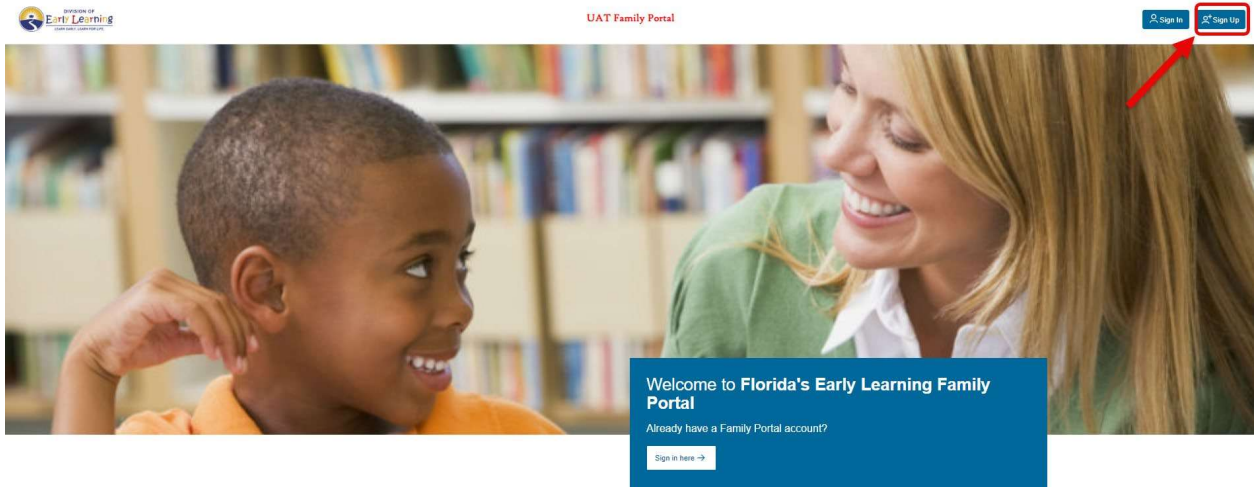


FAMILY PROCESSES

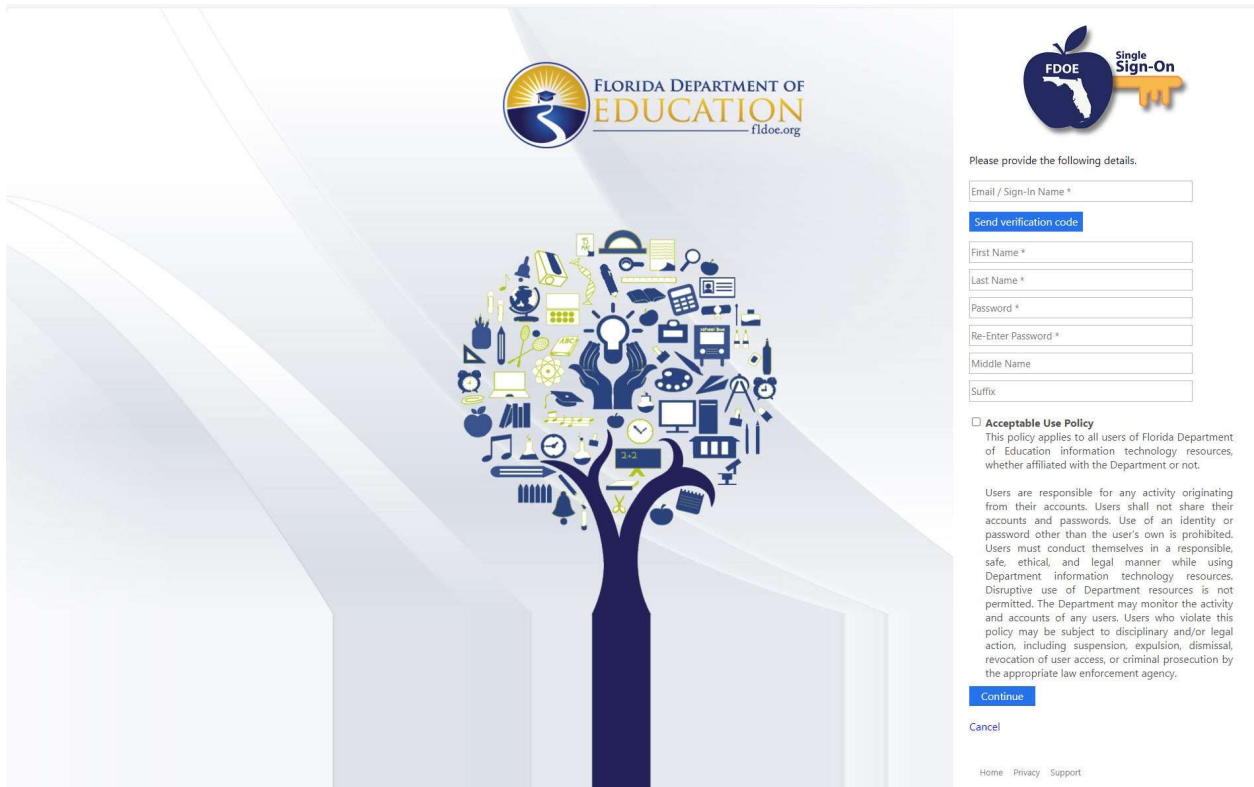
With the latest update, the Family Portal is now Mobile-friendly.

Creating a Family Portal Account and Setting up Single Sign-On

First-time users must register for an account with Single Sign-on to access the Family Portal.



Click the **Sign up** button to start the new account registration process and the following page will display:



Enter your valid email address and click the **Send Verification Code** button.



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Please provide the following details.

The following email with your one-time verification code will be sent to the email address entered in the previous step:

FloridaSSO account email verification code

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

Wed 11/13/2024 1:48 PM

Enter the verification code in the text box that says "VerificationCode." Click **Verify code**.



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Please provide the following details.

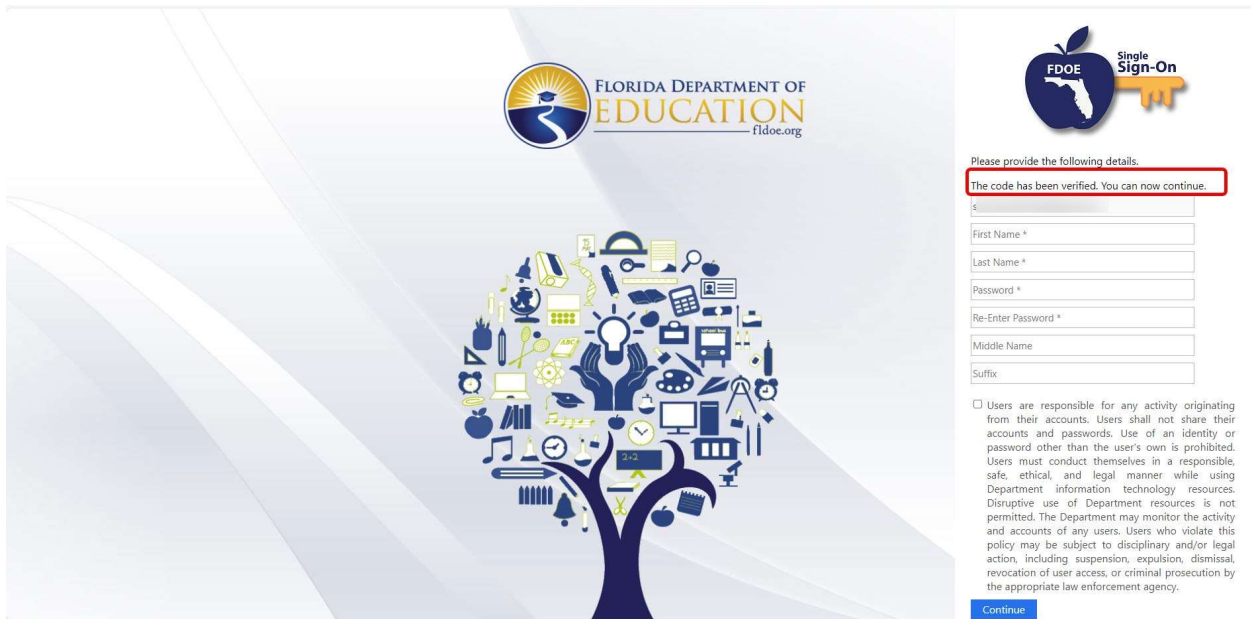
Verification code has been sent. Please copy it to the input box below.

If you do not receive your one-time code, click **Send new code**, and a new one-time verification code will be sent to your email.



Note: Though emails are expected within 1-2 minutes, in rare instances, please note that it may take up to 3-5 minutes to arrive. If you receive multiple codes in one verification attempt, the newest email will contain the valid code.

Once you have verified your code, "The code has been verified. You can now continue" will display.



Complete the relevant remaining fields.

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FDOE Single Sign-On

Please provide the following details.

The code has been verified. You can now continue.

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

Continue

Fields containing an asterisk (*) indicate that a field is required. The following fields are required:

- First Name
- Last Name
- Password
- Re-enter password

Fields not containing an asterisk (*) are not required, and may not be applicable. The following fields are not required:

- Middle Name
- Suffix

Passwords must be at least 8 characters in length and contain at least one of each character type:

- Uppercase letter
- Lowercase letter
- Number
- Special Character

If your password does not contain one of each of the listed character types, the following error will display above the password field:

Last Name *

The password must contain all of the following:

- a lowercase letter
- an uppercase letter
- a number
- a special character

•••

Once all the required fields have been completed, review the acceptable use policy. Check the box to indicate you have read and understood the information provided to you.

Test

Test

••••••••

••••••••

Middle Name

Suffix

Acceptable Use Policy
This policy applies to all users of Florida Department of Education information technology resources, whether affiliated with the Department or not.

Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

[Continue](#)

[Cancel](#)

Click **Continue**.

Test
Test
.....
.....
Middle Name
Suffix

Acceptable Use Policy
This policy applies to all users of Florida Department of Education information technology resources, whether affiliated with the Department or not.

Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

Continue

Cancel

The following page will display:

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Single Sign-On

Please select a multi-factor authentication method.

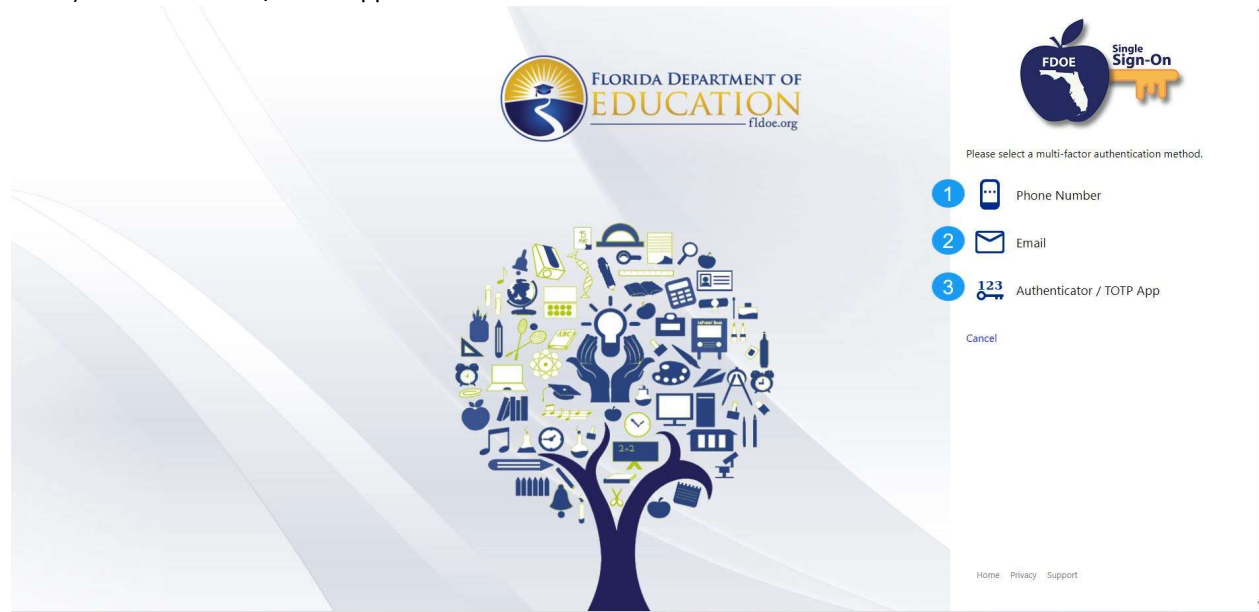
- Phone Number
- Email
- Authenticator / TOTP App

Cancel

Home Privacy Support

This page indicates the three options available to you for your multi-factor authentication.

- 1) Phone Number
- 2) Email
- 3) Authenticator / TOPP App



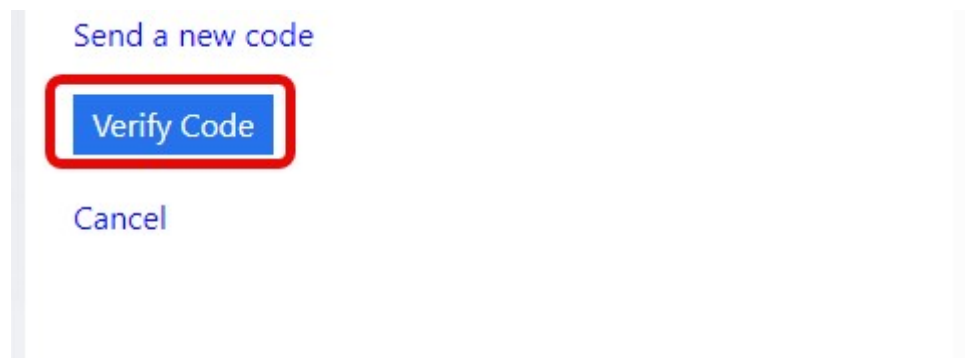
Select your desired mode of multi-factor authentication for your Family Portal account.

Note: The selection you make will hold for all future sign in attempts. For instance, if you selected email for your multi-factor authentication, any time you attempt to log in to your Family Portal account, you will receive your one-time verification code as an email. [For information on and for changing your multifactor authentication settings, please see your LEA Administrator.](#)

Once you select your preferred mode of contact for the Multi-factor authentication and entered the respective required information, click **Send Verification Code.**



A one-time verification code will be sent to you. Enter the Code and click **Verify Code.**



The following page will display with your SSO login. An email will be sent with the same information.

Note: Your SSO login will be in the format of 0-[your email address], as displayed in the images below.



FLDOE SSO LoginID for Family Test (Self-Registered)

☺ Reply Reply All Forward 📧 ⋮

Wed 11/13/2024 1:08 PM

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

From: <DONOTREPLY@fldoe.org>
Date: Tue, Nov 12, 2024 at 3:33 PM
Subject: FLDOE SSO LoginID for Family Test (Self-Registered)
To: <[redacted]>

Welcome!

You are receiving this email because a Florida Department of Education Single Sign-On (FLDOE SSO) account was created on your behalf. With one username and password, you will be able to access multiple FLDOE SSO resources from the Department's portal at (<https://flssoportal.fldoe.org/>) as authorized by your sponsoring organization.

Your username is: 0-[redacted]:@gmail.com

Your password was set during your account registration.

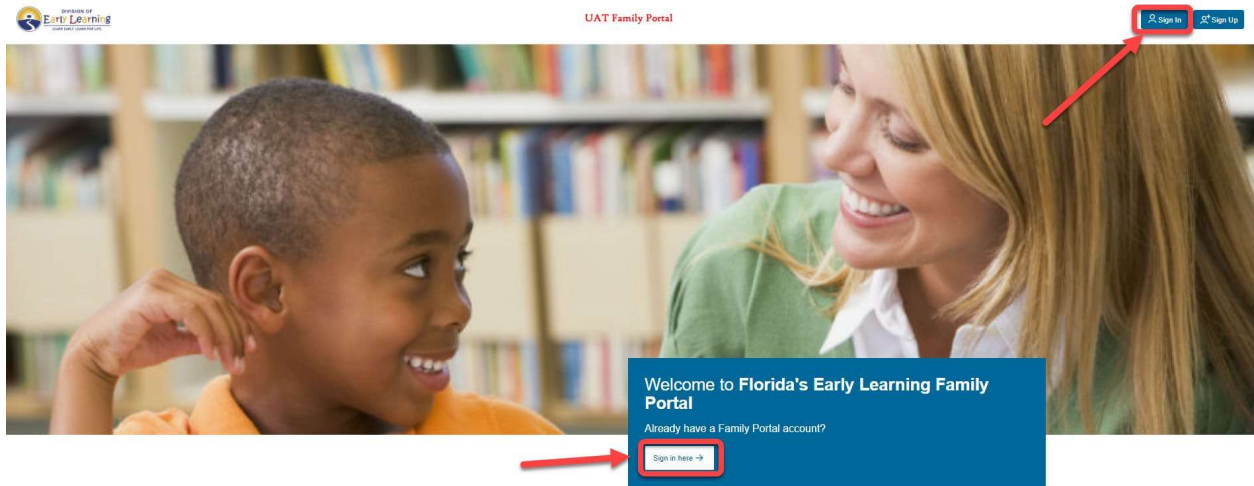
Please keep this email for your records; this information will not be sent again.

Thank you.

DO NOT REPLY TO THIS EMAIL.

This is an unmonitored address and replies to this email cannot be responded to or read. For assistance, please visit the FLDOE SSO Support page. Be cautious of email scams, the Department will never send you links within an email requesting personal information.

Navigate back to the Family Portal landing page. Click one of the **Sign In** buttons.



The following page will display:



Click **Hosted / Self-Registered login.**



Enter the SSO Login provided to you. Click **Sign In.**

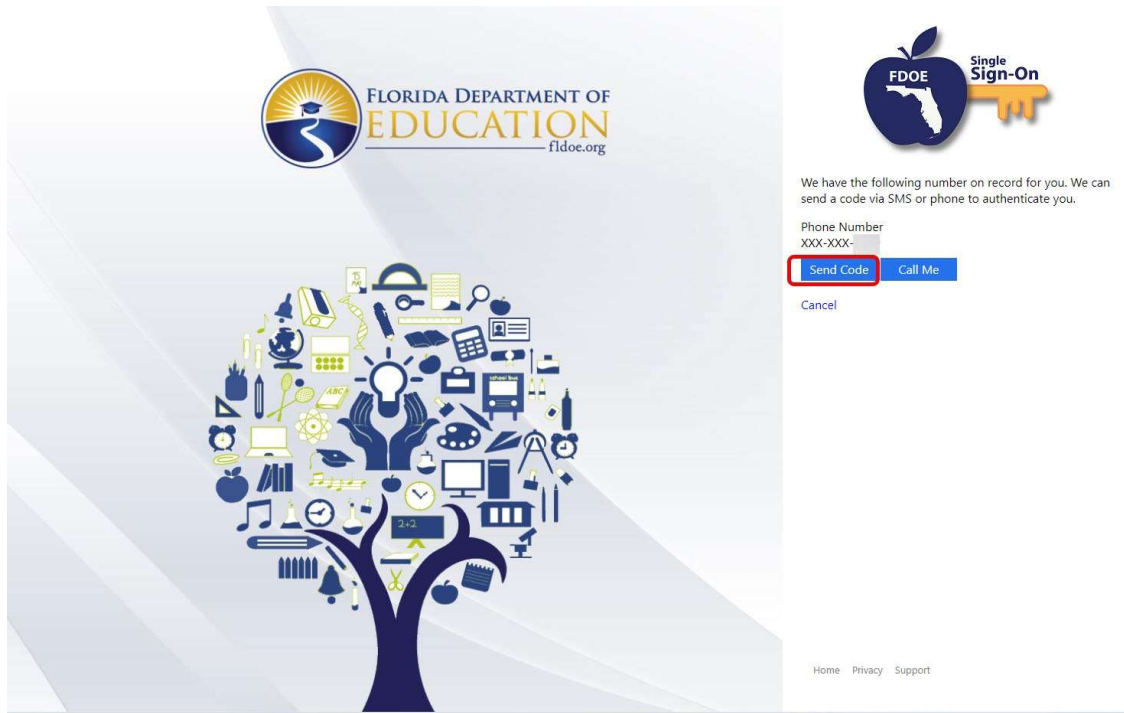


If you forgot your SSO login/username, click **Forgot Sign In Name.** An email will be sent to the email address provided during account creation.

Enter your password and click **Continue**.



You will now be prompted to send an authentication code to your selected mode of authentication. Click **Send Code**.



Note: The image above depicts the screen displayed for authentication through Phone Number. Authentication prompting screens for email and/or Authenticator/ TOTP app may vary.

Enter the code sent to you. Click [Verify Code](#).



The home page of the Family Portal will display.