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

1. Go to <u>www.fldoe.org/sso</u>.



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

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FDOE Single Sign-On The Single Sign-On (SSO) Portal provides users within Forda's educational community with a conventent way to go into multiple state resources with one account.	FDOE Sign-On
EDUCATORS	K-12 STUDENTS

- 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.

Single Sign-On	
Select your organization from the follow NOTE: If your organization is not listed Users".	ving list. in the drop down, the correct organization is "SSO Hosted
SSO Hosted Users Alachua County School District Baker County School District Bradford County School District Brevard County School District Broward County School District	Don again unless your cookies are deleted or a

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 <u>ienhelp@fldoe.org</u>.