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.

▼ Click Create an Account

The Registration Request page will be displayed.

Account Registration
On the Registration Request page,

▼ Type first name
▼ Type last name
▼ Type e-mail address
▼ Re-Type e-mail address

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 I 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.”

Your user name and password will be sent to your e-mail address and you will be able to access your account immediately.

▼ 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.

▼ Click Login to Community Portal

The Log in screen 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/]

▼ Type Username
▼ 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.

▼ 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.]
Applying to a Community Program

Now you can apply for membership to any of the M-DCPS community programs.

From the Community Portal page, under District News & Events,

\[\text{Click \ CEO \ Internship \ Clearinghouse}\]

or, \[\text{Click \ the \ Services/Sites \ tab}\]

The Community Portal Services/Sites page will be displayed.

Under My Services,

\[\text{Click \ CEO \ Internship \ Clearinghouse}\]

The Internship Provider Application form will be displayed.

\[\text{Type \ Organization \ Contact \ Information}\]

\[\text{Type \ Organization \ Information}\]

\[\text{Click \ Submit \ Application}\]

If no error messages appear, the application form was submitted successfully. If the system detected any error, an error message will be displayed. Make the necessary corrections.

\[\text{Click \ Submit \ Application}\]

The page will change to display the following message.

“Thank you for your interest! Our records indicate that you have successfully submitted an application/registration. Your application/registration is under review and you will be notified of the results via e-mail.”

To go back to the Community Portal page,

\[\text{Click \ Return to the \ home \ page}\]

To exit completely,

\[\text{Click \ Logout}\]

\[\text{Close \ Internet \ browser}\]

After review and approval of your application, you will receive an e-mail message with the Cooperative Agreement (if not previously on file). Please complete the Agreement and submit it. Once the Cooperative Agreement is executed, internship opportunities can be posted.

Accessing Internship Provider

From the Internet, log in to the Community Portal. [See page 2, Accessing the Community Portal.]

The Community Portal home page will be displayed.

\[\text{NOTE: \ The \ e-mail \ address \ provided \ in \ this \ application \ form \ will \ be \ used \ for \ all \ internship \ communications.}\]
Creating Internship Opportunities

To create Internship Opportunities,

- Click Add

The Internship Opportunities page displays career opportunities in clusters by grouping occupations and broad industries based on commonalities. The sixteen clusters provide a framework for the students to learn the academics and technical skills within an integrated curriculum preparing them for the workforce. A description of the cluster appears as it is selected from the list.

From the drop-down menu,

- Select the appropriate career cluster
- Designate ALL HIGH SCHOOLS or scroll through the list for the specific school(s) for the internship opportunity.
- To select multiple schools, press and hold down CTRL then click each school.
- Click Next

This screen provides for the details of the Internship Opportunity. The dates of the Internship must fall between the Cooperative Agreement dates. The Position Location will be pre-populated with the address from the Internship Provider application, but should be changed to the actual address of the internship opportunity.

- Type the details of the Internship Opportunity
- Click Next

The job skills for the Internship Opportunities will be listed.

- Click all of the job skills that apply
- Click Next

The comments screen contains information related to the Internship. More than one Internship can be created from the same input. This is useful when more than one position is available and the details are the same or vary slightly. This field allows the posting of opportunities now that will not be available until a future date.

NOTE: Hover the mouse over the skill for a description and examples for that skill.
Internship Providers User Guide

Duplicating Internship Opportunities

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

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.

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.

To modify an Internship Opportunity, under Actions, ▼ Click Edit

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

A confirmation message will be displayed.

▼ 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.

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.

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

A confirmation message will be displayed.
▼ Click OK

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

A confirmation message will be displayed.

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

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.

To save the assessment entry, ▼ **Click** Submit

On the confirmation message, ▼ **Click** OK

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

**NOTE:** Hover the mouse over the assessment titles to display a description in detail.
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

Whom to Contact for Assistance

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