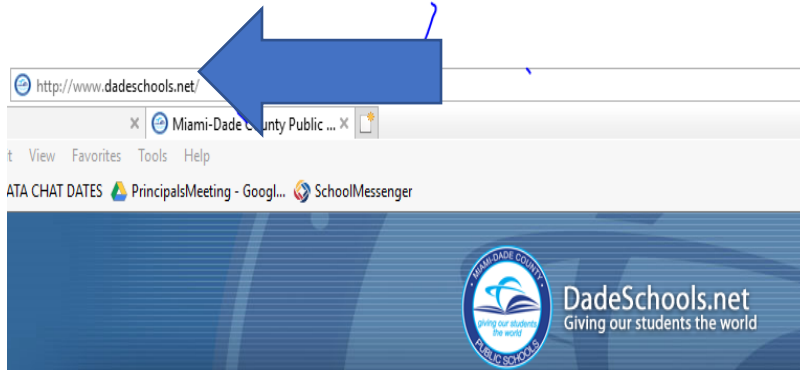


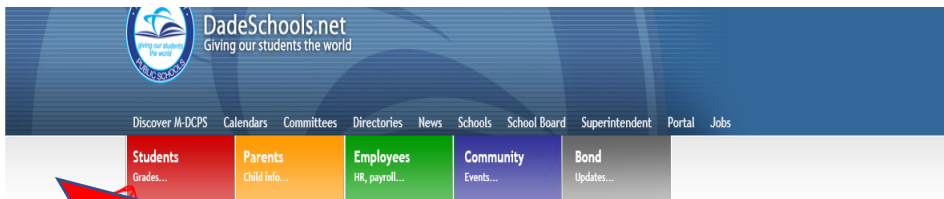
Glades Middle School Students

Please follow these procedures on how to log in to your student portal and applications.

1. Visit the MDCPS District's Website, type the information in browser www.dadeschools.net



2. Click on **Student Tab** on the MDCPS website



On Tuesday March 17, the Florida Department of Education (FLDOE) announced that all K-12 schools and career and technical center campuses are to remain closed through April 15.

3. Log in to Student Portal using your regular credentials

Username: Student ID Number

Password: (Month of Birth, Day of birth, Year of birth and student initials) **MMDDYYinitials**

For example: John Doe Username:123456 and Password 092503jd

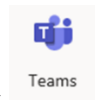


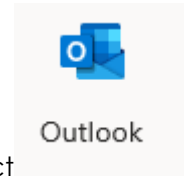
4. Click on OFFICE 365
5. Log in to Office 365, organizational account using your student email and portal password.
STUDENTID#@students.dadeschools.net and Student ID# First and Last Name Initials
For example: John Doe Username:123456@students.dadeschools.net and Password:092503jd



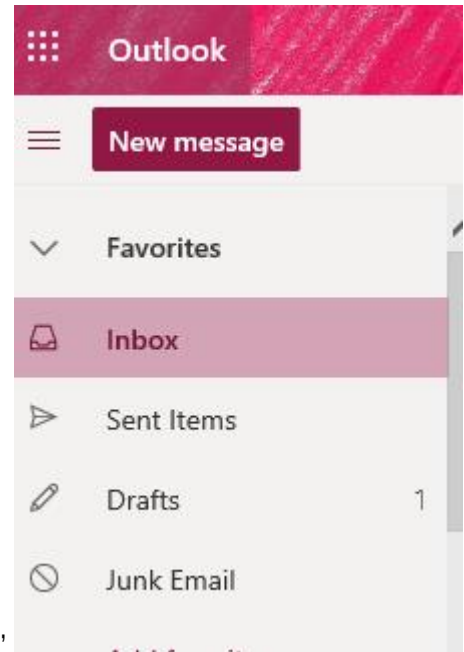
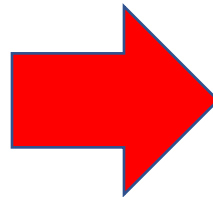
6. Click on Teams
7. On the left-hand side of digital platform "Microsoft Teams" you will see your teacher has added you to your class team.
8. You can download the APP on any smartphone devices via APP Store or Play Store. Use your student

email credentials listed in step #5 to access your teams.



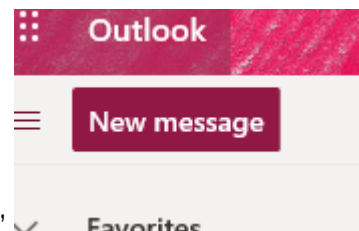


9. Procedures on how to view your email, same steps #1-4, then select



10. On the left-hand side, you will see categories. Select the "INBOX"

11. In your "Inbox" all your emails will be visible. Click on an email under the Inbox column to read the message.



12. To create an email message, click on "NEW MESSAGE"

13. You need to type your teacher's email address beside "TO" and Add a Subject

Example: TO: johndoe@dadeschools.net Subject: Classwork Assignment#2 on Solving Equations

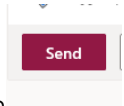
Type your message and at the end of message write your information.

Example: Ms. Teacher (Be Specific with your teacher's name, try your best in spelling)

I need help with problem #2, I am confused on how to solve the equation.

Thank you for your help.

John Doe ID#1230456 Period 2



14. Press the "SEND" Button

15. All the emails sent will be viewed in "SENT ITEMS".

I hope this information is helpful during the transition of Digital Learning.

You are always in our hearts.

Ms. Valdes and Mr. Siles, Administrators