



Single Sign On

For: District IT Staff – SSO Admins

Re: Providing Access to PMRN through SSO

PMRN Access through SSO

- Users must have a state ID populated in their SSO account (provided in the identity file or added online in the SSO Admin Portal).
- Users must have authorizations in their SSO account (provided in the authorization file or added online in the SSO Admin Portal).
- File layout documentation is available to SSO Admins on the secure FTP Site in the SSO-INFO folder and on the “Authorization Information” page of the SSO Admin Portal.

PMRN Roles

- There are three roles available for authorization:

Role Name	Role ID	Description
User	1	User has access to application.
Principal	2	Principal role performs school and user management.
Teacher	3	Teacher role is a user of the application (may be teaching and non-teaching staff at district or school).

Application ID = 8

Special Instructions

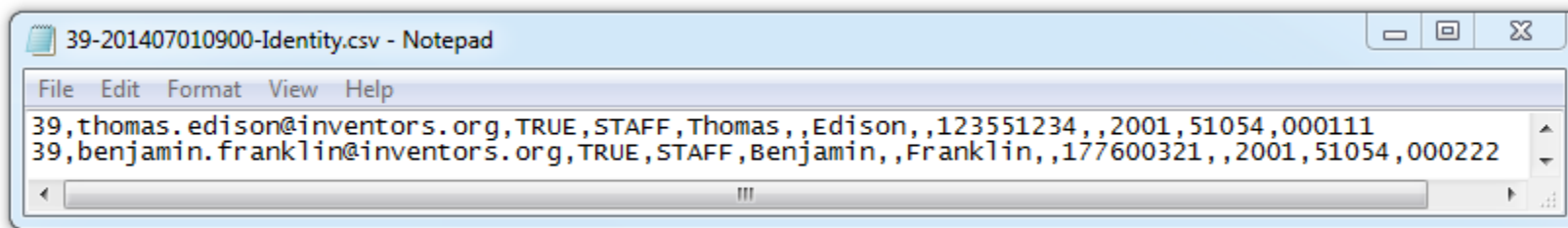
- All users of PMRN require the User role AND one additional role: Principal or Teacher.
- The Teacher role is for everyone other than the Principal, including district-level staff and non-teaching staff.
- There can be only one Principal role per location.
- The Principal role is responsible for registering the school location and assigning specific roles to users within the PMRN application.

Identity File

Field Position	1	2	3	4	5	6	7	8	9	10	11	12	13
Field Name	SSO ID	EMAIL ADDRESS	VALID USER	USER TYPE	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	STATE ID NUMBER	BIRTH DATE	SITE ID	JOB CODE	LOCAL ID NUMBER
Required	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes*	No	Yes	No	Yes
Sample Data	39	thomas.edison@inventors.org	TRUE	STAFF	Thomas		Edison		123551234		2001	51054	000111

Example:

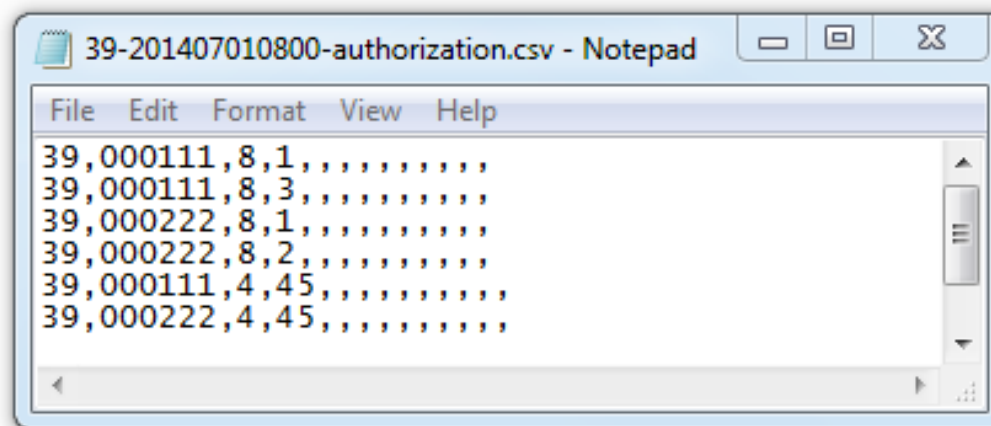
39,thomas.edison@inventors.org,TRUE,STAFF,Thomas,,Edison,,123551234,,2001,51054,000111



Authorization File

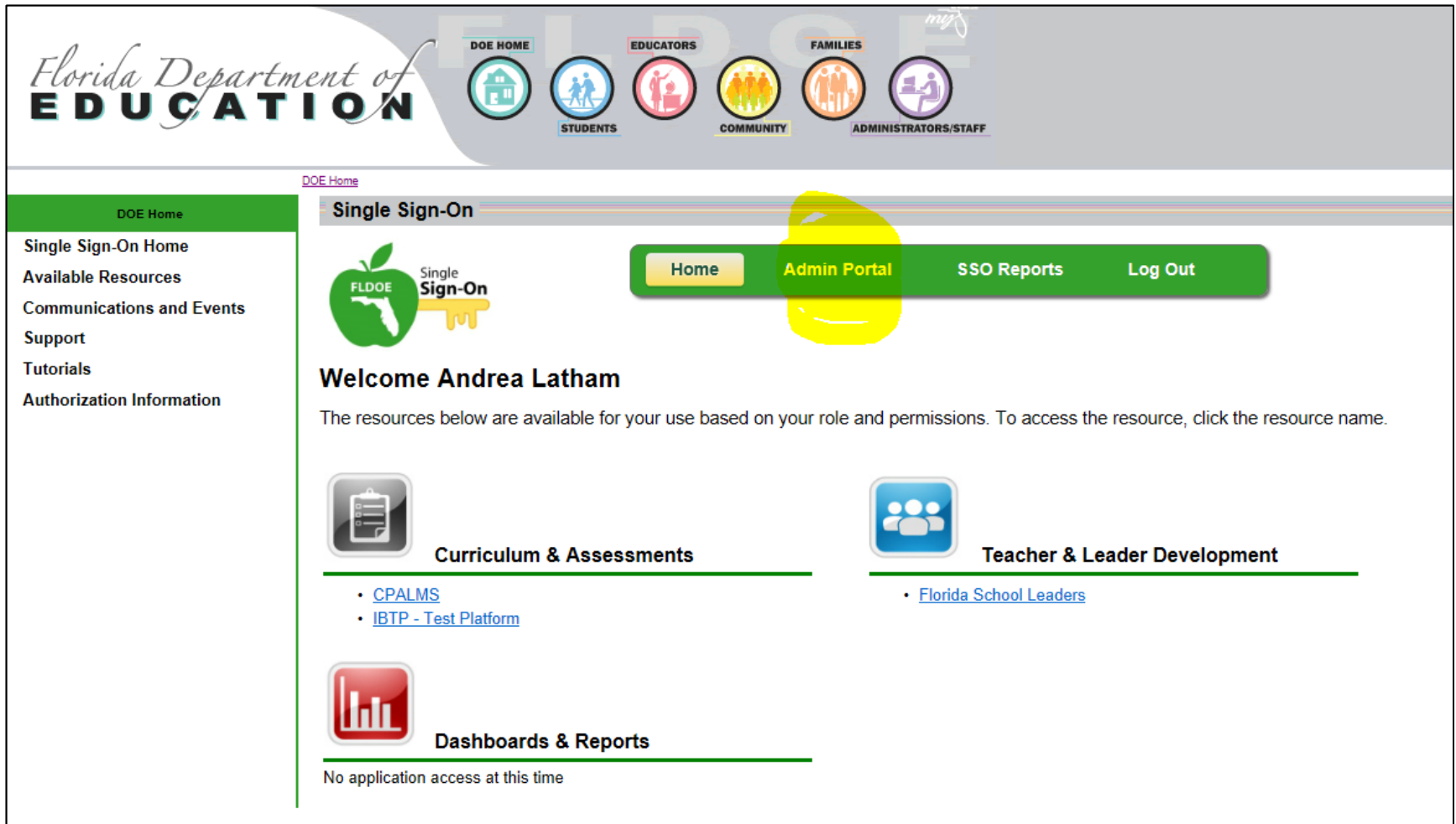
Field Position	1	2	3	4	5-14
Field Name	SSO ID	LOCAL ID	APPLICATION ID	ROLE	ATTRIBUTE
Sample Data	39	000111	8	1	None, Leave Blank
Sample Data	39	000111	8	2	None, Leave Blank
Sample Data	39	000111	8	3	None, Leave Blank

Example: 39,000111,8,1,,,,,,,,,
 39,000111,8,3,,,,,,,,,



10 commas
at end

Authorization through SSO Admin Portal



The screenshot shows the Florida Department of Education's Single Sign-On (SSO) Admin Portal. At the top, there is a navigation bar with icons for DOE HOME, STUDENTS, EDUCATORS, COMMUNITY, FAMILIES, and ADMINISTRATORS/STAFF. Below this, a green sidebar on the left contains links: Single Sign-On Home, Available Resources, Communications and Events, Support, Tutorials, and Authorization Information. The main content area is titled "Single Sign-On" and features a "FLDOE Single Sign-On" logo. A green navigation bar contains buttons for Home, Admin Portal (highlighted with a yellow circle), SSO Reports, and Log Out. Below this, a welcome message reads "Welcome Andrea Latham" followed by the text: "The resources below are available for your use based on your role and permissions. To access the resource, click the resource name." Three resource categories are displayed: Curriculum & Assessments (with links to CPALMS and IBTP - Test Platform), Teacher & Leader Development (with a link to Florida School Leaders), and Dashboards & Reports (with the message "No application access at this time").

Florida Department of
EDUCATION

DOE HOME STUDENTS EDUCATORS COMMUNITY FAMILIES ADMINISTRATORS/STAFF

DOE Home


Single Sign-On

FLDOE Single Sign-On


Home Admin Portal SSO Reports Log Out

Welcome Andrea Latham


The resources below are available for your use based on your role and permissions. To access the resource, click the resource name.

 **Curriculum & Assessments**

- [CPALMS](#)
- [IBTP - Test Platform](#)

 **Teacher & Leader Development**

- [Florida School Leaders](#)

 **Dashboards & Reports**

No application access at this time

[Dashboard](#)[Users](#)[Authorization](#)[My Profile](#)[Log Out](#)

Staff Accounts

Authorizing
a single user[Add User](#)

Search By Name:

[Advanced Search](#)

ID	NAME	USER NAME	LEA NAME	DELETE
25995	SSO Administrator	2892-fldoe-ss0@fldoe.org	Sample	✕
24774	Mary Anderson	2892-mary.anderson@inventors.org	Sample	✕
24775	Virginia Apgar	2892-virginia.apgar@inventors.org	Sample	✕
24798	Archimedes Archimedes	2892-archimedes@inventors.org	Sample	✕
24776	John Backus	2892-john.backus@inventors.org	Sample	✕
24772	John Baird	2892-john.baird@inventors.org	Sample	✕
24777	Patricia Bath	2892-patricia.bath@inventors.org	Sample	✕
24768	Alexander Graham Bell	2892-alexander.bell@inventors.org	Sample	✕
24778	Sarah Boone	2892-sarah.boone@inventors.org	Sample	✕
24779	Robert Bunson	2892-robert.bunson@inventors.org	Sample	✕
24780	Willis Carrier	2892-willis.carrier@inventors.org	Sample	✕
24769	George Carver	2892-george.carver@inventors.org	Sample	✕
24781	Anders Celsius	2892-anders.celsius@inventors.org	Sample	✕
24782	Josephine Cochran	2892-josephine.cochran@inventors.org	Sample	✕

[Dashboard](#)[Users](#) ▾[Authorization](#)[My Profile](#)[Log Out](#)[Staff List](#) / [Staff Record](#)

2

[General Info](#)[Application Roles](#)[Password Reset](#)

User General Information

First Name *

Alexander Graham

Middle Name

Last Name *

Bell

Suffix

Display Name

Alexander Graham Bell(Sample)

Login Name

2892-alexander.bell@inventors.org

Active/Inactive



Checked means enabled user

LEA Administrator

False

Location Administrator

False

True means the user has an application role assigned to manage other users.

Local ID *

102

State ID

XXXXX5599

1

Organization

Sample

Location *

Think Tank

[Select Location](#)

Account Type

Staff



Job Code

51054

Email Address *

alexander.bell@inventors.org

Date of Birth

03/03/1847



Created Date

2/19/2014 12:38:17 PM

Auth Method

Hosted

[Save Record](#)


Application Roles

User: Alexander Graham Bell


The table below lists the user's current roles.

[+ Add Roles To User](#)

Filter By Application

Current user roles.

APPLICATION NAME	ROLE NAME	DATE CREATED	DELETE
Florida School Leaders	FSL User	2/24/2014 9:38:51 AM	



General Info

Application Roles

Password Reset

Application Roles

User: Alexander Graham Bell

Select the application via the drop down, check off the desired role name, and click "Add Role."

Filter By Application

PMRN



	ROLE NAME	ROLE DESCRIPTION
<input checked="" type="checkbox"/>	user	User has access to application.
<input type="checkbox"/>	principal	Principal role performs school and user management.
<input checked="" type="checkbox"/>	teacher	Teacher role is a user of the application (may be teaching and non-teaching staff at district or sch

Add Role

Cancel



Authorization Menu

Staff only

Authorization Menu options may be used to provide application roles for multiple users at once.

Authorizing
many users

Select from the options below:

Bulk Add: Authorize all users for an application role.



Authorize Multiple Users: Authorize multiple users for an application role by location.



Bulk Remove: Delete application role from all users.



Remove Multiple Users: Delete application roles from multiple users by location.





Multiple User Authorization



This screen allows for administrators to add an application role to multiple users by location.

Filter By Location



Select Application



Select Role



All users at location have "user" role

SELECT USER	NAME	USER NAME	JOB CODE
<input checked="" type="checkbox"/>	SSO Administrator	2892-fldoe-ss0@fldoe.org	51054
<input checked="" type="checkbox"/>	Virginia Apgar	2892-virginia.apgar@inventors.org	73002
<input checked="" type="checkbox"/>	Archimedes Archimedes	2892-archimedes@inventors.org	51054



Multiple User Authorization



This screen allows for administrators to add an application role to multiple users by location.

Filter By Location



Select Application



Select Role



One user at location has “principal” role

SELECT USER	NAME	USER NAME	JOB CODE
<input type="checkbox"/>	SSO Administrator	2892-fldoe-sso@fldoe.org	51054
<input checked="" type="checkbox"/>	Virginia Apgar	2892-virginia.apgar@inventors.org	73002
<input type="checkbox"/>	Archimedes Archimedes	2892-archimedes@inventors.org	51054



Multiple User Authorization



This screen allows for administrators to add an application role to multiple users by location.

Filter By Location



Select Application



Select Role



All other
users at
location have
“teacher”
role

SELECT USER	NAME	USER NAME	JOB CODE
<input checked="" type="checkbox"/>	SSO Administrator	2892-fldoe-sso@fldoe.org	51054
<input type="checkbox"/>	Virginia Apgar	2892- virginia.apgar@inventors.org	73002
<input checked="" type="checkbox"/>	Archimedes Archimedes	2892-archimedes@inventors.org	51054

PMRN Summary for SSO Admins

1. Provide the State ID Number for all users in the identity file 9th field position and upload to the secure FTP site or manually enter online in the SSO Admin Portal. PMRN access will NOT work without a State ID Number.
2. Create an authorization file for users and upload to the secure FTP site or manually enter online in the SSO Admin Portal. There will be two records for each user; one for the User role and one for the Teacher or Principal role. (There can be only one Principal role per location.)

PMRN Summary for SSO Admins

- SSO files are processed nightly; SSO Admin Portal changes are processed hourly.
- FCRR will pick up the SSO user information nightly.
- From this point forward, the SSO Admin tasks are complete.



How End Users Log In

Log in to FLDOE SSO

Your path to logging into FLDOE SSO depends on whether your organization selected Federated or Hosted.

Federated

Your login credentials
are the same as your
local network logon.



Hosted

Your login credentials
are provided to you
via email.

Federated Districts (45)

ALACHUA	LEVY
BAKER	MANATEE
BRADFORD	MARION
BREVARD	OKALOOSA
BROWARD	OKEECHOBEE
CHARLOTTE	ORANGE
CLAY	OSCEOLA
COLLIER	P.K. YONGE
DADE	PALM BEACH
DEAF/BLIND	PINELLAS
DESOTO	POLK
DUVAL	PUTNAM
ESCAMBIA	SANTA ROSA
FLVS FULL TIME	SARASOTA
GLADES	SEMINOLE
HAMILTON	SUWANNEE
HARDEE	ST. JOHNS
HILLSBOROUGH	ST. LUCIE
INDIAN RIVER	UNION
JACKSON	VOLUSIA
LAKE	WAKULLA
LEE	WALTON
LEON	

Hosted Districts (28)

BAY*	MONROE
CALHOUN	NASSAU
CITRUS	PASCO*
COLUMBIA	SUMTER*
DIXIE	TAYLOR
FAMU LAB SCH	WASHINGTON
FAU LAB SCH	
FLAGLER*	
FRANKLIN	
FSU LAB SCH	
GADSDEN	
GILCHRIST*	
GULF	
HENDRY	
HERNANDO	
HIGHLANDS	
HOLMES	
JEFFERSON	
LAFAYETTE*	
LIBERTY	
MADISON	
MARTIN	

***Working
toward
Federation**

**Data as of
7/31/14**


Federated







1. Go to www.fldoe.org/sso.
2. Click the yellow **Log In** button on the right side.
3. Use the drop down list to select **your organization**, and then click **Continue to Sign In**.
4. Enter the username and password used to sign into the network and proceed to log in.
5. Then, the secure FLDOE SSO page is displayed with your name and authorized resources.

Hosted

1. Go to www.fldoe.org/sso.
2. Click on the yellow **Log In** button on the right side.
3. Use the drop down list to select **FLDOE SSO Hosted Users**, and then click **Continue to Sign In**.
4. Type the assigned username and computer-generated password from the emails, and then click **Sign In**.
5. Then, the secure FLDOE SSO page is displayed with your name and authorized resources.

1. Go to www.fldoe.org/sso
2. Click the yellow **Log In** button on the right side.






DOE Home

Single Sign-On Home
Available Resources
Communications and Events
Support
Tutorials

Single Sign-On


Welcome to the Florida Department of Education's Single Sign-On, established through a Race to the Top award by the U.S. Department of Education. Florida is pleased to make its applications and resources available to serve teachers in the classroom, leadership in schools and districts, researchers, state college and university administrators, and other education stakeholders via a single sign-on. Over the coming years, look for the number and types of resources available via this single sign-on to expand. In the meantime, learn more about Florida's Single Sign-On and upcoming activities by visiting our Communications and Events page.

With one username and password, you'll enjoy the convenience of accessing multiple FLDOE applications.




Curriculum & Assessments

- [CPALMS](#)
- [English Language Arts Formative Assessment System](#)
- [Interim Assessment Item Bank & Test Platform](#)
- [PMRN/FAIR](#)




Teacher and Leader Development

- [eIPEP](#)
- [Florida School Leaders](#)



Dashboards & Reports



Log In

Create Account

[FLDOE Acceptable Use Policy](#)

3. Use the drop down list to select your organization, and then click **Continue to Sign In**.



Select your organization from the following list.

NOTE: If your organization is not listed in the drop down, the correct organization is "SSO Hosted Users".

SSO Hosted Users ▼

SSO Hosted Users

Alachua County School District

Baker County School District

Bradford County School District

Brevard County School District

Broward County School District

Charlotte County School District

Clay County School District

Collier County School District

Dade County School District

DeSoto County School District

Duval County School District

Escambia County School District

Florida Department of Education

Florida School for the Deaf and the Blind

Florida Virtual School

Hamilton County School District

Hardee County School District

Hillsborough County School District

Indian River School District

Continue to Sign In

ion again unless your cookies are deleted or a

- School districts and organizations specifically listed are **Federated**.
- Missing school districts and organizations are **Hosted**.
- Note: You may need to delete browser cookies or use an "In Private" session to prompt the organization selection if it has already been made.

4. Enter the username and password and proceed to log in.

Log in to My Putnam Schools

Username

Password

[Reset Password:](#)
Click here if you have forgotten your password

[System Check:](#)
Click here to run a system check



Enter your username and password.

Username: Example: SSOId-EmailAddress

Password:

[FLDOE Acceptable Use Policy](#)

[Forgot Password?](#)