



LOGIN AND NAVIGATION FOR HOSTED USERS

Welcome (slide 1)

Welcome to the Florida Department of Education Single Sign-On tutorial for hosted user login and navigation.

These tutorials are designed to provide on-demand information for Florida Department of Education Single Sign-On topics.

Overview of Tutorial (slide 2)

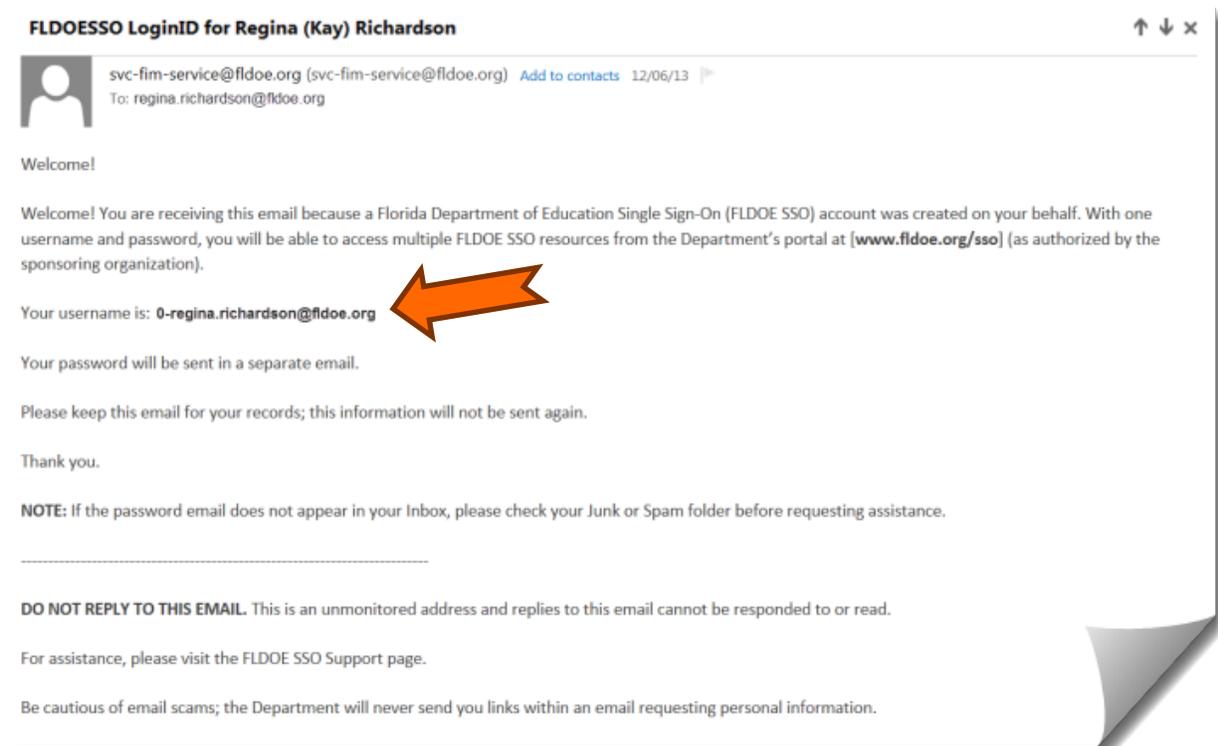
In this tutorial, we will discuss:

- Access the FLDOE Single Sign-On portal
- Log in as a hosted user
- Navigate the Single Sign-On portal

Username and Password (slide 3)

As a hosted user, your login will be managed by the Department. You will receive your username and password in two emails from @fldoe.org.

Your username will be your organization's SSO ID number followed by your email address.





Your password will follow in a second email along with instructions on how to complete the password registration process.

FLDOESSO LoginID Password Notification ↑ ↓ ×

 svc-fim-service@fldoe.org (svc-fim-service@fldoe.org) [Add to contacts](#) 12/06/13
To: regina.richardson@fldoe.org

The following password is required to access resources within the Florida Department of Education's Single Sign-On (FLDOE SSO) portal along with the username sent in a separate email.

Your password is: **2hHWpQlo**
This password expires in 90 days. To register and reset this password to something more preferable, you must sign into your FLDOE SSO account at [www.fldoe.org/sso] and select SECURITY QUESTIONS from the Manage Account menu. Once your security questions are registered, a link will be presented to reset your password.

Passwords must be at least eight characters in length and contain at least three of the following four character groups: uppercase characters (A-Z), lowercase characters (a-z), numbers (0-9), and non-alphabetic characters (such as !,\$,#,%).

In the future, after your security questions are established, you will reset your password by selecting CHANGE/RESET PASSWORD from the Manage Account menu.

Thank you.

NOTE: If the username email does not appear in your Inbox, please check your Junk or Spam folder before requesting assistance. Also, sometimes copying and pasting the password causes the password entry to fail. If you experience trouble, try typing the password exactly as it appears above into the entry box instead of pasting it.

DO NOT REPLY TO THIS EMAIL. This is an unmonitored address and replies to this email cannot be responded to or read.

For assistance, please visit the FLDOE SSO Support page.

Be cautious of email scams; the Department will never send you links within an email requesting personal information.

Log in from Any Computer (slide 4)

Once you have received these emails, you can log in to the FLDOE SSO Portal. Open a web browser window and enter www.fldoe.org/sso.

Logging in to SSO (slide 5)

Click on the yellow **Log In** button on the upper right side of the screen.



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DOE Home | **Single Sign-On**

Single Sign-On Home
Available Resources
Communications and Events
Support
Tutorials

Welcome to the Florida Department of Education's Single Sign-On, established through a Race to the Top award by the U.S. Department of Education. Florida is pleased to make its applications and resources available to serve teachers in the classroom, leadership in schools and districts, researchers, state college and university administrators, and other education stakeholders via a single sign-on. Over the coming years, look for the number and types of resources available via this single sign-on to expand. In the meantime, learn more about Florida's Single Sign-On and upcoming activities by visiting our Communications and Events page.

With one username and password, you'll enjoy the convenience of accessing multiple FLDOE applications.

 
[FLDOE Acceptable Use Policy](#)

 **Curriculum & Assessments**

- [CPALMS](#)
- English Language Arts Formative Assessment System (Coming Soon)
- Interim Assessment Item Bank & Test Platform (Coming Soon)
- [PMRN/FAIR](#)

 **Teacher and Leader Development**

- [eIPEP](#)
- [Florida School Leaders](#)

If this is your first time logging in, you must select your organization. All hosted users will select **SSO Hosted Users** from the drop down list and click **Continue to Sign In**.



Select your organization from the following list.

NOTE: If your organization is not listed in the drop down, the correct selection is "SSO Hosted Users".

You will not be prompted to make this selection again unless your cookies are deleted or they expire.



Enter Username and New Password (slide 6)

Enter your username and password and click **Sign In**. Do not copy and paste your computer-generated password as this will cause a login error. It's best to carefully type your username and password exactly as they appear in the emails to avoid errors.



Enter your username and password.

Username: Example: SSOId-EmailAddress

Password:

[FLDOE Acceptable Use Policy](#)

[Forgot Password?](#)

Overview of SSO Portal (slide 7)

Once you have signed in, you will see your personalized welcome page. For the purposes of this tutorial, the screen will be divided into three sections: (1) the body of the page (2) the navigation pane and (3) the toolbar.



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DOE Home

Single Sign-On

Home | Manage Account | Log Out

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Welcome Regina (Kay) Richardson

The resources below are available for your use based on your role and permissions. To access the resource, click the resource name.

2

Curriculum & Assessments

- CPALMS

Teacher & Leader Development

- Florida School Leaders

1

Dashboards & Reports

No application access at this time

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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person.

The Body of the Page (slide 8)

In the body of the page, you will see links to resources available, based on your role and permissions. In this example, there are links to Florida School Leaders and CPALMS.



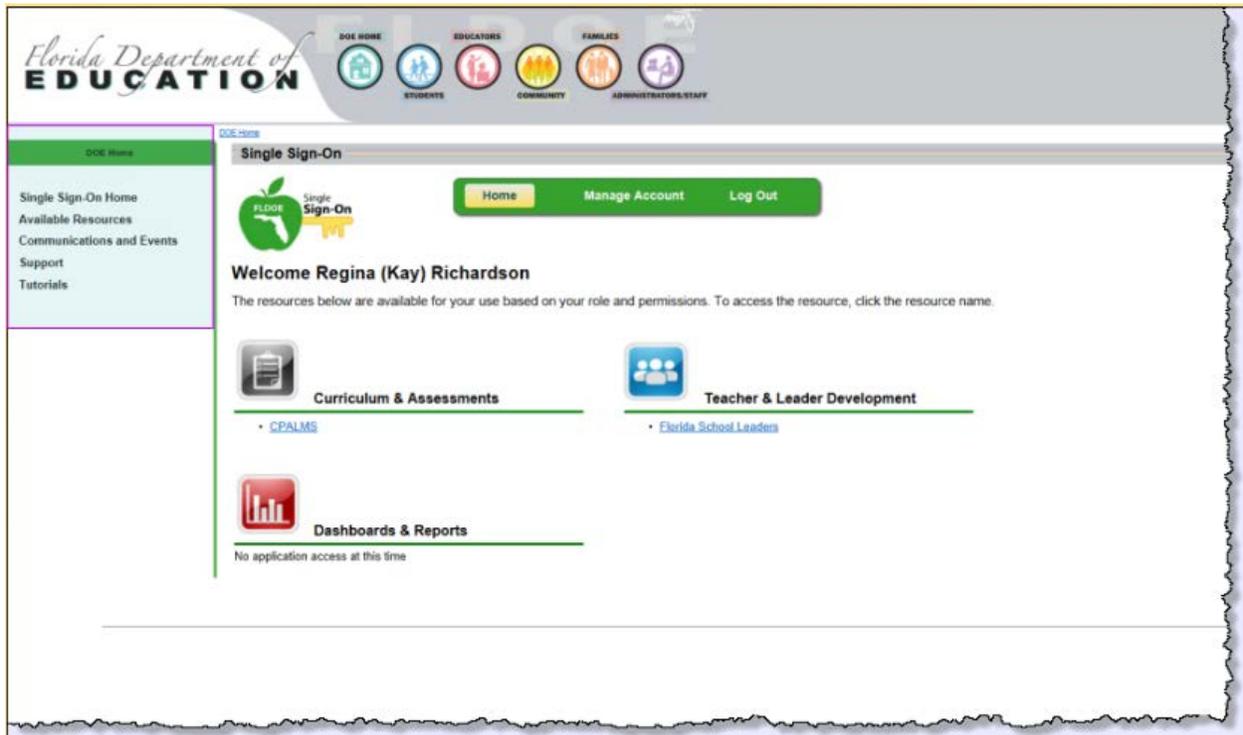
The Navigation Pane (slide 9)

In the navigation pane at the left, the **Available Resources** page describes the state resources scheduled for integration.

The **Communications and Events** page lists information regarding the FLDOE SSO initiative.

The **Support** page provides a method to find contact information for your local organization's helpdesk in addition to frequently asked questions.

The **Tutorials** page contains various how-to materials on SSO topics. You can also download a PDF version and an accessible version of the tutorials.



The Toolbar (slide 10)

The toolbar features three options for hosted users.

The **Home** button returns you to your personalized welcome page.

The **Manage Account** button provides you with the option to reset your password or modify your security questions at any time.

The **Log Out** button ends your session and returns you to the SSO Portal home page. To prevent unauthorized account access, log out of SSO at the end of each session.



Florida Department of EDUCATION

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DOE Home

Single Sign-On

Home Manage Account Log Out

Welcome Regina (Kay) Richardson

The resources below are available for your use based on your role and permissions. To access the resource, click the resource name.

Curriculum & Assessments

- [CPALMS](#)

Teacher & Leader Development

- [Florida School Leaders](#)

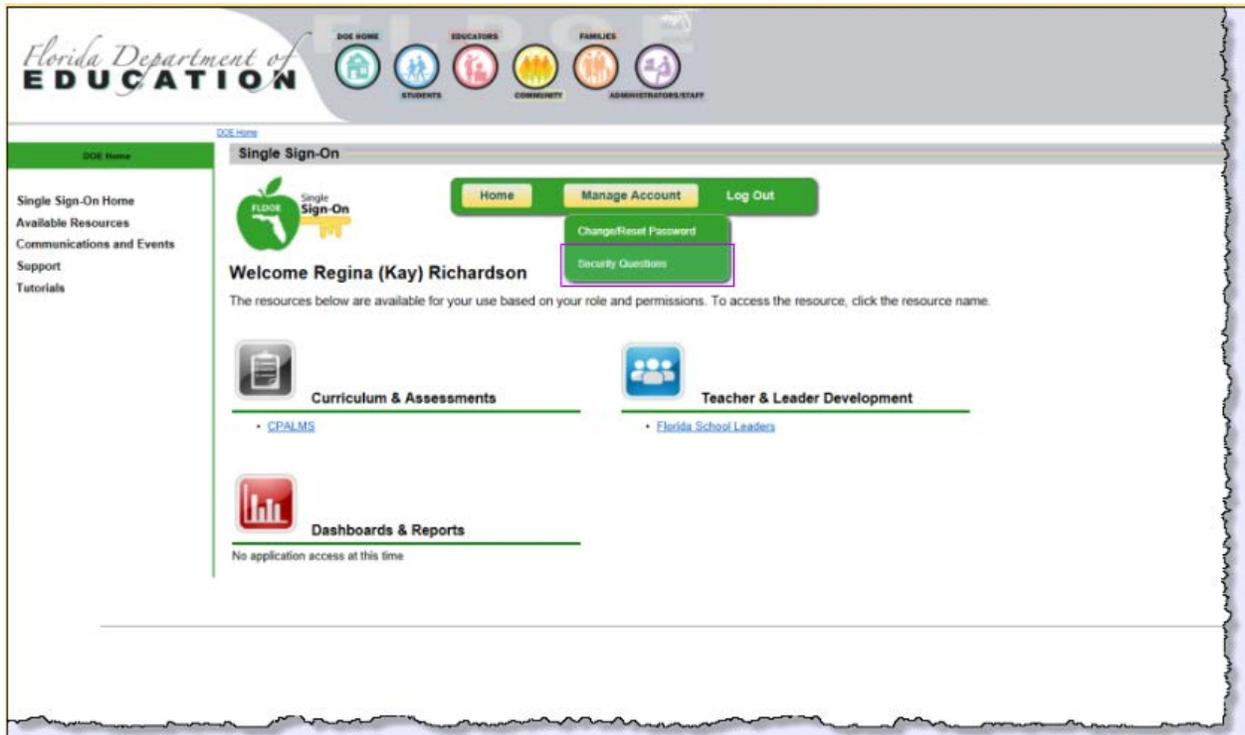
Dashboards & Reports

No application access at this time

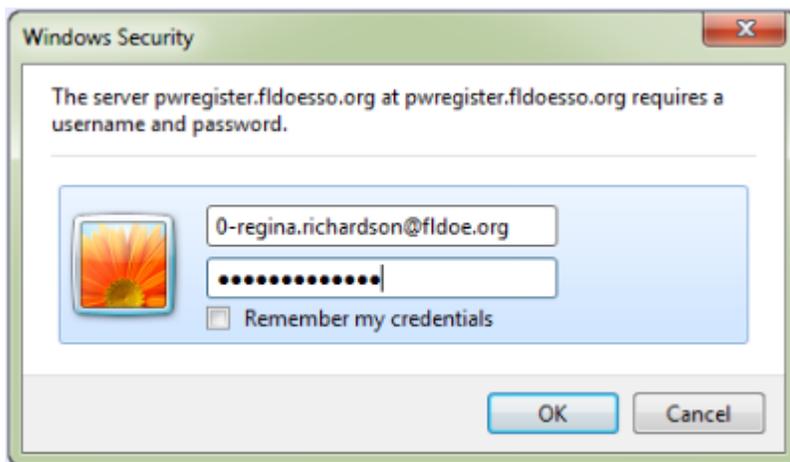
Single Sign-On Home
Available Resources
Communications and Events
Support
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Register Your Password (slide 11)

To change your computer-generated password or to reset your password in the future, you must first register by answering some security questions. Click **Manage Account** in the toolbar and select **Security Questions**.



When prompted, enter your username and password. Click OK.



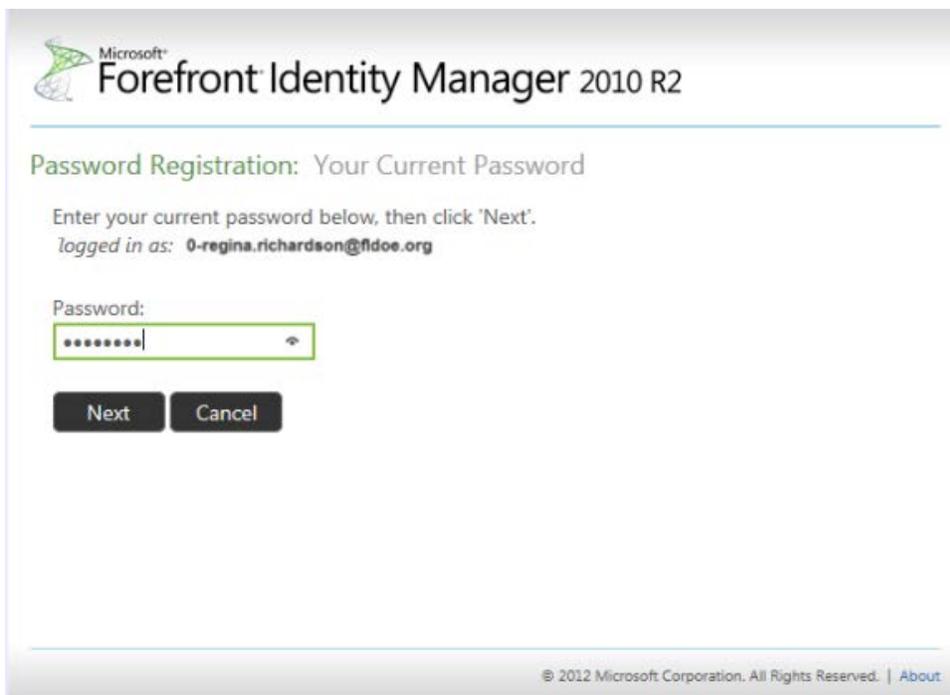
Register Your Password (slide 12)

Once you complete the registration process, you can reset the password by answering one of the security questions correctly.

Click **Next** to begin the registration process.

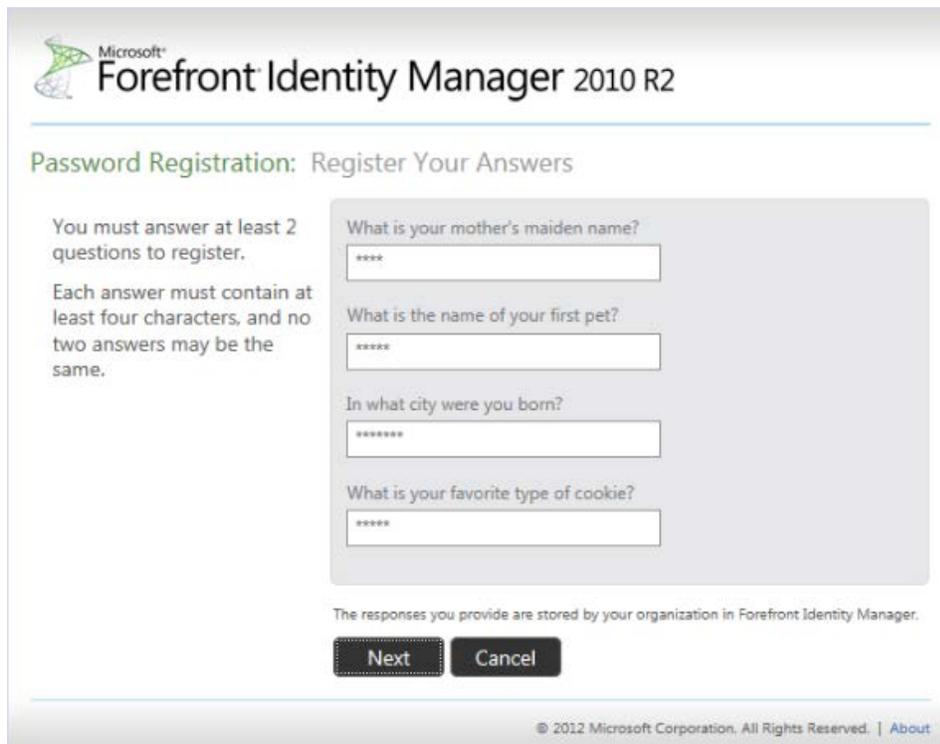


Enter your password again and click **Next**.



Answer the Security Questions (slide 13)

You must answer at least 2 of the questions to register and click **Next**.

The screenshot shows the "Password Registration: Register Your Answers" page in Microsoft Forefront Identity Manager 2010 R2. The page has a light gray background with a blue header bar. The Microsoft logo and "Forefront Identity Manager 2010 R2" are in the top left. Below the header, the title "Password Registration: Register Your Answers" is displayed. On the left, there are instructions: "You must answer at least 2 questions to register." and "Each answer must contain at least four characters, and no two answers may be the same." On the right, there are four text input fields with placeholder text: "What is your mother's maiden name?", "What is the name of your first pet?", "In what city were you born?", and "What is your favorite type of cookie?". Each field contains several asterisks. Below the fields, a note states: "The responses you provide are stored by your organization in Forefront Identity Manager." At the bottom, there are two buttons: "Next" and "Cancel". The footer contains the copyright notice: "© 2012 Microsoft Corporation. All Rights Reserved. | About".

Reset Your Password (slide 14)

At this point your computer-generated password is registered. Follow the link provided to create a new password.



Microsoft
Forefront Identity Manager 2010 R2

Completed: You are now registered



If you ever need to reset your password:

1. Go to the reset password portal <https://pwreset.fldoesso.org>
2. Verify your identity
3. Choose your new password

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You will be prompted to username and answer one of your security questions.



Password Reset:

Please enter your user name below

Examples:
contoso\mmeyers
mmeyers@contoso.com

Next

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FLDOE Single Sign-On

Verify Your Identity: Submit Your Answers

You must answer 1 of the following 1 questions.

What is your mother's maiden name?

Next **Cancel**

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Passwords must be at least eight characters in length and contain at least three of the following four character groups: uppercase characters (A-Z), lowercase characters (a-z), numbers (0-9), and non-alphabetic characters (such as !,\$,#,%). Remember, passwords expire every 90 days and previous passwords cannot be reused.

FLDOE Single Sign-On

Password Reset: Choose Your New Password

Resetting password for **0-regina.richardson@fldoe.org**

Enter a new password:

Re-enter the password:

Next **Cancel**

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At this point, your password has been reset.

Summary (slide 15)

In this tutorial, we have discussed:

- Logging into the SSO portal
- Navigating the SSO portal
- Registering your password
- Resetting your password

For additional information on this and other SSO topics, please refer to the **Tutorials** page for the SSO portal.

Congratulations (slide 16)

You have completed the tutorial. Please close your browser window and exit the tutorial.