jane Smith, CPA		
Supervisor Phone, Extensio			
Internship Dates: Job Skills:	10/12008 - 12/12008		
	information Management		
*No skills selected	* No shifts selected		
Social Interaction	Sistems Behavior and Partomatice		
*No stole selected	* Mundoring and Correcting Performance		
*No skills selected			
Comments			
Internation Scheduler			
No schedule specified			
Advertise Date:	8/39/2008		
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To return to the Internship Provider home page, ▼ Click Close

The Interview Process

The CEO School Coordinator must approve the request when a student requests an interview. When the student is approved to interview, he/she is added to the student queue.

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Assistant to Marcin	Not Advertised	Ede	Withdraw		0	Duplicate
Analistantis Major	Not Advertised	Edit	Withdraw		0	Duplicate
Computer-Aided Design Drafting Trainee	Not Advertised	Edit	Withdraw		0	Duplicate
		12				

The name of the first student approved to interview for the opportunity will be displayed for the Provider. The student's message box will be displayed with the supervisor's contact information and he/she is responsible for initiating contact to schedule the interview.

NOTE: Providers will receive e-mail messages when a CEO School Coordinator approves students for interviews or releases students from the interview process.

After the interview, the Provider must decide whether the student will be hired or not.

To hire the student, under **Actions**,

Click Hire

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The student will be notified and the CEO School Coordinator will approve the hiring after the student completes the required paperwork. The **Internship Status** will change to **Filled**.

NOTE: Providers will receive e-mail messages when a CEO School Coordinator releases students for hire, when the Risk Waiver Form requirements have been met, and when the student is ready for hire.

To decline to hire the student, under **Actions**, **▼ Click Decline**

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Clerical Sing	Advertised	Edit	Withdraw		0	Duplicate
Condetax Assistant	~		Secine	LANA LANG	2	Duplicate
Cantherpe Assistant	Advertised	Ede	Withdraw		0	Duplicate
Testing internation	Filled	9	Assess	FRED MURRAY	0	Duplicate
Association Marrier	Not Advertised	Edit	Withdraw		0	Duplicate
Assistant to Marin	Not Advertised	Ede	Withdraw		p	Duplicate
Annuatant to Mayor	NotAdvertised	Edit	Withdraw		0	Duplicate
Computer-Aided Design Drafting Trainer	Not Advertised	Edit	Withdraw		0	Duplicate
		12				
Marri-Dada County Public Sithoola (145				- Minute (1906) (104 1040 ·	and the second

A confirmation message will be displayed.





Click OK



The student will be notified of your decision. The next student in the queue, if any, will then receive the supervisor's contact information and will be instructed to schedule an interview. The next student's name will be displayed for the Provider.

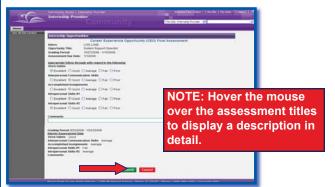
Student Assessments

After a student is hired, the Provider is required to submit an assessment of the student's performance in five areas. Assessment information is due two weeks before the end of each grading period. An e-mail reminder will be sent to the Provider before the due date. Providers can update assessments within the two week window; however, after the due date, assessment information can not be changed.

To complete a student's assessment, under **Actions**, **▼ Click Assess**

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Add Internship(s): Add		_				
Internship Title	Internship Statu	Actions	Student Name	Student Queue	Duplicate Internship	
Accounting Assistant 2	Advertised	Edit Witho	draw	0	Duplicate	
Accounting Assistant 2	Advertised	Edit Witho	draw	0	Duplicate	
Test whatever	Advertised	Edit Witho	draw	0	Duplicate	
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Test whatever	Withdrawn			0	Duplicate	

The Career Experience Opportunity (CEO) Interim Assessment page will be displayed.



Assessment Descriptions:

Work Habits

Student intern's attendance and punctuality is excellent, he/she is dressed appropriately, and is ready to learn and accomplish tasks and assignments.

Interpersonal Communication Skills

Student intern demonstrates correct and effective oral and written language skills and is professional with customers and colleagues.

Accomplished Assignments

Student intern meets deadlines and responsibilities in a reliable and consistent manner.

Intrapersonal Skills #1

Student intern demonstrates honest and ethical behavior and is culturally sensitive.

Intrapersonal Skills #2

Student intern demonstrates adaptability and leadership skills, is self-motivated, creative, and cooperative.

- Click a response in each of the five areas
- ▼ **Type** any appropriate comments

To save the assessment entry,

▼ Click Submit

On the confirmation message,



The assessment information can only be seen by the CEO School Coordinator, not the student.

Miami-Dade County Public Schools

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Logout

It is important to close the **Internship Provider** page to prevent access to your portal by others.

To exit the Portal, in the upper right corner of the navigation toolbar,

▼ Click on Logout

Internship Opportu Add Internship(s): Add		-						
Internship Title	Internship Status		Actions	Student Name		Student Queue	Duplicate Internship	
Accounting Assistant 2	Advertised	Edit	Withdraw		0	Duplicate		
Accounting Assistant 2	Advertised	Edit	Withdraw		0	Duplicate		
Test whatever	Advertised	Edit	Withdraw		0	Duplicate		
Testing internships	Filled		Assess	FRED MURRAY	0	Duplicate		
Test whatever	Withdrawn				0	Duplicate		

Whom to Contact for Assistance

For questions regarding **Internship Providers**, contact the *Office of Community Services* at 305 995-3050.