



Florida Department of Education Single Sign-On LEA Participation Form

Florida Department of Education

This form is required to establish LEA participation in the Florida Department of Education Single Sign-On (FLDOE SSO). Information on this form must be kept current at all times. If changes are required, re-submit the form and provide updated information.

This is a: New/Initial Form Update/Re-Submission of Form

Section 1: Local Education Agency (LEA) Identification

LEA Name: _____

Institution Category: Public Private
(Select one)

Institution Type: K-12 - Primary/Secondary College University
(Select one)

Authentication Type: FLDOE-Hosted WS-Federated*
(Select one)

*If WS-Federation is selected, an additional form will be sent to the LEA Technical Lead for completion.

Section 2: Administration Information

Accurate Administration Information is necessary to maintain the FLDOE SSO solution. Please be advised that any account with incorrect Administrator Information will be disabled. If changes are needed, this form must be re-submitted to provide updated information.

- a) The FLDOE SSO requires an LEA Functional Lead. This person serves as the primary point of contact for policy, process, or approval requirements related to participation in the FLDOE SSO. The same person may not serve as the LEA Functional Lead and the LEA Technical Lead.

LEA Functional Lead Contact Information	
Name	
Email Address	
Phone Number	

- b) The FLDOE SSO requires an LEA Technical Lead. This person is the key administrative account user and will serve as the site administrator for the LEA. This role has responsibilities relating to user provisioning and, if their LEA has established a trust with FLDOE, managing certificate information. The LEA Technical Lead responsibilities also include maintaining user identities and associated FLDOE application role authorization designated for each.

LEA Technical Lead Contact Information	
Name	
Email Address	
Phone Number	

c) Users experiencing problems will be directed to contact the LEA IT Helpdesk listed below.

IT Helpdesk Contact Information	
Web Address	
Email Address	
Phone Number	

Section 3: Transmission Method

Provisioning files (identity and authorization) must be uploaded securely using one of the available transmission methods available: SFTP, FTPS or HTTPS.

Optional additional encryption may be used if desired. FLDOE SSO will support the use of PGP encryption. Use requires the submission of public key uploaded to the LEA’s secure FTP account. Please indicate your LEAs intention on using the additional encryption option:

Our LEA will / will not use optional PGP encryption option.

Section 4: Authorization

Upon receipt and approval of this form, an administrative account will be established to permit the secure transmission of provisioning files and delegated role administration. This same account will also be used by LEAs that establish a WS-Federation with FLDOE to exchange public key information. Please allow 2-3 business days for the folder/user account to be established in the system. An FLDOE SSO Administrator will make contact with the LEA Leads identified on this form to relay login information. This account information should not be shared with others. If personnel changes, the account password must be reset and contact information updated.

Requested Access Start Date: _____

I, the “user”, accept responsibility for the use of this administrative account, all information accessed therewith, and the responsibility to keep retrieved information secure pursuant to applicable DOE policy and local, state, and federal laws. I further agree not to upload files that are not requested by the Florida Department of Education personnel. I understand if I abuse my access or compromise security, my access will be terminated without prior notification, and access will not be restored unless I submit a new access request form and DOE approves this request.

LEA Functional Lead Signature: _____ **Date:** _____

LEA Technical Lead Signature: _____ **Date:** _____

Submit an electronic copy of this completed form to: fldoe-ss@fldoe.org.