



Florida Department of Education

Florida Department of Education Single Sign-On Frequently Asked Questions

As of 7/26/13

1. What is the Florida Department of Education Single Sign-On (FLDOE SSO) project?

The FLDOE SSO is an initiative funded by the Race to the Top Grant (Section (C)(2) – Accessing and Using State Data). The project will provide single sign-on access to Department data and applications from a single web address - www.fl DOE.org/sso.

2. Which Department applications are included in FLDOE SSO?

The FLDOE SSO will provide single sign-on access to six Department applications by June 30, 2014 (see below). Additional applications may be added after the grant period is over. To learn more about each application, go to www.fl DOE.org/sso and click on “Available Resources.”

1. CPALMS – Statewide Standards & Instructional Resource Tool
2. eIPEP – Educator Preparation Institution Reporting Tool
3. English Language Arts Formative Assessment
4. FloridaSchoolLeaders.org – Leadership Development Tool
5. Interim Assessment Item Bank Test Platform
6. PMRN – Reading Assessment, Monitoring, and Reporting System

3. When will the applications become available through the FLDOE SSO?

The six Department applications will become part of the FLDOE SSO solution at varying times. Florida School Leaders, eIPEP, and CPALMS are expected to be accessible by FLDOE SSO in summer 2013. PMRN, the Interim Assessment Item Bank Test Platform, and the English Language Arts Formative Assessment System are expected to be accessible by FLDOE SSO in late spring/summer 2014.

4. Who will Local Education Agencies (LEAs) provision (create, manage, disable) accounts for?

At this time, LEAs are responsible for provisioning accounts for staff within their organization, including staff at charter schools per s. 1002.33(20)(a)1., F.S..

5. Will students and/or parents and guardians require provisioning in the future?

It is not known at this time.

6. What is required for LEAs to implement FLDOE SSO?

LEA implementation and on-boarding materials are available online at www.fl DOE.org/sso/communications.asp.

7. When can LEAs begin the FLDOE SSO on-boarding process?

It is anticipated that LEAs may begin the on-boarding process in June 2013.

8. Who is in charge of implementing FLDOE SSO for my LEA?

During the on-boarding process, each LEA will designate two main contacts, the Functional Lead and the Technical Lead. The LEA Functional Lead serves as the primary point of contact for policy, process, or approval requirements related to participation in the FLDOE SSO. The LEA Technical Lead is the key administrative account user. This role has responsibilities related to user provisioning

and, if an LEA has established a trust with FLDOE, for managing certificate information. Both LEA lead contacts are published at www.fl DOE.org/SSO/communications.asp. Keep in mind, LEAs may establish their lead contacts at varying times based on when on-boarding is initiated.

9. Can charter schools participate in FLDOE SSO?

Yes. Charter schools can participate in FLDOE SSO through their LEA. All LEAs must provision (create, update, and disable) accounts in FLDOE SSO for staff within their organization, including charter schools per s. 1002.33(20)(a)1., F.S..

10. What authentication options are available to LEAs?

There are two authentication options available: FLDOE-Hosted or WS-Federation. LEAs must select one method for their entire organization. With the FLDOE-Hosted method, user accounts and passwords are maintained in the FLDOE SSO Active Directory and follow the same security policies for all hosted entities (set by FLDOE). With the WS-Federation method, user accounts and passwords are maintained by the LEA and follow the LEA security policy. Both methods require the LEA Administrator to provide user provisioning information for each person who needs access to the applications integrated into the FLDOE SSO environment. More information on this topic can be found in the *LEA Integration and User Provisioning Specification* located at www.fl DOE.org/sso/communications.asp.

11. Can LEAs change their authentication option? For example, an LEA initially chooses FLDOE-Hosted accounts and at some point in the future wishes to switch to WS-Federation accounts (or vice versa)?

It is possible, but it would require additional work by both the LEA and FLDOE. LEAs who may be considering switching authentication types are encouraged to contact the FLDOE SSO Administration team at fl DOE-sso@fl DOE.org or (850) 245-9776 for more information.

12. What is the username format for the FLDOE-Hosted method?

The FLDOE-Hosted account names are the concatenation of "SSOId-email address."

13. Does an LEA have to use Active Directory to participate in the WS-Federation option?

No. The FLDOE SSO solution supports several local Directory types. The most important factor in whether WS-Federation is possible depends on whether the local Directory is SAML 2.0 compliant.

14. Where are the specifications for setting up the WS-Federation?

The information can be emailed upon request or you may download it from the LEAs secure file transfer account SSO Documentation folder.

15. How do I access the required user provisioning training included on the Certificate of Readiness?

User provisioning training will be provided through on-boarding webinars and scheduled events.

16. What is the deadline for the Certificate of Readiness?

For Race to the Top LEAs, the latest due date for the Certificate of Readiness is Q1Y4 (which is September 30, 2013). Full integration into the SSO system, which can be completed after the Certificate of Readiness, will be Q2Y4 (December 31, 2013).

17. What provisioning information is required?

There are two types of information used for the provisioning process: identity and authorization. Identity information is about “who” the person is and authorization information is about “what” the person can access. The *LEA Integration and User Provisioning Specification* provides the file layouts and field information at www.fl DOE.org/sso/communications.asp.

18. How is provisioning information submitted?

LEAs have the option of submitting provisioning information by uploading files to their secure transfer file account (manually or automatically) or by entering provisioning information online using the Forefront Identity Manager (FIM) Portal. It is important to note that provisioning information submitted via files takes precedence over information entered in the FIM Portal. LEA Administrators with access to the FIM Portal should always update the “source” data used to produce provisioning files to avoid information entered in the FIM Portal being overwritten. More information on this topic can be found in the *LEA Integration and User Provisioning Specification* located at www.fl DOE.org/sso/communications.asp.

19. How often can LEAs send provisioning information via their secure transfer file account and how often will FLDOE process the files?

Provisioning files may be uploaded as often as desired (i.e. daily, nightly, weekly, as needed, etc.). The files will be processed each day starting at 6:00 PM (EST) in the order received. Processing time will vary based on the number of new records and modifications submitted (cumulatively by all LEAs statewide). The FLDOE SSO Administration team will monitor processing time and make adjustments as necessary.

20. Can an LEA submit all users with each file upload?

Yes. The system will process the records each time, ignoring records without changes and processing only new records or those with changes.

21. Where can I find the authorization information for each of application in order to create an authorization file?

There are two places you can find authorization information: 1) in the SSO-INFO folder located in your FTP site (accessible by the LEA Technical Lead) and 2) LEA Admins and Location Admins can navigate to the FLDOE SSO Portal and select “Authorization Information” from the left-hand menu.

22. Where can I find the list of valid job codes used by the FLDOE SSO system?

Valid staff job codes are listed in Appendix E of the FLDOE Staff Information System Database Manual at <http://www.fl DOE.org/eias/dataweb/>. Appendix E of the 2013-14 Staff Information System Database Manual is available at http://www.fl DOE.org/eias/dataweb/staff_1314.asp.

23. Where can I find the list of valid site IDs used by the FLDOE SSO system?

The FLDOE SSO Portal validated site IDs against the Department’s Master School Identification File (MSID). The latest MSID information is available at <http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/index.cfm>.

24. If a staff member has two site IDs and/or two job codes, what should I provide in the identity file?

The FLDOE SSO system supports one site ID and job code; it does not accommodate more than one value for either. Please submit only one site ID and job code per user.

25. How are accounts disabled?

Accounts can be disabled if the User Type is “false” in the identity file or the user’s account has no activity for 180 days. LEA Admins and Location Admins can also use the FIM Portal to change the user’s status, but the identity file will take precedence so it must also reflect “false.”

26. How will changes be handled, such as a user’s last name, email, location, etc.?

The primary key used to identify a user is their Local Identification Number, the unique number associated to staff by their LEA. With this number being constant, it is possible to easily update identity and authorization information for a user.

27. If an LEA needs to change all (or a large amount) of their user’s email addresses at once, what options are available?

It is recommended the identity file be used to submit large amounts of modifications. Specifically for email address changes, it is important to note the following: 1) changing the email address will change a hosted user’s login name for FLDOE SSO and FIM Portal; 2) likewise, a federated user’s login name for the FIM Portal will be affected; 3) the system will not notify the user of their new login name; it is the administrator’s responsibility to notify the user; 4) federated LEAs must also reflect the new email addresses in their local Directory; and 5) submitting a large amount of records with modifications will take time to process.

28. Should an LEA postpone implementation if their email system is about to change?

This should be evaluated on a case by case basis dependent upon which authentication method is desired and how soon the email addresses are expected to change. Please see the FAQ above and contact the FLDOE SSO Administration team at fldoe-ss@fldoe.org or (850) 245-9776 for more information.

29. Should an LEA postpone implementation if they have not implemented their local SSO yet?

This should be evaluated on a case by case basis dependent upon which authentication method is desired. For example, if the LEA selects the FLDOE-Hosted option, there is no reason to postpone implementation. However, if the LEA selects the WS-Federation option, it may make sense to wait contingent upon the following: 1) the need for staff and students to access applications, 2) the deadline for FLDOE SSO implementation, and 3) the feasibility of changing from FLDOE-Hosted to WS-Federated. LEAs who may be considering postponing implementation are encouraged to contact the FLDOE SSO Administration team at fldoe-ss@fldoe.org or (850) 245-9776 for more information.

30. Can an LEA submit provisioning information for a small group of individuals for testing purposes?

Yes. Once the LEA Participation Form is received, FLDOE will set up the LEAs secure transfer file account. There are two folders within each LEA’s secure file transfer account for testing and production purposes. Test provisioning files may be submitted to @transfer.fldoe.org and CD to TEST; production-ready provisioning files can CD to PROD. If an LEA wishes to test a file, please contact the FLDOE SSO Administration team at fldoe-ss@fldoe.org or (850) 245-9776 to let them know so they can process the file and provide feedback.

31. Will the FLDOE SSO solution support delegated administration?

Yes. The FLDOE SSO solution will fully support delegated administration through the designations of LEA Admins and Location Admins within the FIM Portal.

32. Where can I go to learn more about FLDOE SSO?

There are several resources listed on www.fldoe.org/SSO/communications.asp including Hot Topic Webinars, FAQs, and Leaders' Advance Newsletters. You can also sign up for the FLDOE SSO Listserv by sending an email to fldoe-ss@fldoe.org; be sure to include your first and last name.

33. Where can I go to learn more about other RTTT project initiatives?

The Department's Race to the Top website can be found at www.fldoe.org/arra/RacetotheTop.asp.

34. Where can I go to get specific information regarding the RTTT LIIS Single Sign-On minimum standards?

Please visit <http://www.fldoe.org/arra/LIISMS.asp> for more information. Questions and concerns can be addressed to FLDOE-LIIS@fldoe.org.