FLORIDA DEPARTMENT OF EDUCATION



SLDS Program Race to the Top *FLDOE Single Sign-on LEA Integration and User Provisioning Specification* Version 1.0

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Revision History

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5/11/2012	.03	Updated with input from leadership	Joshua Richmond
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5/23/13	.16	Updated on-boarding steps, added key contacts, updated user provisioning data with new identity and authorization formats; updated FIM Portal information; removed Appendix A and B.	Andrea Latham
6/10/13	1.0	Added SSU Reports; finalized all information.	Andrea Latham

Approvals Page

FLDOE SSO LEA Integration & User Provisioning Specification

Version 1.0

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TABLE OF CONTENTS

Revision History	I
Approvals Page	II
1 Introduction	4
2 On-boarding Steps	4
3 Key Contacts	5
4 Authentication	5
4.1 FLDOE-Hosted4.2 WS-Federation4.3 Comparison of WS-Federation versus FLDOE-Hosted	6 6 7
5 User Provisioning Data	8
5.1 Identity Attributes 5.2 Authorization Attributes	8 10
6 Data Submission	.11
 6.1 File Transmission 6.2 File Encryption 6.3 File Formats 6.3.1 CSV 6.3.2 Identity File CSV Example 6.3.1 Authorization File CSV Example 6.3.2 XML 6.3.3 Identity File XML Example 6.3.4 Authorization XML Example 6.4 Forefront Identity Manager (FIM) Portal 6.4.1 How to Access the FIM Portal 6.4.2 View or Modify your Profile 6.4.3 Add New User 6.4.4 Modify User 6.4.5 Add User Authorizations 6.4.6 Modify Authorizations 6.4.7 Delegating Administrators 6.4.8 Password Reset 6.4.9 Delete or Disable Users 	.11 .12 .12 .12 .13 .13 .13 .13 .13 .13 .14 .17 .20 24 27 30 35 38 41
7 SSO Reports	.46

1 Introduction

The Florida Department of Education Single Sign-On (FLDOE SSO) is one web address, <u>www.fldoe.org/sso</u>, which enables users to access a selection of FLDOE resources with one username and password. The list below identifies the six FLDOE resources that will be available via single sign-on by June 2014; after which, additional resources will be integrated.

- CPALMS Statewide Standards & Instructional Resource Tool
- eIPEP Educator Preparation Institution Reporting Tool
- English Language Arts Formative Assessment System
- FloridaSchoolLeaders.org Leadership Development Tool
- Interim Assessment Item Bank Test Platform
- PMRN Florida Interim Assessment for Reading (FAIR)

All local education agencies (LEAs) requiring access to any of the resources in the FLDOE SSO must provision user accounts. Provisioning means to create, update, or disable a user's access to FLDOE resources. This *FLDOE SSO LEA Integration & User Provisioning Specification* details the on-boarding steps, identity and authorization data required for each user, and information about the ways this information can be submitted to the Department. The FLDOE SSO includes a variety of methods to meet the needs of all types and sizes of LEAs.

LEA Administrators are encouraged to visit the FLDOE SSO website periodically for news, information, training resources, and the latest versions of all FLDOE SSO specifications at: www.fldoe.org/sso/communications.asp. The FLDOE SSO team can be reached at (850) 245-9776 or fldoe.org.

2 On-boarding Steps

There are a number of steps that need to be taken in order for an LEA to participate in the FLDOE SSO. First and foremost, the LEA should navigate to the FLDOE SSO website at <u>www.fldoe.org/sso/communications.asp</u> to access on-boarding materials and review training videos. The LEA must determine their key contacts and authentication method before initiating on-boarding steps.

- 1. Submit the Memorandum of Understanding (MOU) and LEA Participation Form to <u>fldoe</u>. <u>sso@fldoe.org</u>.
 - The FLDOE SSO team will provide the LEA Functional and Technical Leads with their unique SSO ID and secure file transfer account information to support the provisioning process.
 - If WS-Federation is selected as the LEA's authentication method, documentation will be provided on how to establish a trust. The LEA will work with the FLDOE SSO team to establish the connection before proceeding to Step 2.
- Upload <u>staff</u> identity file to the secure file transfer account (CD to TEST); email the FLDOE SSO team when complete.
 - The FLDOE SSO team will provide feedback on the results of the file. Accounts will not be created.
- 3. Verify the IT Helpdesk information that will be published online for user support.

- 4. Upload <u>lead</u> identity file (for the two leads only) to the secure file transfer account (CD to PROD); email the FLDOE SSO team when complete.
 - The FLDOE SSO team will elevate the leads to LEA Admin status and provide training on how to use the system. This allows the leads to get familiar with the system before initiating accounts for the entire LEA.
- 5. Complete user provisioning training.
- 6. Schedule a cutover date.
- 7. Notify the LEA Helpdesk staff and end users.
- 8. Submit the Certificate of Readiness form to <u>fldoe-sso@fldoe.org</u>.
 - The Certificate of Readiness is required to satisfy a grant deliverable for public school district LEAs participating in the Race to the Top grant. Upon receipt of the form, the FLDOE SSO team will review, sign, and return a scanned copy via email. The document may be uploaded to the grants management system as evidence the deliverable has been met, or you may select the "no upload" option and indicate the details of when it was sent and to whom (ex: sent June 1, 2013 to <u>fldoe-sso@fldoe.org</u>).
 - If the LEA is not participating in the Race to the Top grant, skip this step and proceed to Step 9.
- 9. On the scheduled cutover date, upload production-ready user provisioning information to the LEA's secure file transfer account (CD to PROD).
 - Successful receipt of user provisioning information triggers automated emails to FLDOE-Hosted users with their username and password prompting them to complete their account registration and WS-Federated users will be enabled to utilize applications as authorized (notification will not be sent from FLDOE).
- 10. Log into the FIM Portal and review SSO Reports for PROD file processing results; continue to manage LEA users and support FLDOE SSO.

3 Key Contacts

FLDOE SSO requires two key contacts from each LEA to participate, a Functional Lead and a Technical Lead, each having their own responsibilities. The Functional Lead serves as the primary point of contact for policy, process, and approval requirements related to participation in the FLDOE SSO. The Technical Lead serves as the sole secure transfer file account user and primary LEA Admin within the FIM Portal. If WS-Federation is selected, the Technical Lead is also responsible for establishing the WS-Federation connection and managing certificate information. These two roles cannot be held by the same person.

4 Authentication

There are two configuration options available when it comes to how users are authenticated. LEAs are responsible for selecting one authentication method for all its users at all sites within their purview. For public school district LEAs, this includes charter schools. The LEA must

choose which authentication option is right for them prior to on-boarding with the FLDOE SSO. The two authentication options available for LEAs are as follows:

4.1 FLDOE-Hosted

This method requires the LEA Technical Lead to provide user provisioning information for each person who requires access to the applications integrated into the FLDOE SSO environment. With this information the system will create an SSO username and issue email notifications to the user to complete the account registration process. Users will navigate to <u>www.fldoe.org/sso</u> and log in to access the applications. User accounts and passwords are maintained in the FLDOE SSO Active Directory and follow the same security policies for all hosted entities. If an LEA prefers to control password policies (such as length and frequency of change) for its users, then the WS-Federation option should be explored.

The diagram below shows how authentication and claims work in the Hosted scenario. Note: the "Web Application" below represents any of the WIF-enabled applications participating in FLDOE SSO such as Florida School Leaders, CPALMS, and eIPEP.



FLDOE- Hosted User Authentication Model

4.2 WS-Federation

This method requires the LEA Technical Lead to provide user provisioning information for each person who requires access to the applications integrated into the FLDOE SSO environment. Additionally, the LEA must maintain current SAML 2.0 compliant federation service, an SSL certificate, and a code signing certificate. A one-way trust is established between FLDOE and the LEA. Users will log in to the local LEA system first (authenticating with the same username and password they currently have) and then navigate to the FLDOE portal to access the applications. WS-Federation supports any SAML 2.0 compliant Identity

provider, the example below is with Microsoft's ADFS 2.0 services but other Identity Providers can also be used.

An ADFS 2.0 solution consists of the following components:

- ADFS server(s) (internal network joined to AD forest)
- ADFS Proxy Server(s) (perimeter network used to support remote users)



WS-Federation using Microsoft ADFS 2.0

To request additional information regarding WS-Federation requirements, please email the FLDOE Administration Team at <u>fldoe-sso@fldoe.org</u>.

4.3 Comparison of WS-Federation versus FLDOE-Hosted

LEAs should carefully consider the pros and cons of each authentication option. WS-Federation has the benefits of utilizing the LEAs current security and authentication directory, but also requires extra effort such as setting up your Identity provider. FLDOE-Hosted has the benefit of allowing control through the provisioning files with no need to maintain passwords, but does require some planning around how applications will be assigned to users (centrally through the authorization file or delegated through the FIM Portal).

FLDOE-Hosted	WS-Federation
Requires user provisioning information	Requires user provisioning information
One username and password issued by	One username and password issued by the LEA using the LEA security policy
FLDOE using one security policy	Note: LEA Admins and Location Admins using the FIM Portal will have an additional username and password used for administration only.

Users authenticate with FLDOE to access FLDOE applications (<u>www.fldoe.org/sso</u>)	Users authenticate with LEA to access FLDOE applications (i.e.: <u>www.yournetwork.org</u>)
No additional technology required	Requires current SAML 2.0 compliant federation service, an SSL certificate, and a code signing certificate. Certificates must be issued from a third party certificate authority such as GoDaddy, Symantec, Comodo, Global Sign, etc.
No local Directory requirements	Local Directory must include user email addresses

5 User Provisioning Data

Regardless of the authentication method selected above, user provisioning information is required for each person who needs access to the applications integrated into the FLDOE SSO environment. There are two types of information used for the provisioning process: identity and authorization. The identity information is about "who" the person is and authorization information is about "what" the person can access.



5.1 Identity Attributes

The FLDOE SSO requires a selection of attributes about each user to be provisioned. The following is a list of the identity fields with rich descriptions. <u>Attributes are limited to staff at this time.</u>

Field Name	Order	Description	Example	
SSO ID	1	The SSO ID is a unique identifier for each trusted source of provisioning information. The FLDOE SSO team will provide this number to the LEA during the on-boarding process.	54	Required
Email Address	2	The email address of the user. *If the WS-Federation is selected, it is critical that the email address provided match the email address recorded in the LEA's local Directory.	John@doe.org	Required
Valid User	3	Valid User may be True or False.	True	Required

SLDS Program – Race to the Top FLDOE SSO LEA Integration & User Provisioning Specification

User Type	4	User Type may be Staff.	Staff	Required
First Name	5	The legal first name of the user.	John	Required
Middle Name	6	The legal middle name of the user.	Fitzgerald	Optional
Last Name	7	The legal surname of the user.	Smith	Required
Name Suffix	8	The academic, religious, generational, or professional suffix that follows the user's full name.	Jr.	Optional
State ID Number	9	Reserved for the Florida Education Identification Number available in 2014.	FL888888888888888888888888888888888888	Optional
Birth Date	10	The date of birth of the user (MMDDYYYY).	09171974	Optional
Site ID	11	The primary administrative reporting unit to which the user is assigned.	1234	Required
		For public school district LEAs, the Site ID is the state assigned four-digit school number (0001- 9899) from the MSID; commonly reported on Surveys as (School Number, Primary/Home) ¹ . <u>http://doeweb-</u> prd.doe.state.fl.us/EDS/MasterSchoolID/ For public and private postsecondary LEAs, the Site ID is the six-digit IPEDS ID number. <u>http://nces.ed.gov/globallocator/</u>		
Job Category	12	The primary job code assignment to which staff is assigned. Only one job category is permitted. For public school district LEAs, the Job Category is the survey code associated with the primary job assignment of the employee (Job Code, Primary). http://www.fldoe.org/eias/dataweb/database_12 13/208750.pdf For public and private postsecondary LEAs, the Job Category is a SOC code. http://www.bls.gov/soc/	53002	Optional
Local ID Number	13	The unique local identification number assigned to staff within the LEA. This number may be alphanumeric, up to 50 characters.	755741	Required

¹For public school district LEAs, the Site ID must be a valid number listed in the MSID. Finer grain site numbers, such as those assigned to staff working at the district level, should be rolled up to the Superintendent's office Site ID published in the MSID.

5.2 Authorization Attributes

At a minimum, authorization attributes determine which applications a user may access. Individual applications will determine if additional attributes (up to 10) are needed, such as defined roles for access or additional identity information. The following is a list of the authorization fields with rich descriptions. Specific information about each application's authorization attributes are available in the secure transfer file account (SSO DOCS folder – accessible to the LEA Technical Lead only) or through the FLDOE SSO Portal (accessible to LEA Administrators and Location Administrators).

Field Name	Order	Description	Example	
SSO ID	1	The SSO ID is a unique identifier for each trusted source of provisioning information. The FLDOE SSO team will provide this number to the LEA during the on-boarding process.	54	Required
Local ID Number	2	The unique local identification number assigned to staff within the LEA. This number may be alphanumeric, up to 50 characters.	755741	Required
Application ID	3	The Application ID is a unique identifier generated by the SSO for each application.	4	Required
Role	4	The basic role or roles that a user is able to perform within the application.	45	Required
Attribute1	5	Defined by application.		
Attribute2	6	Defined by application.		
Attribute3	7	Defined by application.		
Attribute4	8	Defined by application.		
Attribute5	9	Defined by application.		
Attribute6	10	Defined by application.		
Attribute7	11	Defined by application.		
Attribute8	12	Defined by application.		
Attribute9	13	Defined by application.		
Attribute10	14	Defined by application.		

6 Data Submission

LEAs may submit provisioning information in a variety of ways, either through file transmissions or using the Forefront Identity Management (FIM) Portal.

The following sections outline how the identity and authorization information may be submitted and the content of each.

6.1 File Transmission

Provisioning files (identity and authorization) may be sent through the use of two available options, secure file transfer via appropriate client or file upload through provider's HTTPS portal. Both methods require the establishment of a secure file transfer account to upload provisioning files to the LEA's secure account for processing.

Using the secure file transfer account, LEAs have the option of selecting from either the SFTP or FTPS protocols to securely upload provisioning files. Based on the secure file transmission option selected, the LEA Technical Lead would use an appropriate secure FTP client to establish a secure connection to their secure FTP account. With a secure connection established, the provisioning files can be uploaded to FLDOE. Additional information about the secure options follows:

- SFTP Secure FTP is a program that uses SSH to transfer files. Unlike standard FTP, it encrypts both commands and data, preventing passwords and sensitive information from being transmitted in the clear over the network. It is functionally similar to FTP, but because it uses a different protocol, a standard FTP client cannot be used to communicate with an SFTP server. Likewise a client that supports SFTP cannot be used to communicate with a FTP server.
- FTPS FTP Secure and FTP-SSL is an extension to the commonly used FTP that adds support for the Transport Layer Security (TLS) and the Secure Sockets Layer (SSL) cryptographic protocols. FTPS should not be confused with the SSH File Transfer Protocol (SFTP), an incompatible secure file transfer subsystem for the Secure Shell (SSH) protocol. It is also different from Secure FTP, the practice of tunneling FTP through an SSH connection. Both the source (LEA) and the destination (FLDOE) will require a secure service to be in place to use this option. SSL keys will have to be exchanged.
- The HTTPS option allows LEAs to log into the provider's portal, browse, and select a file from their local device to be uploaded to their account.

For all methods, LEAs must establish a secure file transfer account with the FLDOE by completing FLDOE SSO LEA Participation Form. Keep in mind, LEA locations are not permitted to use the secure transfer file account; therefore, if data is needed from locations they must submit the data to the LEA Technical Lead and the Technical Lead will utilize the account to send data on their behalf.

6.2 File Encryption

As discussed in the File Transmission section, files are transmitted using a secure transmission path; the files themselves do not require encryption. Although not required, LEAs may choose to encrypt provisioning files before uploading via secure transmission option. To facilitate this option FLDOE SSO will support the Pretty Good Privacy (PGP) protocol for encrypted file transmission. If this option is selected, LEAs must upload their public credential to their secure file transfer account, allowing for decryption of uploaded provisioning files.

6.3 File Formats

LEAs may choose between two different file formats to submit provisioning files to FLDOE. The first is a comma-separated values flat file format based on the FLDOE SSO CSV Schemas. The second is an XML file format based on the FLDOE SSO XML Schemas. The schemas and sample files are explained in this document and examples are provided. While LEAs may choose between .XML or .CSV file formats, the two types of provisioning files (identity and authorization) must be sent in the same format.

Each user will have one record in the identity file and one record in the authorization file per application that they should be able to access. Account disablement shall only occur explicitly. In other words, access revocation records must be sent in order to remove a user's access. The following sections detail the guidelines for preparing each file type.

6.3.1 CSV

- The files must follow the naming convention of "SSOID-YYYYMMDDHHmm-FileType.csv". The time represented by HHmm for hour and minute will be entered using standard 24 hour time and the file type will be either "Identity" or "Authorization". If the file name is incorrect, the entire file will be rejected.
- Each record is located on a separate line, delimited by a line break.
- Field/column headers are not supported; specified order is mandatory.
- The use of double quotes is not supported.
- The use of an apostrophe or hyphen in a record is supported without the use of double quotes. Examples:
 - o 34,aohurley@bay.k12.fl.us,true,staff,Aaron,J,O'Hurley,,,,21,51013,id123
 - 34,rhernandez-gonzales@bay.k12.fl.us,true,staff,Rose,J,Hernandez-Gonzales,,,,161,51002,id124

6.3.2 Identity File CSV Example

FLDOE-Identity.csv.Processed.05152013.134605.bak - Notepad

```
File Edit Format View Help
```

P,rpfeiff@microsoft.com,TRUE,Staff,Bob,L,Pfeiff,,,,9000,63104,id123 2,henry.min@microsoft.com,TRUE,Staff,Henry,H,Min,,,,2,63104,id124 2,bobpfeiff@outlook.com,TRUE,Staff,Robert,L.,Pfeiff,.,,,2,63104,id125 2,bob_pfeiff@outlook.com,TRUE,Staff,Rob,,Smith,.,,9000,63104,id126 2,bob.pfeiff@microsoft.com,TRUE,Staff,XX,,YYYY,.,,9000,63104,id130 2,fred.smith@microsoft.com,TRUE,Staff,FRED,,SMITH,.,,9000,63104,id132

6.3.1 Authorization File CSV Example

	FLDOE-Authorization.csv.Processed.05152013.134606.bak - Notep										
File	Edit	Format	View	Help							
P2222	d123 d124 d125 d124 d123 d123 d124 d125 d124 d123	,4,45, ,4,45, ,4,46, ,4,46, ,4,46, ,4,45, ,4,15, ,4,15, ,4,15,		x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x							

6.3.2 XML

- The files must follow the naming convention of "SSOId-YYYYMMDDHHmm-FileType.xml". The time represented by HHmm for hour and minute will be entered using standard 24 hour time and the file type will be either "Identity" or "Authorization". If the file name is incorrect, the entire file will be rejected.
- The files must be well formed.
- Field/column headers are not supported; specified order is mandatory.
- The files must follow the FLDOE SSO XML Schemas.

6.3.3 Identity File XML Example

	FLDOE	Identity	.xml.b)ak - 1	Notepad
File	e Edit	Format	View	Help	
k? <n< th=""><th>xml \ s1:Us</th><th>ersior erInfo <ns1:< th=""><th>r="1. prmat: Reco < < < < < < < < < < < < < < < < < < <</th><th>0" (ion ord> (ns1 (ns1 (ns1 (ns1 (ns1 (ns1 (ns1 (ns1</th><th>encoding="UTF-8" standalone="yes"?> xmlns:ns1="http://tempuri.org/XMLSchema.xsd"> :SSOID>2 :emailaddress>bob.pfeiff@microsoft.com :ValidUser>true :UserType>Staff :firstname>Bob :MiddleName>L :lastname>Pfeiff :NameSuffix>Jr :StateIDNumber>782624006 :BirthDate>1960-04-20 :SiteID>9001</th></ns1:<></th></n<>	xml \ s1:Us	ersior erInfo <ns1:< th=""><th>r="1. prmat: Reco < < < < < < < < < < < < < < < < < < <</th><th>0" (ion ord> (ns1 (ns1 (ns1 (ns1 (ns1 (ns1 (ns1 (ns1</th><th>encoding="UTF-8" standalone="yes"?> xmlns:ns1="http://tempuri.org/XMLSchema.xsd"> :SSOID>2 :emailaddress>bob.pfeiff@microsoft.com :ValidUser>true :UserType>Staff :firstname>Bob :MiddleName>L :lastname>Pfeiff :NameSuffix>Jr :StateIDNumber>782624006 :BirthDate>1960-04-20 :SiteID>9001</th></ns1:<>	r="1. prmat: Reco < < < < < < < < < < < < < < < < < < <	0" (ion ord> (ns1 (ns1 (ns1 (ns1 (ns1 (ns1 (ns1 (ns1	encoding="UTF-8" standalone="yes"?> xmlns:ns1="http://tempuri.org/XMLSchema.xsd"> :SSOID>2 :emailaddress>bob.pfeiff@microsoft.com :ValidUser>true :UserType>Staff :firstname>Bob :MiddleName>L :lastname>Pfeiff :NameSuffix>Jr :StateIDNumber>782624006 :BirthDate>1960-04-20 :SiteID>9001
		<ns1:< th=""><th><pre> </pre> L:Recover a state of the state of</th><th>(ns1 (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1)</th><th>:JobCategory>63104 :LocalIDNumber>idl23 > <ns1:ssoid>2</ns1:ssoid> :emailaddress>henry.min@microsoft.com :ValidUser>true :UserType>Staff :firstname>Henry :MiddleName>H :lastname>Min :NameSuffix> :StateIDNumber>782624006 :BirthDate> :SiteID>9001 :JobCategory>63104</th></ns1:<>	<pre> </pre> L:Recover a state of the state of	(ns1 (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1) (ns1)	:JobCategory>63104 :LocalIDNumber>idl23 > <ns1:ssoid>2</ns1:ssoid> :emailaddress>henry.min@microsoft.com :ValidUser>true :UserType>Staff :firstname>Henry :MiddleName>H :lastname>Min :NameSuffix> :StateIDNumber>782624006 :BirthDate> :SiteID>9001 :JobCategory>63104

6.3.4 Authorization XML Example

File Edit Format View Help
<pre>k?xml version="1.0" encoding="UTF-8" standalone="yes"?> <ns1:applicationattributes :<="" th="" xmlns:ns1="http://tempuri.org/XMLSchema.xsd"></ns1:applicationattributes></pre>

</ns1:ApplicationAttributes>

6.4 Forefront Identity Manager (FIM) Portal

As an alternative to provisioning users solely based on the file upload process, the LEA Administrator may use the tools provided by the Forefront Identity Manager (FIM) Portal. The primary LEA Administrator can navigate to the FIM Portal and perform the following tasks:

- Create, modify, or disable users
- Add, modify, or remove user authorizations
- Designate LEA Administrators or Location Administrators
- Reset a user's password

IMPORTANT:

- 1. While the FIM Portal may be used to create or modify the user provisioning information, those modifications will be overwritten by the file upload process when it is next initiated. Therefore, it is vitally important to modify the source data of the user provisioning files to match information entered into the FIM Portal.
- 2. The FIM Portal only supports the Internet Explorer browser 7.0 and above (i.e. Chrome and Firefox browsers are not supported).
- 3. It takes time to process items entered in the FIM Portal. Sync times may vary from minutes to hours depending on the number of records being processed (submitted cumulatively by all LEAs statewide).

6.4.1 How to Access the FIM Portal

- 1. Go to www.fldoe.org/sso
- 2. Select "Log In"



3. Enter your FLDOE SSO username and password

Sign In	
Type your user name and password.	
User name: Example: Domain\username	
Password:	
Sign In	
FLDOE Acceptable Use Policy	
Forgot Password?	

4. Select "FIM Portal" from the main menu bar at the top of your screen.

Florida Departn E D U Ç A T	LOCK DE HOME SUDENTS EDUCATORS SUDENTS EDUCATORS COMMUNITY COM
DOE Home	Sinale Sian-On
Single Sign-On Home Available Resources Communications and Events Support Authorization Information	Home FIM Portal SSO Reports Log Out Welcome Andrea Latham The resources below are available for your use based on your role and permissions. To access the resource, click the resource name.
	Curriculum & Assesments Teacher & Leader Development No application access at this time • Florida School Leaders Dashboards & Reports • Store access at this time

5. Enter your password and select "OK"



6. FIM Portal Home Page



6.4.2 View or Modify your Profile

1. Click on "My Profile" from the left side menu or "Edit my profile" in the center area

		Welcome Andrea Latham (Florida Departmen •) 🥥
Single Sign-On	LDDE SSO FIM Portal	
Home	Welcome, Andrea Latham (Florida Department of Education)	Search for: Search within: All FLDOE Applications •
My SGs	Subsers, Profiles, and Passwords	Help
Users My Frofile FLDOE Applications FLDOE Application Roles	Edit my profile	😽 About Forefront Identity Manager

There are four tabs to a user profile: General, Work Info, Application Roles, and Password Reset.

General Tab

- Active/Inactive = Checked means the user is enabled; un-checking this will disable a user from the FLDOE SSO.
- LEA Administrator = Checked means the user is an LEA Administrator with rights to view, modify, or disable all users within the LEA.
- Location Administrator = Checked means the user is a Location Administrator with rights to view, modify, or disable users at their assigned location within the LEA.
- First Name = The legal first name of the user. This field is required; it can be modified. The user's name will appear in the system exactly as entered; proper sentence case is suggested.
- Last Name = The legal surname of the user. This field is required; it can be modified. The user's name will appear in the system exactly as entered; proper sentence case is suggested.
- Middle Name = The legal middle name of the user. This field is optional; it can be modified.
- Suffix = The academic, religious, generational, or professional suffix that follows the user's full name. This field is optional; it can be modified.
- Display Name = The user's first and last name (appears as entered) and their organization in parenthesis.
- Login Name = A concatenation of the user's organization SSO ID and email address.

lome	Welcome Andrea	Forefront Identity Manager Webpa	ge Dialog		Search for:	Search within	
ecurity Groups (SGs)	mercome, runarea	Mttps://fimportal.test.fidoesso.org/id	entitymanagement/aspv/common/popup.aspx	۵		An resoc approximit	0
My SOL		Andrea Latham (Flori	da Department of Education)	+2 0			
seis		General Work Info Applicati	on Roles Pastword Reset		ut Forefront Identity Manager		
DOE Applications		Active/Inactive Checked means enabled user	R AN	More information			
TEOOL Application Polet		LEA Administrators	2				
		Location Administrators	8				
		First Name	Andrea				
		Last Name	Lathern				
		Middle Name	н				
		Suffix					
		Display Name	Andrea Latham (Florida Department of Education)				
		Login Name	2-andrea.lutham@fldoe.org	÷			

Work Info Tab

- Local ID = The unique local identification number assigned to staff within the organization. This number represents the primary key for user identification. This field is required; it cannot be modified.
- State ID = Reserved for the Florida Education ID Number. This field is optional; it can be modified.
- Organization = The sponsoring organization or LEA providing the user provisioning information. This field is required; it can be modified. However, modifying the organization will remove the user from the LEA Administrator's purview.
- Location = The primary administrative reporting unity to which the user is assigned. This field is required; it can be modified. However, modifying the organization will remove the user from the Location Administrator's purview.
- Account Type = The user type may be staff or student. This field is required; it can be modified. However, the FLDOE SSO is not taking student accounts at this time.
- Job Title = The job title is populated based on the Primary Job Code provided. This field is optional; it can be modified by editing Job Category in the identity file.
- Primary Job Code = The primary job assignment code to which staff is assigned. Only one job code is permitted. This field is optional; it can be modified by editing Job Category in the identity file.
- Created Date = Represents the date the user account was initially created.

lome	Walcome Andrea	Forefront Identity Manager	Webpage Dialog		Search ton	Search withins	
curity Groups (SGs)	Welconie, Andrea	Shttps://fimportal.test.fldoesso	.org/identitymanagement/aspx/common/popup.aspx	8		All FLUDE approximent	
4 SOL		Andrea Latham (F	Iorida Department of Education)	+2 0			
15		General Work Info	oplication Roles		ut Forefront Identity Manager		
WF Annikations		Local ID		More information			
LDOE Application Roles		State ID					
		Organization	Florida Department of Education				
		Location	Florida Department of Education - Default *				
		Account Type	Staff				
		Job Title					
		Primary JobCode	63104				
		Created Date	5/23/2013 9:52:01 AM Format as M/d/yyyy firms tt				
		-					

Application Role

1. Displays the applications of which the user is a member.

Password Reset

1. Displays password set history.

2. Checking "Password Reset Force" will reset the user's password and initiate a system email notifying them of the change and directions for registering their security questions and resetting the password.

Home	Users	Forefront Identity Manager Webpage Dialog			
Security Groups (SGs)	2 (E) X	https://fimportal.test.fldoesso.org/identitymanagement/aspx/common/popup.aspx	<u>۵</u>	Search Ion	Search within:
My SOL	New Jonation Survey	Andrea Latham (Elorida Department of Education)	.3.0		All LEA Users. Advanced Search 3
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	Selected Items:			11 item	n total Page 1 of 1 14 4 2 21

6.4.3 Add New User

1. Click on "Users" from the left side menu

				Welcome Andre	a Latham (Florida Departmen •	0
Single Sign-On	LDOE SSO FIM Portal					
Home	Welcome, Andrea	Latham (Florida Department	of Education)	Search for:	Search within: All FLDOE Applications	•
Security Groups (SGs) My SG: Uses My P FLDOL Approx FLDOL Approx		Users, Profiles, and Passwords Etit my profile Profiles allow you to see information about users in profile, such as your phone number, or register to re	 Register for password reset your organization. You can also update certain information in your set your password. 	 Help About Forefront Identity Manager 		

- 2. Click "New" to create a new user. However, it is recommended to first use the search options on the right to verify the user is not already created.
 - On the right, there is a "Search within:" dropdown list. LEA Administrators can select "All LEA Users" or "All LEA-Location Users" to search for users; Location Administrators can select "All LEA-Location Users" to search for users.
 - \circ Select the "Search for:" magnifying glass icon to begin the search.

			Welcome Andrea Latham (Florida Departmen • 🥥
FLDOE Single	FLDOE SSO FIM Portal		
Home	Users		
Security Groups (SGs) My SGs	See 2 X		Search for: Search within: All LEA Users Advanced S
Users My Profile	Displa	Login Name	E-mail :
FLOOE Applications FLDDE Application Roles			
		Find the users you want using the Search above.	

- A list of users is presented. Verify the user account has not been created.
 To add a new user, select "New"

FLOGE Sign-On	FLDOE SSO FIM Portal		Weicome Andrea Latham (Horida Departmen
Home	Users		
Security Groups (SGs)	2 🐵 🗙		Search for: Search within:
My SGs	New Talita		All LEA Users Advanced Search #
Users	Daplay	Login Name	E-mail
My Profile	Andrea Latham (no dment of Education)	2-andrea.latham@flidoe.org	andma.latham@fldoe.org
	Carlos Butts (Florida Depan of Education)	2-carlos.butts@fidoe.org	carlos.butts@fidoe.org
FLDOE Applications	Derick Jackson (Florida Department of Education)	2-derick.jackson@fildoe.org	derick.jackson@fldoe.org
FLDOF Application Roles	Dusty Rhodes (Florida Department of Education)	2-bobpfeiff@outlook.com	bobpfeiff@outlook.com
	Gregory Dodge (Florida Department of Education)	2-gregory.dodge©fidoe.org	gregory.dodge@fldoe.org
	Jane Doe (Florida Department of Education)	2-jane.doe©fidoe.org	jane.doe@fildoe.org
	Lee Bow (Florida Department of Education)	2-leemubow@yahoo.com	leemubow@yahoo.com
	Lyris Butts (Florida Department of Education)	2-lyvis1295@yahoo.com	lyricl295@yahoo.com
	Robert Pfeiff (Florida Department of Education)	2-bob.pfeiff@microsoft.com	bob.pfeiff@microsoft.com
	Scott Tomaszewski (Florida Department of Education)	2-scott.tomaszewski@fidoe.org	scott.tomaszewski@fidoe.org
	scott tomaszewski (Florida Department of Education)	2-stomasze@hotmail.com	stomasze@hotmail.com

- 5. Enter the required fields
 - o First Name
 - o Last Name
 - o Email Address
- 6. Select "Next"

ty doogs GGU GGU	1	Users	Forefront Identity Manager Webpag	ge Dialog			
Gold Has Create User Advanced Partial Create User Image: Create User </th <th>ity Groups (SGs)</th> <th>2 Q X</th> <th>https://fimportal.test.fidoesso.org/ide</th> <th>entitymanagement/aspi/common/popup.aspx</th> <th>8</th> <th>Search for</th> <th>Search within:</th>	ity Groups (SGs)	2 Q X	https://fimportal.test.fidoesso.org/ide	entitymanagement/aspi/common/popup.aspx	8	Search for	Search within:
Paglage Name -: Paglage Name -: Examination Code Status (Florida Department of Code Status (Flo	\$01	New Jonath Room	Create User		+3 0		Advanced Sear
Pages Andrea Latham (Finick Oppartment C. Cake Sind Finick Oppartment Derick Jackson (Finick Oppartment Oppigs Honds Oppartment of Eas Units Board Finick Dright Thomas Department of Eas Sector Transactick Differide Oppartment of Sector Transactick Differide Oppartment Sector	6	Display Name +	General Dosmitation/Location	Summary		E-mail	
Applications Cackie Starty (Flocid Department of C First Name * Join cackie Starty (Flocid Department of C Cackie Starty (Flocid Department of C Cackie Starty Flocid Department of C Saftire Cackie Starty Flocid Department of C Saftire Cackie Starty Flocid Department of C Saftire S	Profile	Andrea Latham (Florida Department	and the second sec		More information	andraa.latham@fidoe.org	
C Application River C Application River C Application River C Cody Broads Department G Dept Madde Clobals Department G Dept Madde Clobals Department G Dept Mode Clobals G Dept Mode Department G Dept Mode Clobals G Dept Mode Department G Dept Mode Dept	F Anolications	Carlos Butts (Florida Department of I	First Name *	Solus		carlos.butts@fidoe.org	
Lat Name Des Despire Version Segret Prinsion Segr	OF Application Roles	Denick Jackson (Florida Department)	1	1000		derick.jackson@fildoe.org	
• Weight Voter Honds Department of Edu • Middle Name • Weight Voter Honds Department of Edu • Weight Voter Honds Department of Edu <td></td> <td>Dusty Khodes (Fionda Department o</td> <td>Last Name</td> <td>Doe</td> <td></td> <td>Sobpterfi@eutlock.com</td> <td></td>		Dusty Khodes (Fionda Department o	Last Name	Doe		Sobpterfi@eutlock.com	
Mode Name Image: Section of East Image: Section		Inter Day (Handa Department of Edu				gregory.coodgecritoce.org	
Cym Butts (Piorida Department of La Suffix Suffix Sect Temaszinski (Piorida Department of Sect Temaszinski (Piorida Department Sect Tem		Lee Row (Reside Department of Edu	Middle Name			Jeemuhnu@ushna.com	
Subtr Vehit / Status products / Status Suffix Suf		Lyris Butts (Florida Department of En	5555 256 - 56 - 56 - 56 - 56 - 56 - 56 -			kms1295@vahoo.com	
Scott Tomsszeviski (Florids Departine Scott Tomsszeviski (Florids Dep		Robert Pfeiff (Florida Department of	Suffix			bob.pfeiff@microsoft.com	
		Scott Tomaszewski (Florida Departm				scott.tomaszewski@tidoe.org	
Binh Date Formal as Mid /yyyy huma to Fractional as Mid /yyyy huma to		📄 scott tomaszewski (Florida Departma	E-mail * Primary e-mail address for the user	john.dse@fidoe.org		stomasze@hotmail.com	
* Require input			Birth Date Enter in mm/dd/yyyy format	Format as Midityyy Inments			
			" Requires input				

- 7. Enter the required fields
 - o Local ID
 - Account Type
 - o Organization
 - Browse for Organization by selecting the browse icon I to the right of the field.
 - o Location
 - There are two location fields. You must use the appropriate location field based on <u>your</u> role. If you are an LEA Administrator, use the first location field. If you are a Location Administrator, use the second location field.
 - Browse for the Location by selecting the browse icon I to the right of the appropriate location field based on <u>your</u> role.
- 8. Select "Next"

thy Groups (SGa) SG4 Printile E. Applications OE Application Roley	New Figure Supply Name + Andrea Latham (Florida Department of Carlos Buts) (Florida Department of Desk Ackson (Florida Department of Carlos Buts) (Florid	Mtps://imponitientRidoess.org/id Create User Grinnal Oganization/Location	Entitymanagement/szpv/common/popup.szps	Search You	All LEA Users Advanced See
Profile E Applications OC Application Roles	New York Andrea Latham (Florida Department Carlos Butta (Florida Department of Derick Jackson (Florida Department of	Create User	• 🖬 🖸	Lord	Advanced See
Pratile E Applications OC Application Roles	Display Name + Andrea Latham (Florida Department Carlos Butts (Florida Department of Denick Jackson (Florida Department o	General Oganization/Location	Summary	final contract of the second s	
Platia E Applications OE Application Roles	Andrea Latham (Florida Department Carlos Butta (Florida Department of 1 Derick Jackson (Florida Department o	Of an and a constraint of an an	- Surginary	E-11100	
E Applications IOE Application Roles	Carlos Butts (Florida Department of Derick Jackson (Florida Department)			andrea.latham@fidoe.org	
E Applications IOE Application Roles	Derick Jackson (Florida Department e	franklin .	(Instance)	carlos.butts@fidoe.org	
OE Application Roles	and the second second second second	Local ID	654321	derick.jackson@fldoe.org	
	 Dusty Rhodes (Florida Department of 	(a.e. 10)		bobpfe#@eutlock.com	
	Gregory Dodge (Florida Department	State ID		gregory.dodge@fldos.org	
0	Jane Doe (Florida Department of Edu	Technologies and art		jane.doe@fldee.org	
	Lee Bow (Florida Department of Edu	Account Type	Staff •	leemubow@yahoo.com	
1	 Lyris Butts (Florida Department of Ed.) 	Desservation +		lyns1295@yeheo.com	
	Robert Pfeiff (Florida Department of	organization	Florida Department of Education	bob.pfeiff@microsoft.com	
	Scott Tomaszewski (Florida Departm	1		scott.tomaszewski@tidoe.org	
	scott tornaszewski (Florida Depart/ne	Location Required by LEA Admin only	Florida Department of Education - A all and a second secon	stomasze@hotmaiLcom	
		Location Resulted bull section Admin solu-	▽ 親		
		* Requires input			
			e Back Next > Finish Cancel		

- 9. The final screen will display a summary.
- 10. If correct, select "Submit" otherwise you may select "Back" to make corrections.

Home	Users	Forefront Identity Manager Webpage Dialog	
Security Groups (SGs)	2 E X	Shttps://fimportal.test.fldoesso.org/identitymanagement/asps/common/popup.aspx	Search Ton Search within:
My SOL	New Yorks Sum	Create User	+3 Q Advenced Sex
ers Inty Practice DOE Application Roter FLDOE Application Roter	Oppy John * Andra Lakim (Pinida Department ef Denick Jackson (Pioida Department ef Denick Jackson (Pioida Department ef Danick Jackson (Pioida Department ef Danick Deole (Pioida Department ef Jane Deo (Pioida Department ef Laki Unit Sutta (Pioida Department ef Robert Pioif (Pioida Department ef Robert Pioif (Pioida Department ef Scott Tomassociala (Pioida Department scot	Comment Opprivations/Containing Summary Account Type Stiff E-mail John Gel Gon G	utemat Linnaat

11. You will now see the new user added to the Users screen. However, their account will not be fully processed until the sync occurs. This may take a few minutes. Once the sync is finished, the (No display name) will change to the user information.

ome	Users		
ecurity Groups (SGs)	& 🔍 🗡		Search for: Search within:
	New Listain Danky		Advanced Search
ets	Display Name +	Login Name	E-mail
My Profile	(No display name)	2-john.doe@fildse.org	john.doe@fildoe.org
DOE Anniheatinne	Andrea Latham (Florid) of Education)	2-andrea.latham@fidoe.org	andrea.latham@fldoe.org
DOC Application Dates	Carlos Butts (Florida Departmenter Stor)	2-carlos.butts@fidoe.org	carlos.butts@fidoe.org
report Application Roles	Derick Jackson (Florida Department of Section 2014)	2-derick.jackson@fidoe.org	derick.jackson@fldoe.org
	Dusty Rhodes (Florida Department of Education)	2-bobpfeiff@outlook.com	bobpfelf@outlook.com
	Gregory Dodge (Florida Department of Education)	2-gregory.dodge@fildoe.org	gregory.dodge@fldoe.org
	Jane Doe (Florida Department of Education)	2-jane.doe@fidoe.org	jane.doe@fidoe.org
	Lee Bow (Florida Department of Education)	2-lesmubow@yahoo.com	leemubow@yahoo.com
	Lyris Butts (Florida Department of Education)	2-lyris1295@yahoo.com	lyris1295@yahoo.com
	Robert Pfeiff (Florida Department of Education)	2-bob.pfeiff@microsoft.com	bob.pfeiff@microsoft.com
	Scott Tomaszewski (Florida Department of Education)	2-scott.tomaszewski@fldoe.org	scott.tomaszewski@fldoe.org
	scott tomaszewski (Florida Department of Education)	2-stomasze@hotmail.com	stomasze@hotmail.com

6.4.4 Modify User

1. Click on "Users" from the left side menu

				Welcome Andrea	Latham (Florida Departmen •)	0
Single Sign-On	FLDOE SSO FIM Portal					
Home	Welcome, Andrea	a Latham (Florida Department	of Education)	Search for:	Search within: All FLDOE Applications	-
Security Groups (SGs) My SGs Users FLDOE Application FLDOE Application		Users, Profiles, and Passwords Edit my profile Profiles allow you to see information about users in profile, such as your phone number, or register to re	 Register for password reset your organization. You can also update certain information in your et your password. 	 Help. About Forefront Identity Manager 		

- 2. Search for the user
 - On the right, there is a "Search within:" dropdown list. LEA Administrators can select "All LEA Users" or "All LEA-Location Users" to search for users; Location Administrators can select "All LEA-Location Users" to search for users.
 - Select the "Search for:" magnifying glass icon to begin the search.

se .	Users			
arity Groups (SGs) y SGs	8 () X		Search for:	Search within: All LEA Users Advanced S
rs y Protile	Display Name	Login Name	E-mail	
DE Applications DOE Application Roles				
		Find the users you want using the Search above.		

			Welcome Andrea Latham (Florida Departmen • 🥥
Single Sign-On	FLDOE SSO FIM Portal		
Home	Users		
Security Groups (SGs)	2 🕀 🗙		Search for: Search within:
My SGs	New Details Delete		All LEA Users Advanced Search
Users	Display Name +	Login Name	E-mail
My Profile	Andrea Latham (Florida Department of Education)	2-andrea.latharm@fldce.org	andrea.latham@fldoe.org
	Carlos Butts (Florida Department of Education)	2-carlos.butts@fidoe.org	carlos.butts@fldoe.org
FLDOE Applications	Derick Jackson (Florida Department of Education)	2-derick.jackson@fldoe.org	derick.jackson@fldoe.org
FLDOE Application Roles	Dusty Rhodes (Florida Department of Education)	2-bobpfeiff@outlook.com	bobpfeiff@outlook.com
	Gregory Dodge (Florida Department of Education)	2-gregory.dodge1@fidoe.org	gregory.dodgel@fidae.org
	I John Doe (Florida Department of Education)	2-john.doe@fidoe.org	john.doe@flidoe.org
	E Lee Sow Department of Education)	2-leemubow@yahoo.com	leemubow@yahoo.com
	Lyris But a Department of Education)	2-lyris1295@yahoo.com	lyris1295@yahoo.com
	Robert (Florida Department of Education)	2-bob.pfeiff@microsoft.com	bob.pfeiff@microsoft.com
	🔲 Sy maszewski (Rorida Department of Education)	2-scott.tomaszewski@fldoe.org	scott.tomaszewski@fldoe.org
	Comescewski (Floride Department of Education)	-2-stomasze@hotmail.com	stomesze@hotmail.com

- 5. There are four tabs to a user profile: General, Work Info, Application Roles, and Password Reset (described in section 6.4.2). Select the relevant tab to make a change. For example, to change the user's last name and email address, open the General tab. Keep in mind you may need to scroll to see all the fields.
- 6. Click "OK"

Single		Forefront Identity Manager Webpag	e Dialog	×=
Sign-On	FLDOE SSO FIM Portal	https://fimportal.test.fidoesso.org/ider	tölymanagement/atps/common/popup.aspx	A
		Andrea Latham (Florid	a Department of Education) 🛛 🔞	0
	Users	General Work Info Application	Roles Password Reset	
curity Groups (SGs)	2 Q X	Active/Inactive Checked means enabled user	More information	on Search for: Search within Attilized Deers
	New Contract of the second	LEA Administrators	X	Advanced Search
na Ay Profile	Andrea Latham (Fiorida Department of Carlos Butts (Florida Department of	Location Administrators		andraa.latham@fildoe.org
OE Applications (DOE Application Role)	Derick Jackson (Florida Department)	First Name	Andrea	derickjøckson@fldoe.org
	Gregory Dodge (Florida Department	Last Name	Smith	gregory.dodgel@fidoe.org
	Lee Bow (Florida Department of Edu Lyris Butts (Florida Department of E	Middle Name		lesmubow@yahoo.com lyrs1295@yahoo.com
	Robert Pfeiff (Florida Department of Scott Tomestewski (Florida Departm	Suffix		bob.pfxiff@microsoft.com scott.tomaszawski@fildoe.org
	scott tomaszewski (Florida Departm	t Display Name	Andrea Latham (Florida Department of Education)	: stomase@hotmail.com
		Login Name	2-andrea.lathum@ffdde.org	
		E-mail Primary e-mail address for the user	andrea.smith@fidoe.org	
		Birth Date	12/1/2004 12:00:00 AF Format as M/00/2022 forma 12	
			OK Cancel	
		ų		
	Selected Items:			11 sterrs total Page 1 of 1 14 4

- 7. The final screen will display a summary.
- 8. If correct, select "Submit" otherwise you may select "Back" to make corrections.

Single		Forefront Identity Manager Webp	age Dialog		×)		
FLOOE Sign-On	FLDOE SSO FIM Portal	https://fimportal.test.fidoesso.org/i	dentitymanagement/acqu/common/popup.acqu				
C THE		Andrea Latham (Flor	ida Department of Educati	on)	+3 0		
Home	Users	General Work Info Applica	tion Roles				
Security Groups (SGs) My SOL	8 (-) X	Single-Value Attributes E-mail Last Name	Öld Value andrea.latham@fildoe.org Latham	New Value andrea.smith@fldoe.org Smith		Search fui:	Search within: All LEA Users • Advanced Search 1
Vent My Patisk FLDOE Applications FLDOE Application Roler	Digliny Marrie * Andrea Lattern (Thinka Department of Derick Jackson (Thinka Department Department of Scott Transcrewski (Florida Department scott Tomastewski (Florida Department Scot			× Back Submit	Cancel	E-mail andrea Lettram (Briddee ang carlos butts) (Friddee ang denick jeckson (Briddee ang gregory, dodget) (Briddee ang here berthamssenth com a cott tramssentwist) (Briddee ang starmssent) (Briddee an	Į.
	Selected Itema:					11 dem	victal Page 1 cfl 14 4 2 2

9. In this example, you can see some of the new user information has updated on the Users screen. However, the account will not be fully processed until the sync occurs. This may take a few minutes. Once the sync is finished, the display name, login name, and email address will change to the modified user information.

 It is important to note in this example, the user's email address was changed. Consequently, this changed the user's login name. The system only sends notifications for new account creation, not modifications. So, system will not notify the user of their new login name. As the LEA Administrator or Location Administrator that made the change, it is your responsibility to notify the user. (This is true for email address modifications submitted through the provisioning files, too. They system only sends notifications for new account creation, not modifications.)

			Welcome Andrea Latham Piorida Departmen •
Single Sign-On	FLDOE SSO FIM Portal		
Home	Users		
Security Groups (SGs) My SGs	Sev Devis Date		Search fon Search within All LEA Users Advanced Search ¥
Users Mr. Profile	Display Name * Andrea Latham (Florida Department of Education)	Login Name 2-andrea.latham@fildoe.org	E-mail andrea.smith@fidge.org
and a result	Carlos But Ca Department of Education)	2-carlos.butts@fidoe.org	carlos. Doe.org
FLDOE Applications	Derick Jacks A Department of Education)	2-derick.jackson@fldoe.org	derick.ja
FLDOE Application Roles	Dusty Rhodes (Flore extrement of Education)	2-bobpfeiff@outlook.com	bobpfeiff@outi
	Gregory Dodge (Florida control of Education)	2-gregory.dodge1@fidoe.org	gregory.dodge1@fib
	John Doe (Florida Departme Zducation)	2-john.doe@fidoe.org	john.doe@fldoe.org
	Lee Bow (Florida Department of Education)	2-leemubow@yahoo.com	leemubow@yahoo.com
	Lyris Butts (Florida Department of Education)	2-lyris1295@yahoo.com	lyris1295@yahoo.com
	Robert Pfeiff (Florida Department of Education)	2-bob.pfeiff@microsoft.com	bob.pfeiff@microsoft.com
	Scott Tomaszewski (Florida Department of Education)	2-scott.tomaszewski@fidoe.org	scott.tomaszewski@fldoe.org
	scott tomaszewski (Florida Department of Education)	2-stomasze@hotmail.com	stomasze@hotmail.com

6.4.5 Add User Authorizations

1. Click on "My SGs" from the left side menu

				Welcome Andrea Latham (Florida Departmen	
Single Sign-On	FLDOE SSO FIM Portal				
Home Security Groups (SGs)	Welcome, Andre	a Latham (Florida Depart	ment of Education)	Search for: Search within: All PLDOE Applications	•
My SGs		Users, Profiles, and Passwo	rds	G Help	
Users My Profile FLDOE Applications		 Edit my profile Profile: allow you to see information at profile; such as your phone number, or n 	 Register for password reset bout users in your equivation. You can also update certain information in your egister to reset your password. 	😽 About Forefront Identity Manager	

- 2. Select the application(s) to which a user will be added.
 - There will be multiple listings of applications appended with the SSO ID and Location ID. To add the user to the right group, you must select the group with their Location ID.
 - To view the user's Location ID, you may look them up in Users.
- 3. Select "Add Member" from the ribbon.

Single Sign-On	FLDOE SSO FIM Portal						
Home	My Security Groups						
Security Groups (SGs) My SGs	New Detail Delete Join Le	Add Member Statistics		Search for	ß	Search with My Secur Adva	thin: rity Groups 👻 inced Search 3
Users	Display Name +	Desc	Domain	Account Name		E-mail	Scope
My Profile	CPALM-STAFF-2-9000	CPALI dault Administrative Location	TESTFLDOESSO	cpalm-staff-2-9000			Global
	TAFF-2-9001	CPALMS State	TESTFLDOESSO	cpalm-staff-2-9001			Global
FLOOE Applications	C SUDENT-2-9000	CPALMS Student Administrative Location	TESTFLDOESSO	cpalm-student-2-9000			Global
FLDOE Application Roles	CPALM NT-2-9001	CPALMS Student ARM	TESTFLDOESSO	cpalm-student-2-9001			Global
	CPALM-TEA 9000	CPALMS Teacher Default Administrative Location	TESTFLDOESSO	cpalm-teacher-2-9000			Global
	CPALM-TEACHEN	CPALMS Teacher ARM	TESTFLDOESSO	cpalm-teacher-2-9001			Global
	F5L-F5L ALL-2-9000	PSL PSL All Default Administrative Location	TESTFLDOESSO	fsl-fsl all-2-9000			Global
	FSL-FSL ALL-2-9001	FSL FSL AR ARM	TESTFLDOESSO	fsi-fs1 all-2-9001			Global
	FSL-FSL COORDINATOR-2-9000	FSL FSL Coordinator Default Administrative Location	TESTFLDOESSO	fsl-fsl coordinator-2-9000			Global
	FSL-FSL COORDINATOR-2-9001	FSL FSL Coordinator ARM	TESTFLDOESSO	fsl-fsl coordinator-2-9001			Global
	FSL-FSL USER-2-9000	FSL FSL User Default Administrative Location	TESTFLDOESSO	fsl-fsl user-2-9000			Global
	CISER. 3.0001	FSL FSL User ARM	TESTELDOESSO	fel-fel user 7.9001			Global

- 4. Browse for Members by selecting the browse icon 💷 to the right of the field.
- 5. In the next window, search for members.
 - On the right, there is a "Search within:" dropdown list. LEA Administrators can select "All LEA Users" or "All LEA-Location Users" to search for users; Location Administrators can select "All LEA-Location Users" to search for users.
 - Select the "Search for:" magnifying glass icon to begin the search.
- 6. Select the member(s) to add to the group(s) and click "OK"

ome	My Security Groups	Forefront Identity Manager We	bpage Dialog		- 2			
Security Groups (SGs)		S https://fimportal.test.fldoesso.org/identitymanagement/aspx/common/popup.aspx		Search fon	Search for Search with			
My SOL	New Com Delete 30-	Add Members			Step 1 of 2 🔸 🔂 🌘		Athen	cent Search
iets My Profile	Display Name + CPALM-STAFF-2-9000	Members. * Select users and groups to be		9	道 🗘 Searching	n-staff-2-9000	E-muil	Scope Global
DOF Applications	CPALM-STAFF-2-9001	added as members.		1	Forefront Identity Manager Webpage Dialog		-X	Pobsi
FLDOE Application Roles	CPALM-STUDENT-2-9000	Groups	CPALM-STAFF-2-9000 FSL-FSL USER-2-9000		Shttps://fimportal.test.fidoesso.org/identityman	agement/acpx/common/nexy	popuppicker.aspx?mode=8x	
	CPALM-STODENT-2-9002	The members listed above will be added to these groups.		1	Select Member			latel
	CPALM-TEACHER-2-9001			_	54	arch for	Search within:	e bai
	E 50-50 ALL-2-000					<u>8</u>	All LÉA Users 🔹	
	FS -FU COORDINATOR-2-9000			_			Advanced Search @	
	FSL-FSL COORDINATOR-2-9001				Display Name	Login Name	E-mail	- Iobal
	V FSL-FSL USER-2-9000				Andrea Latham (Florida Department of Educa on)	ti 2-andrea.latham@fidoe.org	andrea.latham@fidoe.or	lebe
	FSL-FSL USER-2-9003			_	Carlos Butts (Florida Department of Education) 2-carlos.butts@fidoe.org	carlos.butts@fidoe.org	lebel
					Derick Jackson (Florida Department of Educat on)	^{ir} 2-derick.jackson@fldoe.org	denck.jackson@fldce.org	
				_	Dusty Rhodes (Florida Department of Educati	2-bobpfeiff@outlook.com	bobpfeiff@outlook.com	
					Gregory Dodge (Florida Department of Educa on)	ti 2-gregory.dodge@fldoe.org	g gregory.dodge@fidoe.or	
				_	👿 John Doe (Florida Department of Education)	2-john.doe@fldoe.org	john.doe@fldoe.org	
				_	V Lee Bow (Florida Department of Education)	2-leemubow@yahoo.com	leemubow@yahoo.com	
				_	Lyris Butts (Florida Department of Education)	2-fyris1295@yahoo.com	lyris1295@yahoo.com	
				_	Robert Pfeiff (Florida Department of Educatio n)	2-bob.pteff@microsoft.co m	bob.pfeift@microsoft.co m	
		Add one or more members to the	elected group(s)	_	📻 Scott Tomaszewski (Florida Department of Ed	u 2-scott.tomaszewski@fidoe	scott.tomaszewski@fido 🔄	9
				12	Members to be selected:	11 items total	Page 1 of 1 14 4 2 21	a 🛛 👘

7. Once all the members have been selected, click "Next"

me	My Security Groups	Forefront Identity Manager We	bpage Dialog			1		
curity Groups (SGs)	A 6 X 3	https://fimportal.test.fldgesso.ge	/identitymanagement/aspi/common/popup.asa	76	e]	Search Ten	Search within	-
My SOL	New Dates by					_	A My Security	Groups
	1.	Add Members		5	tep 1 of 2 + 2 😧		Advence	a search
cis	Dispuy Name +	Members: *	Lee Bow (Florida Department of Education):	V 12		ant fearme	R-muni	Scope
My Profile	CPALM-STAFF-2-900	Select users and groups to be added as members	John Doe (Florida Department of Education):			H-STATT+2+9000		Coonai
DOE Applications	CPALM-STAFF-2-9001	and at the second second				n-stuff-2-9001		Giobal
LDOE Application Roles		Groups	CPALM-STAFF-2-9000 FSL-FSL USER-2-9000			1-2000ent-2-9000		Clobal
	Charles Theorem	The members listed above will be added to these aroups.				student-2-9001		Circles
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	Lis ph all 2 mm					-R. 3. 0000		(Dalad
	E 52 -53 -51 -7.000					all. 2. 9900		Global
	E9-E9 COORDINATOR-2-900					restricted 1,9000		Girdral
						coordinator 2,9001		Ginhal
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	E 20 20 1658.2.000					amen 2.9001		Thehed
		Add one or more members to the s	when tend (group(s)	< Book > Next >	Cancel			

- 8. The final screen will display a summary.9. If correct, select "Submit" otherwise you may select "Back" to make corrections.

anne:	My Security Groups	Forefront Identity Manager Webpage Dialog			n l		
curity Groups (SGs)	🔉 🖅 🗙 👌	https://fimportal.test.fidgesso.org/identitymanag	ement/sspx/common/popup.sspx		Search for	Search w	thic
My SOL						P My Seca	nity Groups
	Them them Deater Jos	Add Members		Step 2 of 2 + 🔂 😱		Advi	incert Search
cis.	Display Name +	1419-03-049 (MARSHARD)			aant Name	E-mail	Scope
Ay Profile	P CPALM-STAFF-2-9000	Summary Add the follo	wing member(s) to group CPALM-STAFF-2-9000,FS	L-FSL USER-2-9000:	nestaff+2+9000		Glohal
THE ADDRESS OF	CPALM-STAFF-2-9001	the operation or operations = 1cen	sw (Fiorida Department of Education)		- n-staff-2-9001		Global
EDOF annication Balas	CPALM-STUDENT-2-9000	that you are requesting.			n-student-2-9900		Global
reor -ppication woret	CPALM-STUDENT-2-9001				n-student-2-9001		Global
	CPALM-TEACHER-2-9000				n-teacher-2-9000		Global
	CPALM-TEACHER-2-9001				n-teacher-2-9001		Global
	FSL-FSL ALL-2-9000				an-2-9000		Global
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	V F9F9. USER-2-9000	Status			Tuser-2-9000		Global
	E FSL-FSL USER-2-9000	Description	Date	Status	sover-2-9001		Global
		Add members to group CPALM-STAFF-2-9000	5/27/2013 11:55:30 AM	Request not submitted.			
		Add members to group FSL-FSL USER-2-9000	5/27/2013 11:55:30 AM	Request not submitted.			

10. When the processing is complete, click "OK"

lome	My Security Groups	Forefront Identity Manager Webpage Dialog					
ecurity Groups (SGs)	A (X)	https://fimpoital.test.fldoesso.org/identitymanagement/aspv/	common/popup.aspx		Search for	Search within	
My SOL	New Jone Dates 30	[My Security (aroups -
		Add Members		Step 2 of 2 + 💆 🕑		Advences	1 Search
cis	C Deputy Name *	100 C			and fearne	E-mini	scope
My Profile	CPALM-STAFF-2-900	The following summarizes a John Dee /Breida J	Enjs) to group CPALM-STAPT-2-9000,FSL-FSL CSER-2-900 Department of Education1	10.	Pestam-2-9000		CODEAL A
DOE Applications	CPALM-STATT-2-9001	the operation or operations . Lee Sow (Honda D	lepartment of Education)		Notice 1,000		(Joba)
FLDOE Application Roles	CPADM-STUDENT-2,9000	that you are requesting.			n-student-2:5000		Ciobei Mahal
	Charles Theorem 2 and				instruction 2.0001		Circlard
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	E PU PU INSECTION	3000			1 mm 2 9001		Richard
	ALL PARTY PARTY PARTY	Description	Date	Status	100.000		0000070
		Add members to group CPALM-STAFF-2-9000	5/27/2013 11:59:31 AM	Completed.			
		Add members to group FSL-FSL USER-2-9000	5/27/2013 11:59:31 AM	Completed.			

6.4.6 Modify Authorizations

1. Click on "My SGs" from the left side menu

				Welcome Andre.	a Latham (Florida Departmen •)	0
Single Sign-On	LDOE SSO FIM Portal					
Home	Welcome, Andre	a Latham (Florida Department	of Education)	Search for:	Search within: All FLDOE Applications	-
Security Groups (SGs) My SGs Wares My Profile FLDOE Application Roles		Users, Profiles, and Passwords • Edit my profile Profiles allow you to see information about users profile, such as your phone number, or register to r	Register for password reset in your organization. You can also update certain information in your set your password.	 Help About Forefront Identity Manager 		

- 2. Select the application to be modified and click on its name.
 - There will be multiple listings of applications appended with the SSO ID and Location ID. Select the appropriate group based on the <u>user's</u> Location ID you are adding.
 - To view the user's Location ID, you may look them up in Users.

FLOOF Sign-On	FLDOE SSO FIM Portal			Welcome Andre	a Latham (Fi	orida Departi	men• 🕖
Home	My Security Groups						
Security Groups (SGs) My SGs	New Details Delete Join	Leave Add Member Remove Member		Search for	8	Search with My Securi Advan	hirv ity Groups 👻 need Search 🕸
Users	Display Name +	Description	Domain	Account Name		E-mail	Scope
My Profile	CPALM-STAFF-2-9000	CPALMS Staff Default Administrative Location	TESTFLDOESSO	cpalm-staff-2-9000			Global
	CPALM-STAFF-2-9001	CPALMS Staff ARM	TESTFLDOESSO	cpalm-staff-2-9001			Global
FLOOE Applications	CPALM-STUDENT-2-9000	CPALMS Student Default Administrative Location	TESTFLDOESSO	cpalm-student-2-9000			Globel
FLDOE Application Roles	CPALM-STUDENT-2-9001	CPALMS Student ARM	TESTFLDOESSO	cpalm-student-2-9001			Global
	CPALM-TEACHER-2-9000	CPALMS Teacher Default Administrative Location	TESTFLDOESSO	cpalm-teacher-2-9000			Global
	CPALM-TEACHER-2-9001	CPALMS Teacher ARM	TESTFLDOESSO	cpalm-teacher-2-9001			Global
	E FSL-FSL ALL-2-9000	FSL FSL All Default Administrative Location	TESTFLDOESSO	fst-fsl all-2-9000			Global
	FSL-FSL ALL-2-9001	FSL FSL AII ARM	TESTFLDOESSO	fsl-fsl all-2-9001			Global
	FSL-FSL COORDINATOR-2-9000	FSL FSL Coordinator Default Administrative Location	TESTFLDOESSO	fsl-fsl coordinator-2-9000			Global
	FSL-FSL COORDINATOR-2-9001	FSL FSL Coordinator ARM	TESTFLDOESSO	fsl-fsl coordinator-2-9001			Global
	V FSL-FSL USER-2-9000	FSL FSL User Default Administrative Location	TESTFLDOESSO	fsl-fsl user-2-9000			Global
	E 101 101 1010 3 00	FSI FSI User ARM	TESTELDOESSO	fd-fd user-2-9001			Global

3. Click on the "Members" tab

me	My Security Groups	Forefront Identity Manager Webpag	e Dialog 🗾	1		
curity Groups (SGs)	🦓 🕀 🗙 👌	Dittps://fimportal.test.fldoesso.org/ide	nbitymanagement/aspx/common/popup.aspx	Search for	Search w	then:
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ein .	Display Name +	13E-13E 03EK-2-5000		spunt Name	E-mail	Scope
Ar Profile	CPALM-STAFF-2-9000	General Members J. Owners		don-staff-2-9000		Global
	CPALM-STAFF-2-9001		More information	um-staff-2-9001		Global
OE Applications	CPALM-STUDENT-2-9000	Display Name	FSL-FSL USER-2-9000	um-student-2-9000		Global
DOE Application Roles	CPALM-STUDENT-2-9001	E-mail Enabled	tion los	sim-student-2-9001		Global
	CPALM-TEACHER-2-9000	Enable e-mail on a security group	CONFIGER CONFIGER	illim-teacher-2-9000		Global
	CPALM-TEACHER-2-9001	Domain	TESTTEDOESSO	alm-teacher 2-9001		Global
	FSL-FSL ALL-2-9000			fat all-2-9000		Global
	FSL-FSL ALL-2-9001	Account Name	fsl-fsl user-2-9000	ml all-2-9001		Global
	FSL-FSL COORDINATOR-2-9009	Scope	Global	Al costdinator 2-9000		Gintral
	FSL-FSL COORDINATOR-2-9001	Constant of the Constant of th		Thi containator 2-5001		Global
	1 FSC-FSC USER-2-9000	Description	FSL FSL User Default Administrative Location	151 user 2-9000		Diobal
	Selected Jamus		OK Cancel	12.4	erm total Page 1 4	01_14_4

- 4. Current Membership displays the users belonging to the application group.
- 5. To remove a member from the application group, browse for Members by selecting

- the browse icon III to the right of the "Members to Remove" field. o In the next window, search for members by selecting the "Search for:" magnifying glass icon.
 - Select the member(s) to add to the group(s) and click "OK"

	My Security Groups	🖲 Forefront Identity Manager Webpage	Dialog	_ 12	ו		
urity Groups (SGs)	🔉 🕀 🗙 🎝	Mttps://limportal.test.fldoesso.org/ident	titymanagement/aspx/common/popup.aspx	6	Search for	Search wit	thin
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te Postia	CPALM-STAFF-2-9000	General Members Owners			p-staff-2-9000		Global
	CPALM-STAFF-2-9001			More information	n-staff-2-9001		Globa
OE Applications	CPALM-STUDENT-2-9000	Current Membership	Display Name	Resource Type	n-student-2-9000		Globa
DOE Application Roles	CPALM-STUDENT-2-0001	in this group.	John Doe (Florida Department of Education)	User	n-student-2-9001		Globa
	CPALM-TEACHER-2-9000		cer con provide department of cadeadory	0.00	n-teacher-2-9000		Globa
	CPALM-TEACHER-2-9001				n-teacher-2-9001		Globa
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	FSL-FSL ALL-2-9001				all-2-9001		Globa
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	V FSL-FSL USER-2-9000	Members To Remove	Q 1	all C Searching	user-2-9000		Glob
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		Choose new additions to the group.		Select Members			_
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				John Doe (Florida Department of Ed	ucation)	User	
				😥 Lee Bow (Florida Department of Edu	ication)	User	
				Members to be removed	2 iteres	stotal Page 1 of 1	1 14 4

6. Once all the members have been selected, click "OK"

	My Security Groups	Forefront Identity Manager Webpage	Dialog		1		
urity Groups (SGs)	🤼 🕀 🗙 👌	https://fimportal.test.fldgessg.org/iden	Rymanagement/aspv/common/popup.aspx	8	Search fear	Search with	Ne
NY 504	New Details Delate Va					My Securi	ity Groups
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ly Profile	CPALM-STAFF-2-9001			More information			Global
REApplications	CPALM-STUDENT-2-9000	Current Membership	Display Name	Resource Type	n-student-2-9000		Global
LDOE Application Roles	CPALM-STUDENT-2-9001	A read-only view of who is presently in this group.	John Doe (Florida Department of Education)	User	n-student-2-9001		Global
	CPALM-TEACHER-2 9000		Lee Bow (Florida Department of Education)	User	n-teacher-2-9000		Global
	CPALM-TEACHER-2-9001				m-teacher 2-9001		Global
	FSL-FSL ALL-2-9000				6n-2-9000		Global
	FSL-FSL ALL-2-9001				wil-2-9001		Global
	FSL-FSL COORDINATOR-2-9009			2 items total Paper 1 of 1 14 4 2 21	zpordinator 2-9000		Global
	FSL-FSLCOORDINATOR-2-9001				constituator-2-9001		Ginhal
	V 15L-FSL USER-2-9000	Members To Remove	Lee Bow (Florida Department of Education)	♥ al.	uner-2-9000		Global
	FSL-FSL USER-2-9001	Choose who to remove from the current members.			1 user-2-9001		Globel
		Members To Add		22			
		Choose new additions to the group.					

- The final screen will display a summary.
 If correct, select "Submit" otherwise you may select "Back" to make corrections.

me	My Security Groups	2) Forefront Identity Manager Webpage Dialog		
curity Groups (SGs)	🎎 🕀 🗙 👌	Shttps://timportal.test.fldoesso.org/identitymanagement/aspx/common/popup.aspx	Search for	Search within
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of France	CPALM-STAFF-2-9001	/	n-staff-2-9001	Global
ODE Applications	CPALM-STUDENT-2-9000	Multiple-Value Attributes Removed Items Inserted Items	m-student-2-9000	Gobal
LDOE Application Roles	CPALM-STUDENT-2-9001	Manually-managed Membership Lee Bow (Florida Department of Education); (no inserted item)	n-student-2-9001	Global
	CPALM-TEACHER-2-9000		in teacher-2.9000	Global
	CPALM-TEACHER-2-9001		n-teacher-2-9001	Global
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	FSL-FSL ALL-2-9001		all-2-9001	Global
	FSL-FSL COORDINATOR-2-9000		zoordinator 2-9000	Global
	FSL-FSL COORDINATOR-2-9001		coordinator-2-9001	Ginhal
	V FSL-FSL USER-2-9000		iner-2-9000	Global
	E FSL-FSL USER-2-9000		sam 2-9001	Global

- 9. Members to Add is another way to add members to the application group.
- 10. Browse for Members by selecting the browse icon \mathbb{I} to the right of the field.
- 11. In the next window, search for members.
 - On the right, there is a "Search within:" dropdown list. LEA Administrators can select "All LEA Users" or "All LEA-Location Users" to search for users; Location Administrators can select "All LEA-Location Users" to search for users.
 - o Select the "Search for:" magnifying glass icon to begin the search.
- 12. Select the member(s) to add to the group and click "OK"

me	My Security Groups	Forefront Identity Manager Webpage	Dialog		J		
unity Groups (SGs)	🔏 🕀 🗙 👌	Attps://limportal.test.fldoesso.org/ident	itymanagement/aspx/common/popup.aspx	<u> </u>	Search For	Search with	im.
Ay 501	New Ostalia Delate 304	ESL-ESL LISER-2-9000		-19		Advance	ed Stan
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to Trading	CPALM-STAFF-2-9000	General Members Owners			n-staff-2-9000		Globs
A CONTRACTOR OF A	CPALM-STAFF-2-9001			More information	m-staff-2-9001		Globa
OE Applications	CPALM-STUDENT-2-9000	Current Membership	Display Name	Resource Type	m-student-2-9000		Globa
LDOE Application Roles	CPALM-STUDENT-2-9001	in this group.	John Doe (Florida Department of Education)	User	n-student-2-9001		Global
	CPALM-TEACHER-2-9000	1.1000000000000000000000000000000000000			n-teacher-2-9000		Globa
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	FSFS. COORDINATOR-2-9001	and the second second		Select Members			
	👿 FSL-FSL USER-2-9000	Members To Remove		3E	Search for:	Search within:	
	FSL-FSL USER-2-9003	Choose who to remove from the patient members.			1	All LEA Users	
				1		Advanced	Search
		Members To Add		Display Name	Login Name	E-mail	
				Find t	he members you earch above.	want using	

13. Once all the members have been selected, click "OK"

lome	My Security Groups	Forefront Identity Manager Webpage	Dialog				
ecurity Groups (SGs)	🎎 🕀 🗙 👌	Shttps://fimpoital.test.fidoesso.org/ident	itymanagement/asps/common/popup.aspx	8	Search Tea	Search wi	lhim:
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lanix .	Dicular Name +	F3L-F3L 03ER-2-9000		•2 0	and blame	Firmail	Crope
Adv Thinking	CPALM-STAFF-2-9000	General Members Owners		Styles and	estaff-2-9000	Courses.	Global
IN THE	CPALM-STAFF-2-9001			More information	estuff-2-9001		Globel
DOE Applications	CPALM-STUDENT-2-9000	Current Membership	Display Name	Resource Type	n-student-2-9000		Global
FLDOE Application Roles	CPALM-STUDENT-2-0001	in this group.	John Doe (Florida Department of Education)	User	n-student-2-9001		Global
	CPALM-TEACHER-2-9000				teacher-2-9000		Global
	CPALM-TEACHER-2-9001				-teacher 2-9001		Global
	FSL-FSL ALL-2-9000				an-2-9000		Global
i i	FSL-FSL ALL-2-9001				all-2-9001		Global
	FS, FSL COORDINATOR-2-9000			1 items total Page 1 of 1 14 4 2 21	coordinator-2-9000		Global
	FSFS. COORDINATOR-2-9001				coordinator-2-9001		Global
	V FSL-FSL USER-2-9000	Members To Remove	Q	až	iner-2-9000		Global
	FSL-FSL USER-2-9001	Choose who to remove from the current members.			www-2-9001		Global
		Members To Add Choose new additions to the group.	Gregory Dodge (Floride Department of Education)	12			
				OK Cancel			

- 14. The final screen will display a summary.15. If correct, select "Submit" otherwise you may select "Back" to make corrections.

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	CPALM-STAFF-2-9001			Global
OE Applications	CPALM-STUDENT-2-9000	Multiple-Value Attributes Removed Items Inserted Items	n-student-2-9000	Global
LDOE Application Roles	CPALM-STUDENT-2-9001	Manuality-managed Membership (no removed item) Gregory Dodge (Florida Department of Education);	n-student-2-9001	Global
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6.4.7 Delegating Administrators

The Technical Lead serves as the sole secure file transfer account user and primary administrator for the LEA. They cannot share access to the secure file transfer account, but they can designate others as LEA Administrators and Location Administrators to help manage users through the FIM Portal. Both LEA Administrators and Location Administrators can use the FIM Portal to view or modify their profile; create, modify, or disable users; create, modify, or remove user authorizations, designate other administrators; and reset a user's password. Here are a few key points:

- LEA Administrators can manage users for the entire LEA; Location Administrators are limited to managing users at a specific location.
- LEA Administrators have the ability to designate others as LEA Administrators or Location Administrators; Location Administrators are limited to designating Location Administrators (i.e. they can't delegate upward).
- LEA Administrators can access SSO Reports; Location Administrators cannot access SSO Reports. (SSO Reports are not located in the FIM Portal; they are located in the horizontal menu bar of the FLDOE SSO Portal.)
- LEA Administrators and Locations Administrators can access Authorization Information. (Authorization Information is not located in the FIM Portal; it is located in the left side menu of the FLDOE SSO Portal.)
- There is no limit on the number of LEA Administrators or Location Administrators permitted.

A typical delegation model for an LEA may look like this:



To designate Administrators:

1. Click on "Users" from the left side menu

				Welcome Andre.	a Latham (Florida Departmen.	• 0
Single Sign-On	FLDOE SSO FIM Portal					
Home	Welcome, Andre	a Latham (Florida Departm	ent of Education)	Search for:	Search within: All FLDOE Applications	•
My SGs	3	Users, Profiles, and Passwords		@ Help		
By P HOOE Apples FLOOE Application		 Edit my profile Profiles allow you to see information about profile, such as your phone number, or regist 	 Register for password reset users in your organization. You can also update certain information in your ter to reset your password. 	😽 About Forefront lidentity Manager		

- 2. Search for the user
 - On the right, there is a "Search within:" dropdown list. LEA Administrators can select "All LEA Users" or "All LEA-Location Users" to search for users; Location Administrators can select "All LEA-Location Users" to search for users.
 - \circ $\;$ Select the "Search for:" magnifying glass icon to begin the search.

me	Users		
carity Groups (SGs) My SGs	8 Q X		Search for: Search within: All LEA Users Advanced Se
ers	Display Name	Login Name	E-mail
UDDE Application Roles		Find the users you want using the Search above.	

			Welcome Andrea Latham (Florida Departmen 🔹 📔 🥥
Sigle Sign-On	FLDOE SSO FIM Portal		
Home	Users		
Security Groups (SGs)	2 🕀 🗙		Search for: Search within:
My SGs	New Details Delete		All LEA Users Advanced Search #
Users -	Display Name +	Login Name	E-mail
My Profile	Andrea Latham (Florida Department of Education)	2-andrea.latharn@fldoe.org	andrea.latham@fldoe.org
	Carlos Butts (Florida Department of Education)	2-carlos.butts@fldoe.org	carlos.butts@fidoe.org
FLDOE Applications	Derick Jackson (Florida Department of Education)	2-derick.jackson@fildoe.org	derick.jackson@fldoe.org
FLDOE Application Roles	Dusty Rhodes (Florida Department of Education)	2-bobpfeiff@outlook.com	bobpfeiff@outlook.com
	Gregory Dodge (Florida Department of Education)	2-gregory.dodge1@fildoe.org	gregory.dodgel@fidae.org
	I John Doe (Florida Department of Education)	2-john.doe@fidoe.org	john.doe@fldoe.org
	E Lee Sow Department of Education)	2-leemubow@yahoo.com	leemubow@yahoo.com
	Lyris But a Department of Education)	2-lyris1295@yahoo.com	lyris1295@yahoo.com
	Robert (Florida Department of Education)	2-bob.pfeift@microsoft.com	bob.pfeiff@microsoft.com
	Sy maszewski (Rorida Department of Education)	2-scott.tomaszewski@fldoe.org	scott.tomaszewski@fldoe.org
	Comessevski (Floride Department of Education)	2-stomasze@hotmail.com	stomesze@hotmail.com

- 5. On the General tab, check-off the LEA Administrators box or the Location Administrators box (do not check-off both)
- 6. Click "OK"

sine	Users	Forefront Identity Manager Webp	sage Dialog	<mark></mark>)		
curity Groups (5Gs)	2 🕀 🗙	Mttps://fimportal.test.fldoesso.org/	identitymanagement/aspx/common/popup.aspx	9	Search Ton	Search within
Mysol	New Details Delete	John Doe (Florida De	epartment of Education)	+2 0	1	Advanced Sea
cia	Display Name +	General Work Info Applica	tion Roles Password Reset		E-mail	
DOE Applications	Carlos Butts (Florida Department of Denick Jackson (Florida Department	Active/Inactive Checked means enabled user	izi vni	More information	carlos.bufts@fidoe.org derick.jackson@fidoe.org	
UDOE Application Roles	Dusty Rhodes (Florida Department o Gregory Dodge (Florida Department	LEA Administrators	×		bobpfeff@outlook.com gregory.dodge1@fidoe.otg	
	Lee Bow (Florida Department of Edu	Location Administrators			leemubow@yshoo.com	
	Lyris Butts (Florida Department of Ed Robert Pfeiff (Florida Department of	First Name	John		lyns1295@yahoo.com bob.pfeiff@microsoft.com	
	Scott Tomaszewski (Florida Departm	Last Name	Doe		scott.tomaszewski@tidoe.org stomasze@hotmail.com	
		Middle Name				
		Suffix				
		Display Name	John Doe (Florida Department of Education)			
		Login Name	2-john.dor@fildor.org	· •		

- The final screen will display a summary.
 If correct, select "Submit" otherwise you may select "Back" to make corrections.

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	Selected Items		× Ba	ck Submit Cancel	11 items total	Page 1 of 1 14 1 2

6.4.8 Password Reset

Hosted account users can register for password reset by answering a number of security questions among a list of preconfigured questions and then reset their password by answering a question. If a user cannot remember the answers to their security questions, LEA Administrators and Location Administrators can reset a user password from the user's profile in the FIM Portal.

1. Click on "Users" from the left side menu

Single Sign-On	FLDOE SSO FIM Portal			. Welcome Andrea	Latham (Porida Departmen •) 🥥
Home Security Groups (SGO) My SGS User My P HEDOL Application	Welcome, Andres	a Latham (Florida Departr Users, Profiles, and Passwor Edit my profile Profile allow you to see information abs profile, such asyour phone number, or re	ment of Education) ds • Register for password reset of users in your ergenization. You can also update certain information in your grater to reset your password.	Search for:	Search within: All FLDOE Applications

- 2. Search for the user
 - On the right, there is a "Search within:" dropdown list. LEA Administrators can select "All LEA Users" or "All LEA-Location Users" to search for users; Location Administrators can select "All LEA-Location Users" to search for users.
 - \circ $\,$ Select the "Search for:" magnifying glass icon to begin the search.



- 3. A list of users is presented
- 4. Click on the user name

Single Sign-On	FLDOE SSO FIM Portal		Welcome Andrea Latham (Horida Departmen*)
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Security Groups (SGs) My SGs	8 (+) X New Details Delete		Search for: Search within: All LEA Users • Advanced Search *
Uses My Profile FLDOE Applications FLDOE Application Roles	Display Name - Andrea Latham (Florida Department of Education) Crufes Datel (Florida Department of Education) Date:k Jackson (Florida Department of Education) Date:k Jackson (Florida Department of Education) Gregory Dege (Florida Department of Education) (Florida Department of Education) Florida Department of Education Florida Department	Login Name 2-andrea. Listmet Officio org 2-andrea. Listmet Officio org 2-derick jackson Bifdeo.org 2-bebpfeff E-utolook.com 2-grapy vidodja Ciffeo.org 2-john dee@fideo.org 2-john dee@fideo.com 2-hob pfeff Emricrosoft.com 2-bob pfeff Emricrosoft.com 2-scott somaszreviki@fideo.org 2-scott somaszreviki@fideo.org 2-scott somaszreviki@fideo.org	E-mail andres Jaham@fildee.org carlor.batts@fildee.org derick.jeckan@fildee.org bebgfeff@dee.org geogr.vdodgs@fildee.org jetn.dee@fildee.org fermuber@jshoe.com bebg.feff@microsoft.com scott.tomszerewki@fildee.org istemszer@kieff.dee.org

- 5. Click on the Password Reset tab
- 6. Check-off the Password Reset Force box
- 7. Click "OK"

Nome	Users	Porefront Identity Manager Webpage Dialog			
Security Groups (SGs)	2 @ X	Shttps://fimportal.test.fidoesso.org/identitymanagement/sips/common/popup.aspx	a	Search Ion	Search within:
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- 8. The final screen will display a summary.
- 9. If correct, select "Submit" otherwise you may select "Back" to make corrections.
- 10. Upon submission, the user will receive an email with the new password and instructions to register and change the password.

	USEIS	Forefront Identity Manager Webpage Dialog					
Security Groups (SGs)	🤰 🔍 🗡	Mttps://fimportal.test.fldoesso.org/identityman	agement/sspx/common/popup.aspx		8	Search Ton	Search within:
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6.4.9 Delete or Disable Users

Accounts are deleted if they are inactive for more than 180 days. Immediate deletion or disabling can be accomplished via the FIM Portal. However, it is strongly recommended the changes be replicated in <u>the source data of the user provisioning files</u> as soon as possible to avoid the modifications being overwritten by the file upload process when it is next initiated.

To DELETE a user:

1. Click on "Users" from the left side menu



2. Search for the user

- On the right, there is a "Search within:" dropdown list. LEA Administrators can select "All LEA Users" or "All LEA-Location Users" to search for users; Location Administrators can select "All LEA-Location Users" to search for users.
- o Select the "Search for:" magnifying glass icon to begin the search.

			Welcome Andrea Latham (Florida Departmen • 🥥
Single Sign-On	FLDOE SSO FIM Portal		
Home	Users		
Security Groups (SGs) My SGs	8 () X		Search for: Search within:
Users My Profile	Display Name	Login Name	E-mail :
FLDOE Applications FLDOE Application Roles			
		Find the users you want using the Search above. Or click New to create a new user.	

- 3. A list of users is presented
- 4. To DELETE a user, select the user name by checking their name and click the red Delete icon.
 - This will delete a user from the system, but if the user information is sent in a provisioning file without changing their user type to FALSE, an account will be created again.
 - The users name will be removed from the display when complete.

			Welcome Andrea Latham (Florida Departmen • 🥥
Single Sign-On	FLDOE SSO FIM Portal		
Home	Users		
Security Groups (SGs)	2 🕀 X		Search for: Search within:
My SGs	New Delete		Advanced Search 3
Users	Display A	Login Name	E-mail
My Profile	Andy am (Florida Department of Education)	2-andrea.latharm@fldce.org	andrea.latham@fldoe.org
	C C Atts (Florida Department of Education)	2-carlos.butts@fildoe.org	carlos.butts@fidoe.org
FLOOE Applications	Jackson (Florida Department of Education)	2-derick.jackson@fildoe.org	derickjackson@fldoe.org
FLDOE Application Roles	Dusty Rhodes (Florida Department of Education)	2-bobpfeiff@outlook.com	bobpfeiff@outlook.com
	Gregory Dodge (Florida Department of Education)	2-gregory.dodge1@fldde.org	gregory.dodgel@fidae.org
	John Dee (Florida Department of Education)	2-john.doe@fidoe.org	john.doe@fidoe.org
2	E Lee Bow (Florida Department of Education)	2-leemubow@yahoo.com	leemubow@yahoo.com
	Lyris Butts (Florida Department of Education)	2-lyris1295@yahoo.com	lyns1295@yahoo.com
	Robert Pfeiff (Florida Department of Education)	2-bob.pfeiff@microsoft.com	bob.pfeiff@microsoft.com
	Scott Tomaszewski (Rotida Department of Education)	2-scott.tomaszewski@fldoe.org	scott.tomaszewski@fldoe.org
	scott tomaszewski (Florida Department of Education)	2-stomasze@hotmail.com	stomesze@hotmail.com

- 5. The final screen will display a summary.
- 6. If correct, select "Submit" otherwise you may select "Back" to make corrections.

me	Users	Forefront Identity Manager Webpage Dialog)	
curity Groups (SGs)	🤱 🔍 🗡	Mttps://fimportal.test.fidoesso.org/identitymanageme	int/aspx/common/popup.aspx	â	Search for	Search within:
dy 501	New Details Delete	Delete User		+3 0		Advanced Search
(R.)	Display Name *				E-mail	
ly Profile	Andrea Latham (Florida Department	Summary Delete user resou	rces		endrea.latham@fldge.org	
10000 0000	Carlos Butts (Florida Department of	The following summarizes	n Doe (Florida Department of Education)		carlos.butts@fidoe.org	
ROE Applications	Derick Jackson (Florida Department	that you are requesting.			derick.jackson@fldoe.org	
root appression wores	Dusty Rhodes (Florida Department e	1			bebpfeff@eutlock.com	
	Gregory Dodge (Florida Department				gregory.dodge1@fidoe.org	
	 John Doe (Florida Department of Ed 	1				
	Lee Bow (Florida Department of Edu	1			leemubow@yahoo.com	
	Lyrs Sutts (Pionos Department of E		synsii 295 Eyeneo.com			
	South Temperandia Standa Constant				boo-press generosoft.com	
	scott transcensis (Florida Departm	(estato)			domase@betmail.com	
	To accurate the function of herein	autos			Contract & Louis and Arts	
		Description	Date	Status		
		Delete John Doe (Florida Department of Education)	5/29/2013 9:42:50 AM	Request not submitted.		

To DISABLE a user:

1. Click on "Users" from the left side menu

				Welcome Andrea Lathan	(Florida Departmen	10
Single Sign-On	FLDOE SSO FIM Portal					
Home Security Groups (SGs)	Welcome, Andrea	a Latham (Florida Departr	nent of Education)	Search for:	h within: LDOE Applications	•
My SGL Uses 16/7 FLOOL Applet FLOOL Appleter		Users, Profiles, and Passwor Edit my profile Profile allow you to use information allo profile, such as your phone number, or re	Register for password reset were application. You can also update certain information in your gater to reset your password.	 Help About Forefront Identity Manager 		

- 2. Search for the user
 - On the right, there is a "Search within:" dropdown list. LEA Administrators can select "All LEA Users" or "All LEA-Location Users" to search for users; Location Administrators can select "All LEA-Location Users" to search for users.
 - Select the "Search for:" magnifying glass icon to begin the search.

			Welcome Andrea Latham (Florida Departmen • 🥥
FLDOF Sign-On	FLDOE SSO FIM Portal		
Home	Users		
Security Groups (SGs) My SGs	8 (1) X		Search for: Search within: All LEA Users Advanced S
Users My Profile	Display Name	Login Name	E-mail
FLOOE Applications FLOOE Application Roles			
		Find the users you want using the Search above. Or click New to create a new user.	

- 3. A list of users is presented
- 4. To DISABLE a user, click on the user name

			Welcome Andrea Latham (Florida Departmen • 🥝		
Sigle Sign-On	FLDOE SSO FIM Portal				
Home	Users				
Security Groups (SGs) My SGs	8. ⊕ X New Details Delete		Search for: Search within: All LEA Users Advanced Search #		
Users My Profile	Display Name * Andrea Latham (Florida Department of Education)	ne • Login Name E-mail ham (Flords Department of Education) 2-andrea.latham@fldoe.org andrea.latham@fldoe.org			
FLDOE Applications FLDOE Application Roles	Carlos Buts (Florida Department of Education) Derick Jackson (Florida Department of Education) Durick Jackson (Florida Department of Education) Durick Houdes (Education)	2-carlos.butts@fldoe.org 2-derick.jackson@fldoe.org 3. bobm/#Eactback.com	carlos.butts@fidoe.org derick.jackson@fidoe.org bobolo##@muticob.com		
	Gregory Dodge (Florida Department of Education) (2) John Dec (Florida Department of Education)	2-gregory.dodge1@fildoe.org 2-john.doe@fildoe.org	gregory.dodgel@Hidee.org john.doe@Hidee.org		
	Lee Bow (Florida Dep. Fl Education) Lyris Butts (Florida Dep. Education)	2-leemubow⊕yahoo.com 2-lyris1295⊕yahoo.com	leemubow@yahoo.com lyns1295@yahoo.com		
	Scott Tomaszewski (Florida Department ColdMon) Scott Tomaszewski (Florida Department Colduration) Scott tomaszewski (Florida Department Coldion)	2-scott.tomaszevski@ftdoe.org 2-stomasze@hotmail.com	scott.tomaszewski@fidoe.org stomesze@hotmail.com		

- 5. On the General tab, remove the Active/Inactive check-off; this will make the user inactive/disabled.
 - This will disable a user from the system, but if the user information is sent in a provisioning file without being their user type changed to FALSE, the account will be active/enabled again.
 - The user's name will remain in the display when complete should they need to be active/enabled in the future.
- 6. Click "OK"

tome	Users	Forefront Identity Manager Webp	sage Dialog			
iecurity Groups (SGs)	8 9 X	https://fimportel.test.fidoesso.org/	identitymanagement/aspx/common/popup.aspx	8	Search for	Search within:
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- The final screen will display a summary.
 If correct, select "Submit" otherwise you may select "Back" to make corrections.

	U3CI3	Forefront Identity Manager Webpage Dialog					
curity Groups (SGs)	2 Q X	https://fimportal.test.fidoesse.org/identitymanagement/aspi/common/popup.aspx		a	Search Item Search within	Search within:	
My SOL	New Jona Barry	John Doe (Florida Department	of Education)		+3 0		Advanced Search
cis	Display Name +	General Work Info Application Roles Pau	uword Reset			E-mail	
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7 SSO Reports

There are three reports available from the FLDOE SSO Portal for LEA Administrators; Location Administrators do not have access to this item.

- Identity & Authorization File Processing Report Report displays information about identity and authorization file processing. Such as information as how many records were processed and if any errors occurred.
- Certificate Report Report displays information on SSL and Code Signing Certificates.
- LEA Users Report Displays users in an LEA.

To access SSO Reports:

1. Log in to the FLDOE SSO, click on SSO Reports



2. Click on the report you wish to view.

Florida Department of DE HOME EDUCATORS EDUCATORS				
DOE Home	Single Sign-On			
Single Sign-On Home Available Resources Communications and Events Support	FLODE Sign-On Sign-On			
Authorization Information	SSO Reports			
	Identity & Authorization File Processing Report Report displays information about Identity and authorization file processing. Such as information as how many records were processed and if any errors occured. Image: Certificate Report Report Displays information on SSL and Code Signing Certificates Image: Certificate Report Report Displays information on SSL and Code Signing Certificates Image: Displays users in an LEA			

3. Enter the report parameters desired and select Run Report.

FLDOE Sign-On	Report Parameters:			
Reports	Begin Date: IIII End Date: IIII Select File Type: All			
	Run Report			