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.

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](http://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.
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**.
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.

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.
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 **Mange 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.
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**.
Reset Your Password (slide 14)
At this point your computer-generated password is registered. Follow the link provided to create a new password.
You will be prompted to username and answer one of your security questions.
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.
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.