

Provider Portal Returning User – Setting Up Single Sign-On

Providers with existing provider portal accounts must work with their coalition to set-up user accounts and roles.

Provider Portal Returning User with Single Sign-On

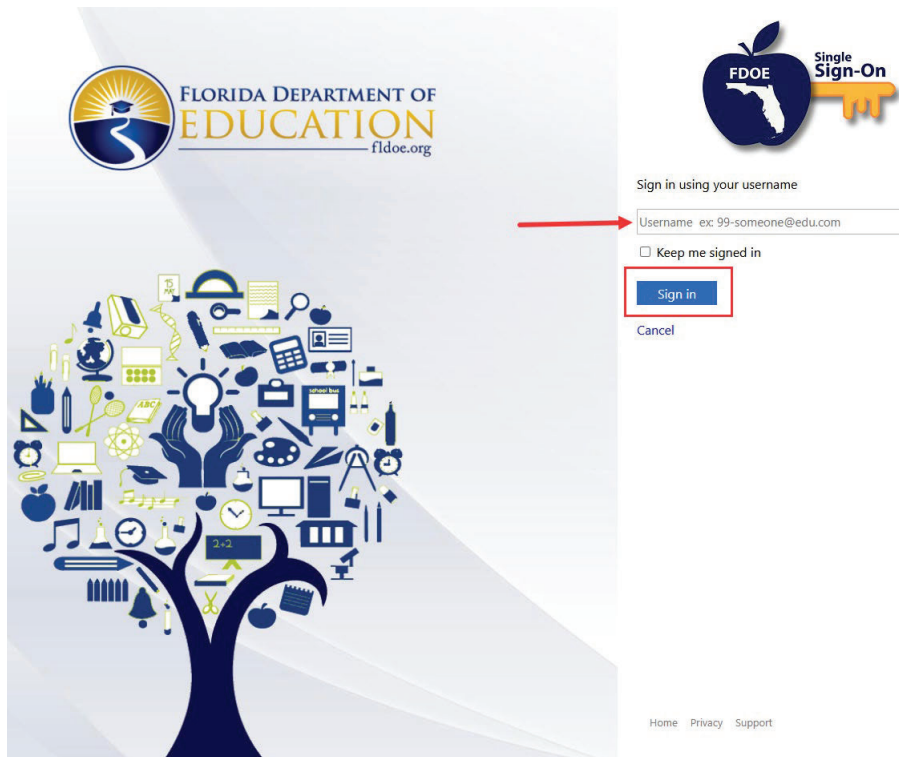
Log on Process

Navigate to the Provider Portal (<https://providerservices.floridaearlylearning.com>).

The FDOE Single Sign-On sign in page will display. Click **Hosted / Self-Registered login**.

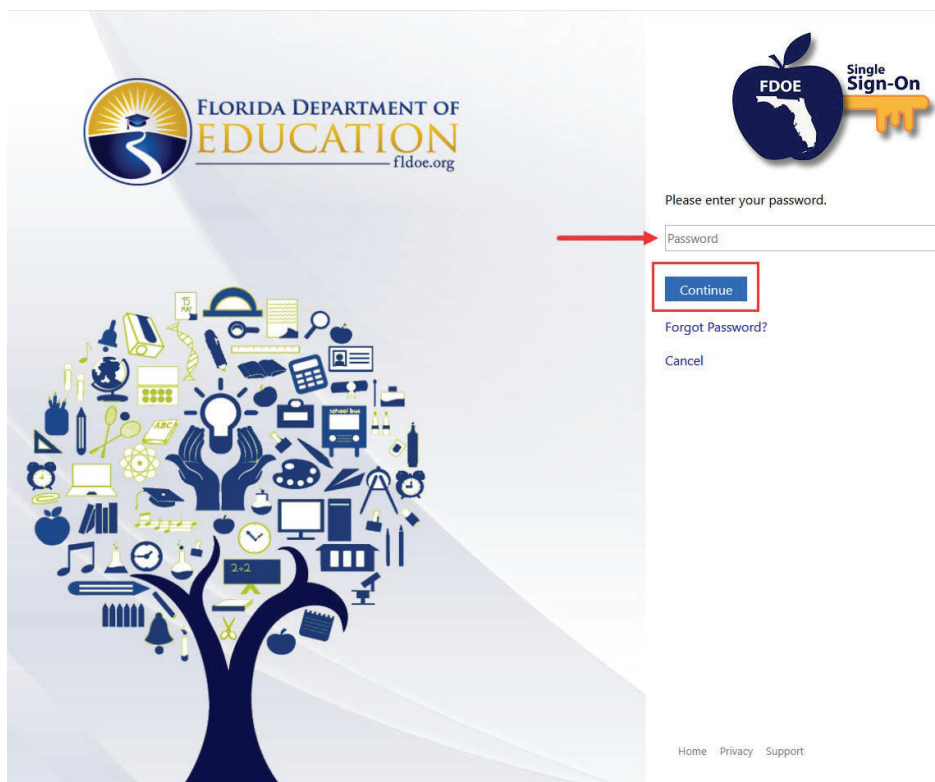


Enter your username, then click [Sign in](#).



The login page features the Florida Department of Education logo at the top left, which includes a sun rising over a path and the text "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". Below the logo is a large, stylized tree composed of various educational icons. On the right side, there is a "Single Sign-On" logo featuring a blue apple with the FDOE logo and a yellow key. The main heading is "Sign in using your username". Below this is a text input field labeled "Username" with the example "ex: 99-someone@edu.com". A red arrow points to this field. Below the input field is a checkbox labeled "Keep me signed in". Below the checkbox is a blue button labeled "Sign in", which is highlighted with a red rectangle. Below the button is a "Cancel" link. At the bottom right, there are links for "Home", "Privacy", and "Support".

Enter your password, then click [Continue](#).



This page is the second step of the login process. It features the same Florida Department of Education logo and educational tree graphic on the left. On the right, the "Single Sign-On" logo is present. The heading is "Please enter your password.". Below this is a text input field labeled "Password". A red arrow points to this field. Below the input field is a blue button labeled "Continue", which is highlighted with a red rectangle. Below the button is a "Forgot Password?" link. Below that is a "Cancel" link. At the bottom right, there are links for "Home", "Privacy", and "Support".

You will be prompted to send a one-time verification code at your established multi-factor authenticator. Click **Send Code**.



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Single Sign-On

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

Phone Number
XXX-XXX-

[Send Code](#) [Call Me](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

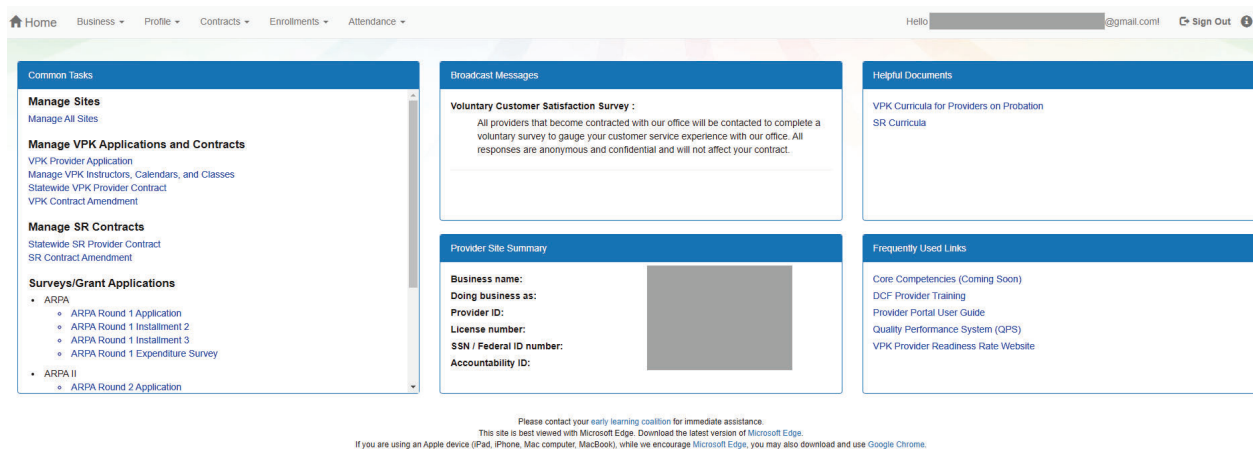
Note: Phone number was chosen as the multifactor authenticator for this account. Screens pertaining to multifactor authentication through email and/or authenticator application may differ.

A code will be sent to you. Enter the code you receive and click **Verify Code**



The image shows the Florida Department of Education (FDOE) Single Sign-On verification screen. At the top left is the FDOE logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below it is a large graphic of a tree composed of various educational icons. On the right side, there is a "Single Sign-On" logo featuring a blue apple with a white outline of Florida and a yellow key. Below this, a message states: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." This is followed by a "Phone Number" field showing "XXX-XXX-XXXX" and a red arrow pointing to an empty input box. Below the input box are the links "Send a new code", "Verify Code" (highlighted with a red box), and "Cancel". At the bottom right, there are links for "Home", "Privacy", and "Support".

The Provider Portal home page will display.



The image shows the Provider Portal home page. At the top is a navigation bar with links: Home, Business, Profile, Contracts, Enrollments, and Attendance. On the right, it says "Hello [email address] Sign Out". The main content area is divided into several sections: "Common Tasks" with links for "Manage Sites", "Manage VPK Applications and Contracts", "Manage SR Contracts", and "Surveys/Grant Applications"; "Broadcast Messages" with a "Voluntary Customer Satisfaction Survey" announcement; "Helpful Documents" with links for "VPK Curricula for Providers on Probation" and "SR Curricula"; "Provider Site Summary" with fields for "Business name:", "Doing business as:", "Provider ID:", "License number:", "SSN / Federal ID number:", and "Accountability ID:"; and "Frequently Used Links" with links for "Core Competencies (Coming Soon)", "DCF Provider Training", "Provider Portal User Guide", "Quality Performance System (QPS)", and "VPK Provider Readiness Rate Website". At the bottom, there is a small disclaimer: "Please contact your early learning coalition for immediate assistance. This site is best viewed with Microsoft Edge. Download the latest version of Microsoft Edge. If you are using an Apple device (iPad, iPhone, Mac computer, MacBook), while we encourage Microsoft Edge, you may also download and use Google Chrome."

Note: The menus and/or links on your home page will vary depending on your assigned role in the portal.

Password Recovery

Navigate to the Provider Portal. The FDOE Single Sign-On sign in page will display. Click **Hosted / Self-Registered login**.



Enter your SSO username. Click **Sign In**.



Click the **Forgot Password?** Link.



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FD OE Single Sign-On

Please enter your password.

[Continue](#)

[Forgot Password?](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

Verify the email address listed. Click **Send verification code**.



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FD OE Single Sign-On

Please verify your email address.

[Send verification code](#)

[Continue](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

An email will be sent to the email address listed. Enter the code you received and click **Verify code**.

FloridaSSO account email verification code



Wed 11/13/2024 1:48 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

----- Forwarded message -----

From: **Microsoft on behalf of FloridaSSO** <msonlineserviceteam@microsoftonline.com>

Date: Tue, Nov 12, 2024 at 2:02 PM

Subject: FloridaSSO account email verification code

To: <[redacted]>

Verify your email address

Thanks for verifying your [redacted] account!

Your code is: [redacted]

Sincerely,
FloridaSSO



Please verify your email address.

Verification code has been sent. Please copy it to the input box below.

613266

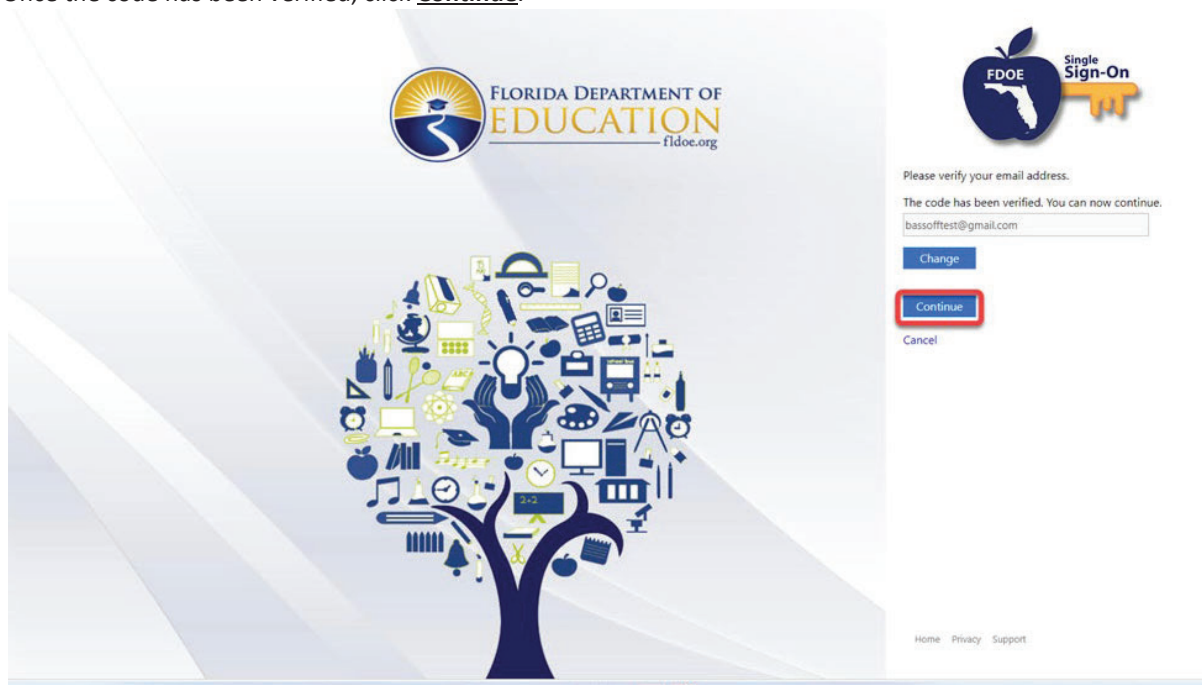
[Verify code](#) [Send new code](#)

[Continue](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

Once the code has been verified, click **Continue**.



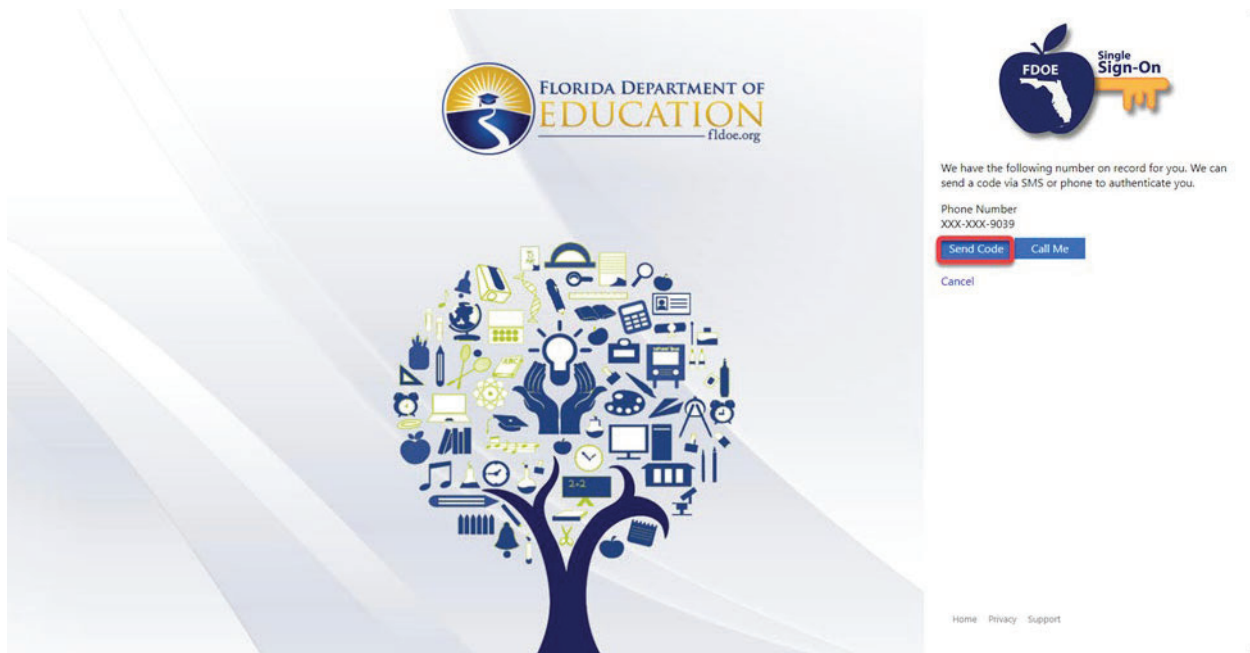
The screenshot shows the Florida Department of Education (FDOE) Single Sign-On interface. On the left is a large graphic of a tree composed of various educational icons. The top left features the FDOE logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". On the right, under the "Single Sign-On" header, it says "Please verify your email address." Below this, a message states "The code has been verified. You can now continue." followed by the email address "bassofftest@gmail.com" in a text box. There are three buttons: "Change", "Continue" (highlighted with a red box), and "Cancel". At the bottom right, there are links for "Home", "Privacy", and "Support".

Enter and reenter your new password. Click **Continue**.



This screenshot shows the password creation step of the FDOE Single Sign-On process. The layout is similar to the previous screen, with the educational tree graphic and FDOE logo on the left. On the right, under the "Single Sign-On" header, it says "Please enter your new password." Below this are two text input fields: "New Password" and "Reenter Password", each with a red arrow pointing to it. There are three buttons: "Continue" (highlighted with a red box), "Cancel", and a "Change" button. The "Home", "Privacy", and "Support" links are at the bottom right.

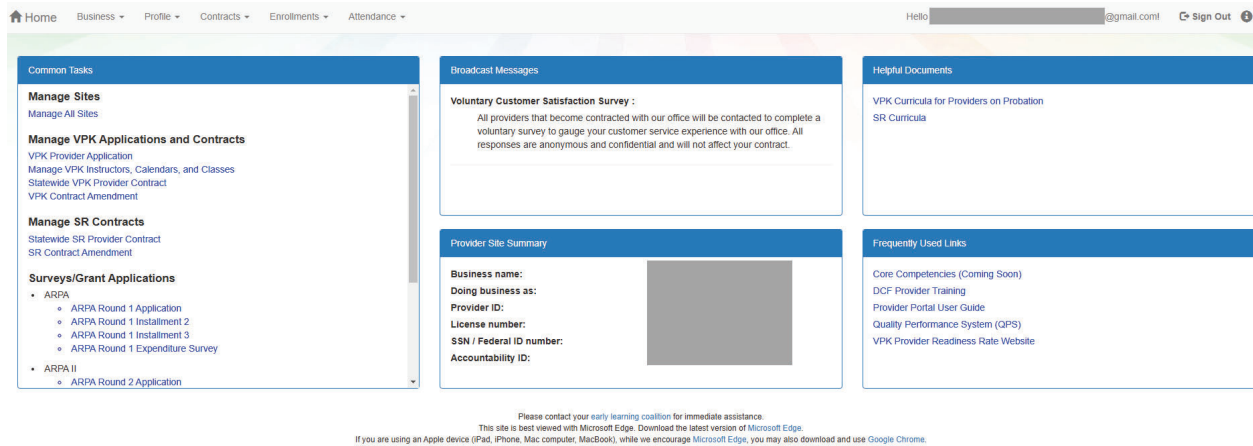
You will be prompted to send a code for multi-factor authentication. Click **Send Code**.



Enter the code sent to you. Click **Verify code**.



The provider home page will display



Note: The menus and/or links on your home page will vary depending on your assigned role in the portal.

Forgot Sign-In Name Process

Navigate to the Provider Portal. The FDOE Single Sign-On sign in page will display. Click **Hosted / Self-Registered login**.



Click **Forgot Sign In Name**.



Enter your SSO email address. Click [Continue](#).



The following message will display. If a sign in name associated with the email address provided is found, an email will be sent.

Florida DOE: Registered SSO Usernames

📧 Reply Reply All ➔ Forward 📧 ...

Thu 11/14/2024 2:28 PM

From: <DONOTREPLY@fldoe.org>
Date: Thu, Nov 14, 2024 at 2:26 PM
Subject: Florida DOE: Registered SSO Usernames
To: <[REDACTED]>

Per your request, we have provided the username(s) registered with our service.

Registered username(s):

• [REDACTED]

If you didn't request this information, please change your password, and report it to your administrator.

Thank you for choosing our services.

Provider Dashboard

After logging on to the Provider Portal, the following page will display:

The screenshot shows the Provider Dashboard interface. At the top, there is a navigation bar with links: Home, Business, Profile, Contracts, Enrollments, Attendance, Documents, Profile (2023 - 2024), Hello, Log Off, and a settings icon. The main content area is divided into several sections:

- Common Tasks:** Includes links for Manage Sites, Manage Users, Manage VPK Applications and Contracts, Manage SR Contracts, and Surveys/Grant Applications.
- Broadcast Messages:** Contains a message about the Voluntary Customer Satisfaction Survey.
- Helpful Documents:** Lists documents such as VPK Curricula for Providers on Probation and SR Curricula.
- Provider Site Summary:** Displays fields for Business name, Doing business as, Provider ID, License number, SSN / Federal ID number, and Accountability ID.
- Frequently Used Links:** Includes links for Core Competencies (Coming Soon), DCF Provider Training, Provider Portal User Guide, Quality Performance System (QPS), and VPK Provider Readiness Rate Website.

The **Accountability ID** is in the Provider Site Summary. This number is associated with the Provider ID and is displayed for informational purposes.