



LOGIN AND NAVIGATION FOR FEDERATED USERS

Welcome (slide 1)

Welcome to the Florida Department of Education Single Sign-On tutorial for federated user login and navigation.

These tutorials are designed to provide on-demand information on Florida Department of Education Single Sign-On topics.

Overview of Tutorial (slide 2)

In this tutorial, we will discuss:

- Access the FLDOE Single Sign-On portal
- Log in as a federated user
- Navigate the Single Sign-On portal

Log in from Any Computer (slide 3)

As a federated user, your organization will verify your identity so your login information will be the same as the credentials you use to log in to your local network. First, open a web browser window and enter www.fldoe.org/sso.

Logging in to SSO (slide 4)

This is the FLDOE SSO portal home page. On this page, you will find a short description of the Single Sign-On project, the various state resources that will be available through Single Sign-On, as well as links to Training and Support. Click **Login** on the upper right side of the screen.

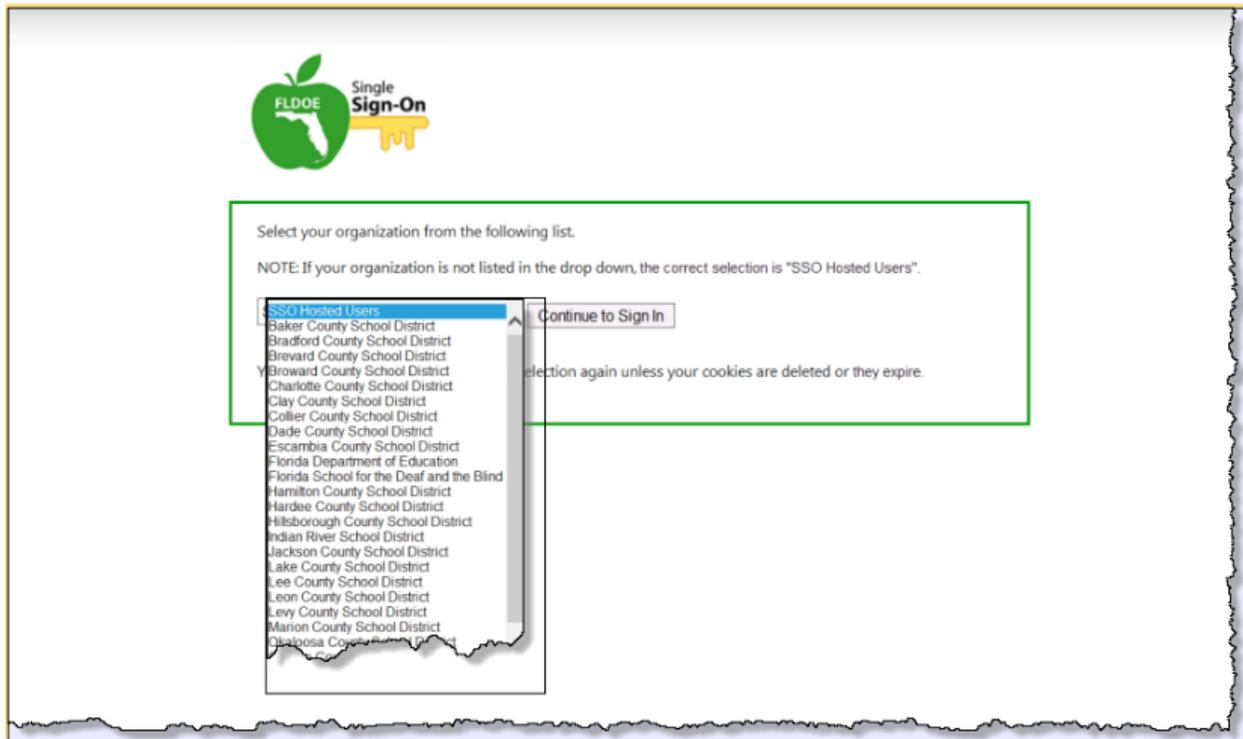


The screenshot shows the Florida Department of Education's Single Sign-On homepage. At the top left is the logo for the Florida Department of Education. To its right are navigation icons for DOE HOME, STUDENTS, EDUCATORS, COMMUNITY, FAMILIES, and ADMINISTRATORS/STAFF. The main content area is titled "Single Sign-On" and includes a welcome message, a "Log In" button, a "Create Account" button, and a link to the "FLDOE Acceptable Use Policy". Below this are two sections: "Curriculum & Assessments" with links to CPALMS, English Language Arts Formative Assessment System, Interim Assessment Item Bank & Test Platform, and PMRN/FAIR; and "Teacher and Leader Development" with links to eIPEP and Florida School Leaders.

Select Your Organization (slide 5)

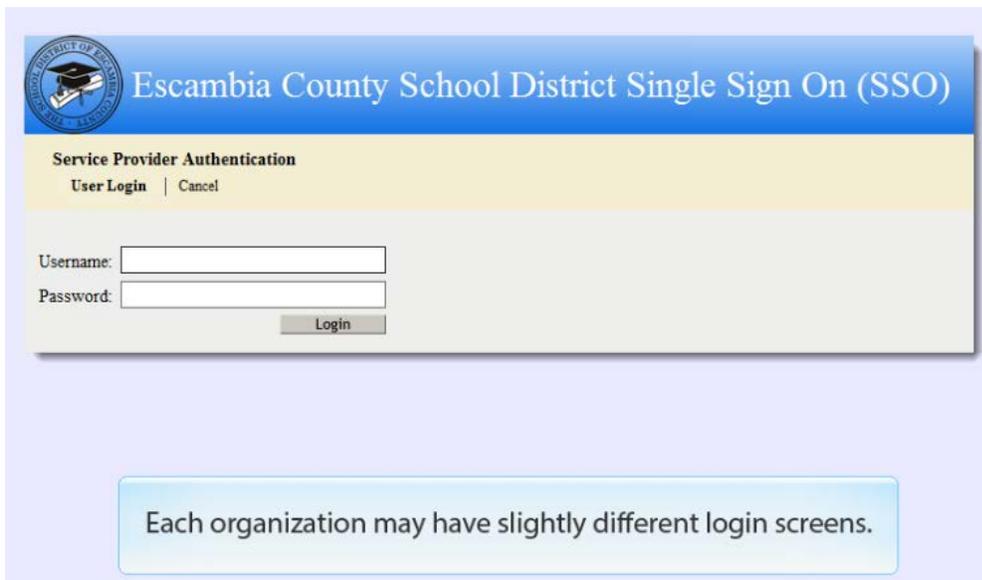
If this is your first time logging in, you must select your organization. All federated users will select their specific organization from the drop down list and click **Continue to Sign In**.

This selection is stored on your computer as a cookie. You will not be required to make this selection again unless your cookies are deleted or access the site with a different device.



Your Organization's Login Screen (slide 6)

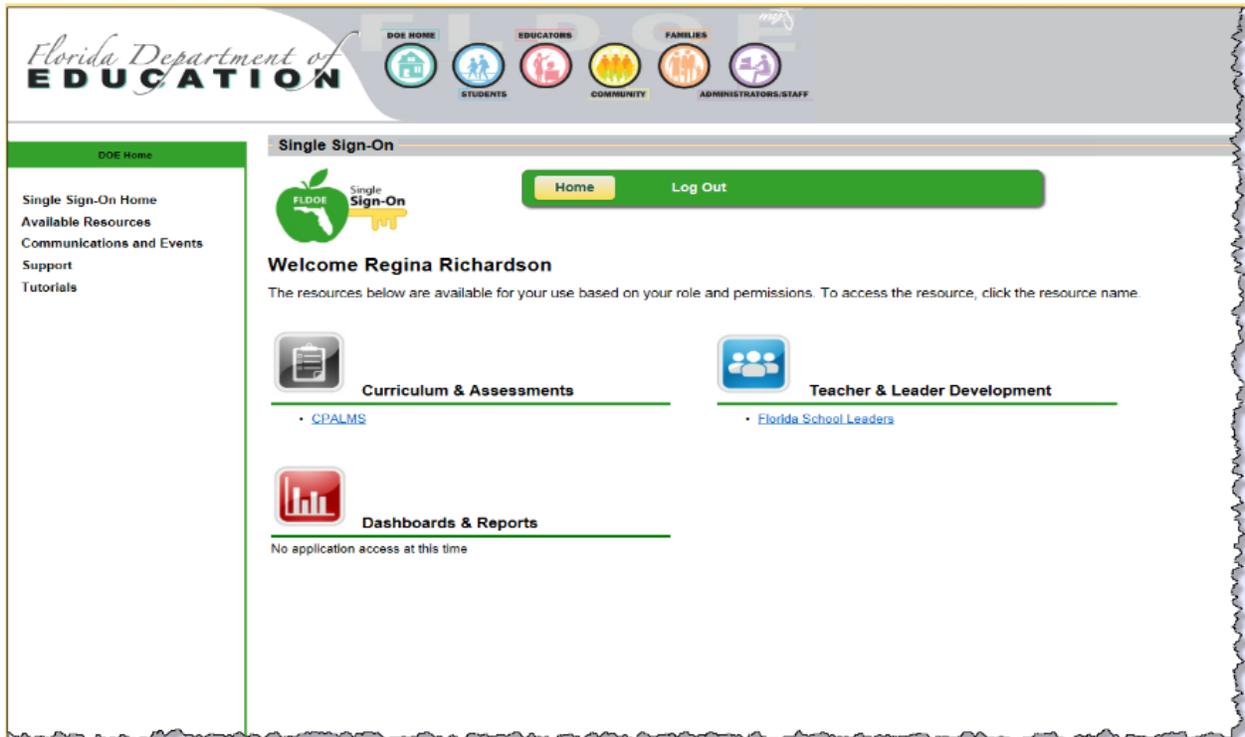
If asked, enter your username and password at the login prompt to sign in. This will be the same username and password that you use to log in to your local network.





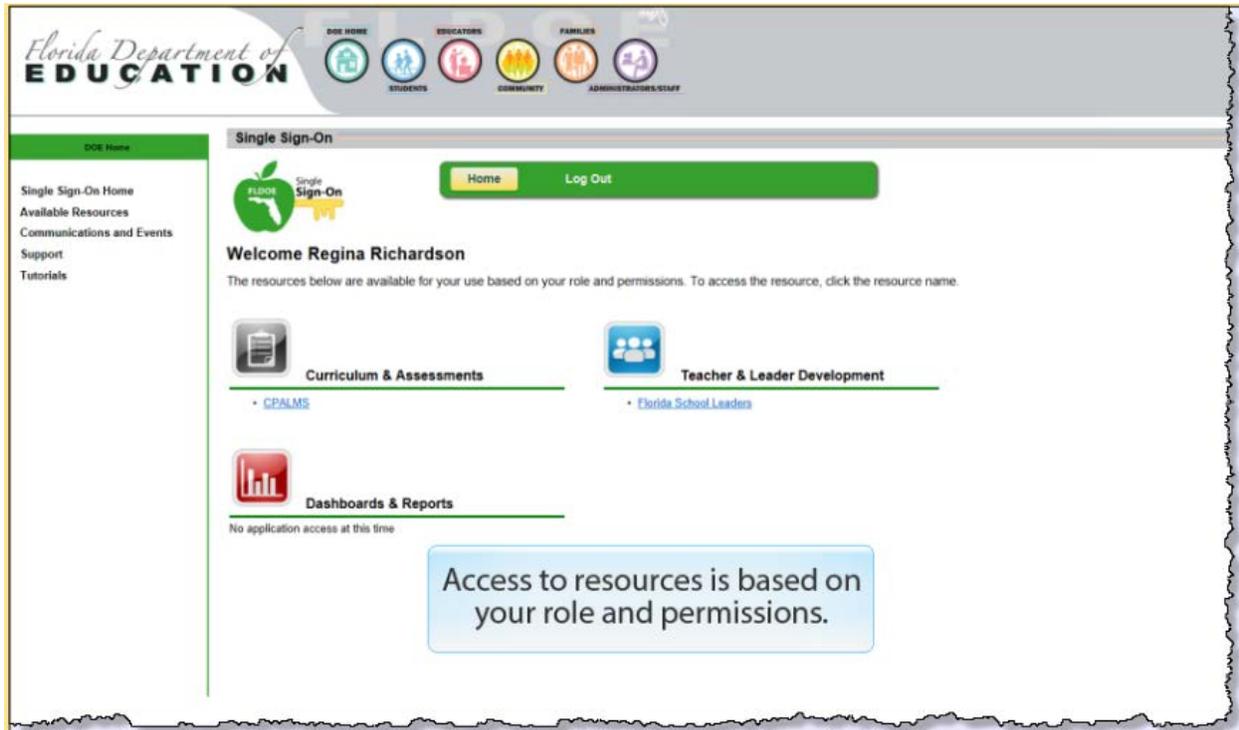
Personal Welcome Page (slide 7)

Once you have signed in, you will see your personalized welcome page. For the purposes of this tutorial, the screen will be divided into three sections: the body of the page, the toolbar, and the navigation pane.



The Body of the Page (slide 8)

In the body of the page, you will see links to resources available, based on your role and permissions. In this example, there are links to Florida School Leaders and CPALMS.



The Toolbar (slide 9)

The toolbar features two options for federated users.

The **Home** button returns you to your personalized welcome page.

The **Log Out** button ends your session and returns you to the SSO Portal home page. To prevent unauthorized account access, log out of SSO at the end of each session.



The Navigation Pane (slide 10)

In the navigation pane at the left, the **Available Resources** page describes the state resources scheduled for integration.

The **Communications and Events** page lists information regarding the FLDOE SSO initiative.

The **Support** page provides a method to find contact information for your local organization's helpdesk in addition to frequently asked questions.

The **Tutorials** page contains various how-to materials on SSO topics. You can also download a PDF version and an accessible version of the tutorials.



Summary (slide 11)

In this tutorial, we have discussed:

- Accessing the SSO portal
- Logging in as a federated user
- Navigating the SSO portal

For additional information on this and other SSO topics, please refer to the **Tutorials** page for the SSO portal.

Congratulations (slide 16)

You have completed the tutorial. Please close your browser window and exit the tutorial.