## **Accessing the PMRN [SSO Users]**

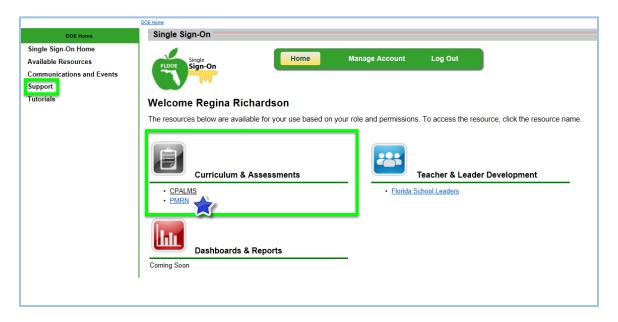
### **PMRN** Website

The PMRN site can be accessed through a link on the Single Sign-On portal's home page by public, charter and select private schools or by navigating to <a href="www.flode.org/sso">www.flode.org/sso</a> and clicking the **PMRN** link in the Curriculum and Assessments section. You may also login from the PMRN website at <a href="www.pmrn.fldoe.org">www.pmrn.fldoe.org</a>, by clicking Log In under the Single Sign-On logo.

## Florida's Single Sign-On

The Progress Monitoring & Reporting Network (PMRN/FAIR) is now available to educators, district leadership, and other educational stakeholders through Florida's Single Sign-On (SSO). The SSO was established through a Race to the Top award by the U.S. Department of Education to provide access to Department (FDOE) applications and resources with a single username and password. Access is available to public and private educational agencies in the State of Florida.

All users can access the PMRN through a link on their SSO Homepage in the Curriculum & Assessments section:



The SL1 (Principal) level of access is managed locally by your district SSO Administrator. If you do not have correct access, contact your district SSO helpdesk using the information provided via the support link on the SSO home page.

Once in the PMRN application, the SL1 User will register the school and designate the SL2 User. If you are an SL2 User and do not have access, contact your principal. For additional information please see <a href="Principal's Entries">Principal's Entries</a>.

SL1 or SL2 Users will manage the access level of all other PMRN users through the PMRN application.

If a staff member does not have SSO access, contact the district SSO helpdesk using the information provided via the support link on the SSO home page. If a staff member has a link to PMRN on their SSO Homepage, but incorrect access to PMRN, they should contact the SL1 or SL2 User.

# Signing In

There are two methods of PMRN access for SSO Users. The first route is through the link on your SSO Homepage; the second is from the PMRN website.

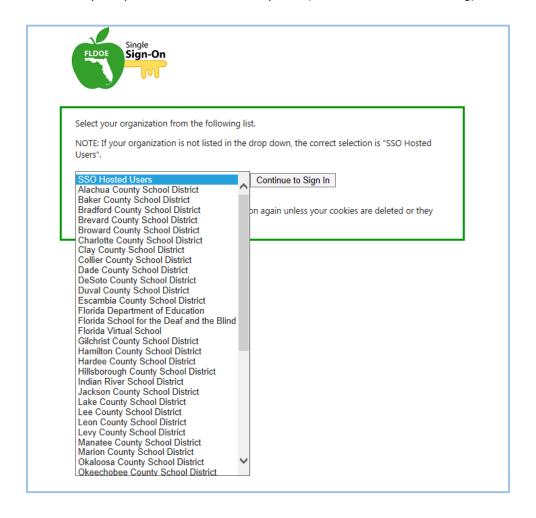
From the PMRN home page click Log In underneath the Single Sign-On (SSO) logo.



This may redirect you to the SSO's Select Your Organization page, if your browser does not currently have your SSO login credentials stored as a cookie.

Select your district from the dropdown menu, if it is listed. Your username and password will be the same as those used to login to your district's network.

If your *district is not specifically listed*, you are an SSO Hosted User and will leave that option selected. Your username will be a combination of your district's SSO ID number and your email address. Your password is temporary and should be changed after registering your Security Questions on initial login. Detailed directions are given with temporary password that was emailed to you by the SSO's automated system (svc-FIM-service@fldeo.org).



For further assistance with SSO login, please visit the Tutorials page of the SSO website at www.fldoe.org/sso.

Florida Educators have SSO access through their district and should not use self-registered SSO accounts. These accounts have usernames comprised of a 0- and the email address entered by the registrant. Self-registered accounts will NOT have PMRN access.

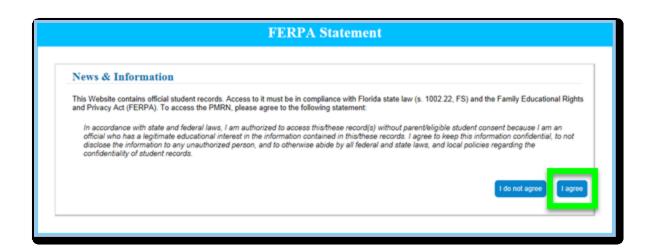
Successful login will take you to the PMRN welcome page. Click on the PMRN Administrative Panel link.



### **FERPA Statement**

The PMRN contains official student records. To proceed, you must agree to adhere to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Florida laws regarding access to and disclosure of these records. Click I Agree to continue.

At the bottom of the PMRN pages are links to information about privacy and security issues. You are urged to read this information.



### **Passwords**

### Forgotten Password

If your district selected the Federated option for Single Sign-On, your username and password will be the exact same username and password that you use to login to your district network. If you need assistance with your network credentials, contact your district's MIS department.

If you are an SSO Hosted User, use the **Forgot Password?** link on the Sign In page:



Complete the security question process to change your SSO password.

For further assistance, visit the SSO Tutorials or the SSO Support pages. You may also contact the FLDOE Integrated Education Network Service Center for additional information at <a href="mailto:IENHELP@fldoe.org">IENHELP@fldoe.org</a> or 855.814.2876.