Signing into Single Sign-On (SSO)
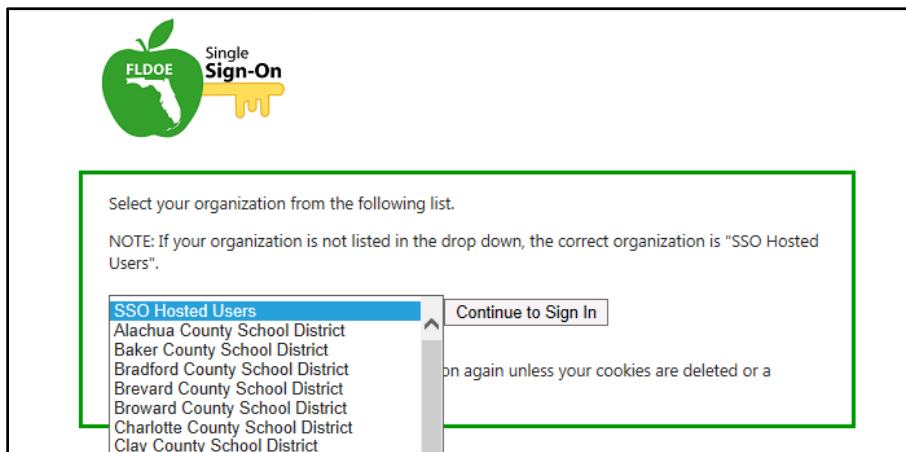# Quick Reference Guide for Educators

1. Go to www.fldoe.org/sso.

2. Choose the appropriate option for login. Note - Individuals employed by an educational organization, whether they teach or not, should choose **Educators**.

3. If prompted to select an organization, use the drop down list to locate the public school district or educational organization to which you are a member.
   a. If the organization is <u>specifically listed</u> in the drop down, continue with the **Federated Account Access** instructions.
   b. If the organization is <u>not listed</u> in the drop down, continue with the **Hosted Account Access** instructions.

Federated Account Access

For the Florida Department of Education and public school districts specifically listed in the organization drop down (step 3a).

4. Select **your organization**, and then click **Continue to Sign In**.
5. Enter the username and password used to sign into the network and proceed to log in.
6. The secure welcome page is displayed with your name and authorized resources.

Hosted Account Access

For public school districts NOT specifically listed in the organization drop down (step 3b).

4. Select **SSO Hosted Users**, and then click **Continue to Sign In**.
5. Type your username and password, and then click **Sign In**.
6. The secure welcome page is displayed with your name and authorized resources.

**NOTE: Hosted account passwords expire every 90 days. Be sure to follow the additional steps outlined in the initial computer-generated password email to enable password reset and forgot password capabilities.

For login assistance with your account, please contact the IEN Service Center.
Call toll-free 1-855-814-2876 or email ienhelp@fldoe.org.