

**Florida Assessments for  
Instruction in Reading  
aligned to the  
Language Arts Florida Standards**

**Principal SSO/PMRN Access  
Tasks**



# Required Tasks for SSO PMRN Access Overview

# Overview of Required Tasks

Tasks must be completed in the order below in order to gain SSO/PMRN access. This document covers the tasks required for Principals only.

1. District IT Staff

2. Principal Sign On and Registration

3. FCRR Tasks

4. Principal School Configuration

5. SL2 User Tasks

**\*\*\*Please note, if the preceding task has not been completed, the Principal's Tasks cannot be executed.**



# Principal's SSO/PMRN Tasks

# Topics

- Principal Sign In (SSO)
  - PMRN Registration
- School Configuration
  - Adding PMRN Managers

# Principal First Sign In

- Beginning of School Year
  - Principal (SL1 User) is the only User at a school
- Principal will add PMRN Manager as User
  - PMRN Manager is the School Level 2 (SL2) User

# Principal First Sign In

- To access the PMRN via SSO
  - SSO Portal Home Page  
<http://www.fldoe.org/SSO>
  - Click **Log In** button



# Principal First Sign In

*Florida Department of*  
**EDUCATION**

DOE HOME STUDENTS EDUCATORS COMMUNITY FAMILIES ADMINISTRATORS/STAFF

DOE Home

### 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.

**Single Sign-On**

Log In

Create Account

[FLDOE Acceptable Use Policy](#)

#### Curriculum & Assessments

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

#### Teacher and Leader Development

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

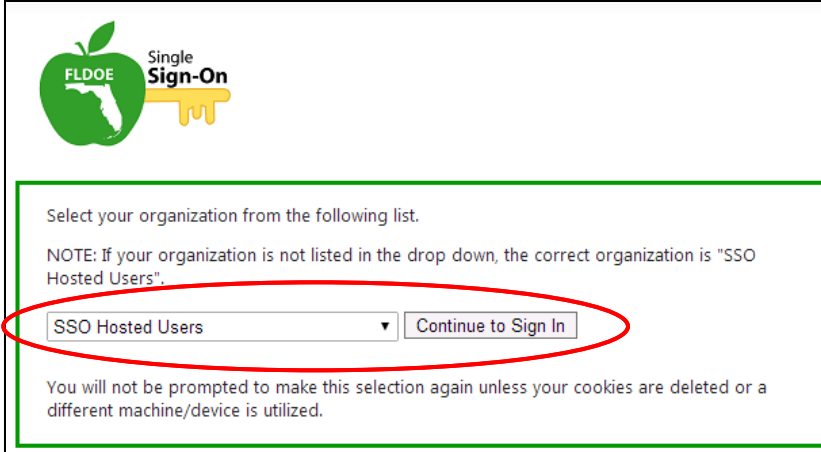
#### Dashboards & Reports

- FLDOE Data Hub (Coming Soon)



# Principal First Sign In

- Organization Selection page



FLDOE Single Sign-On

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".

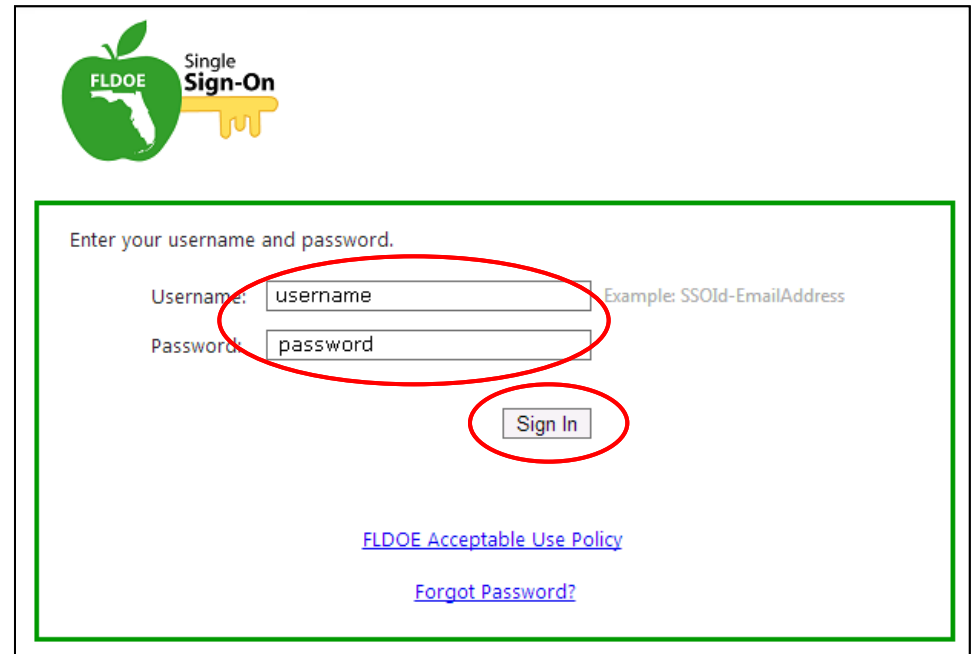
SSO Hosted Users

You will not be prompted to make this selection again unless your cookies are deleted or a different machine/device is utilized.

- Hosted Users
  - From drop-down menu, Select “SSO Hosted Users”
- Federated Users
  - From drop-down menu, select User District
- Click **Continue to Sign In** button

# Principal First Sign In Hosted User

- Via the FLDOE SSO Sign In Page
  - Enter User Name
  - Enter Password
  - Click **Sign In**
- Forgot Password?



FLDOE Single Sign-On

Enter your username and password.

Username:  Example: SSOId-EmailAddress

Password:

[FLDOE Acceptable Use Policy](#)




[Forgot Password?](#)

# Principal First Sign In Federated User

- Via the District SSO Sign In Page
  - Enter User Name
  - Enter Password
  - Click **Sign In** or **Login**

stoneWare  
A Lenovo Company.

**Additional Links**

-  **Retrieve User ID:**  
Click here if you have forgotten your user id
-  **Reset Password:**  
Click here if you have forgotten your password
-  **System Check:**  
Click here to run a system check

**Login**

Username

Password

Log In

Alachua County  
Public Schools

**Resource Portal**

User Name

Password

Sign In

Having trouble? Please contact your school administrator.

# Topics

- ✓ Principal Sign In (SSO)
  - PMRN Registration
- School Configuration
  - Adding PMRN Managers

# PMRN Registration

- Access to the PMRN administration begins with school registration
- PMRN Registration is completed by the school's principal



# PMRN Registration

- After acquiring SSO credentials
  - access the PMRN through the PMRN SSO portal
  - Click the **PMRN Admin Panel** button



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

**PMRN** Progress Monitoring  
& Reporting Network

Home Sign Out

**PMRN - SSO User Sign In**

Welcome Principal First Name

Please select the application you want to access.

**PMRN**  
Administration Panel

# PMRN Registration

- On the PMRN Registration Page
  - Confirm School Information
    - School Name, School Number, District
    - School Address, Phone Number, Fax Number
  - Confirm Principal Information
    - First Name, Last Name
    - E-mail Address, Phone Number
  - Enter and Confirm First Instructional Day
    - First day of school for students

# PMRN Registration



### Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS)

#### School Registration for the Year 2014-2015

Provide the details below to register your school.

School Information					
School	School Name	School Number	111111	District	District Name
Address	Street Address, City, State - Zipcode				
Phone	888-888-8888	Fax	777-777-7777		

Principal				
First Name	A	Last Name	Principal	
Email	apincipal@schoolname.org	Phone	( 555 )	555 - 5555

Instructional Days					
First Student Instructional Day *(mm/dd/yy):	08	/	04	/	14
Confirm First Student Instructional Day *(mm/dd/yy):	08	/	04	/	14



# PMRN Registration

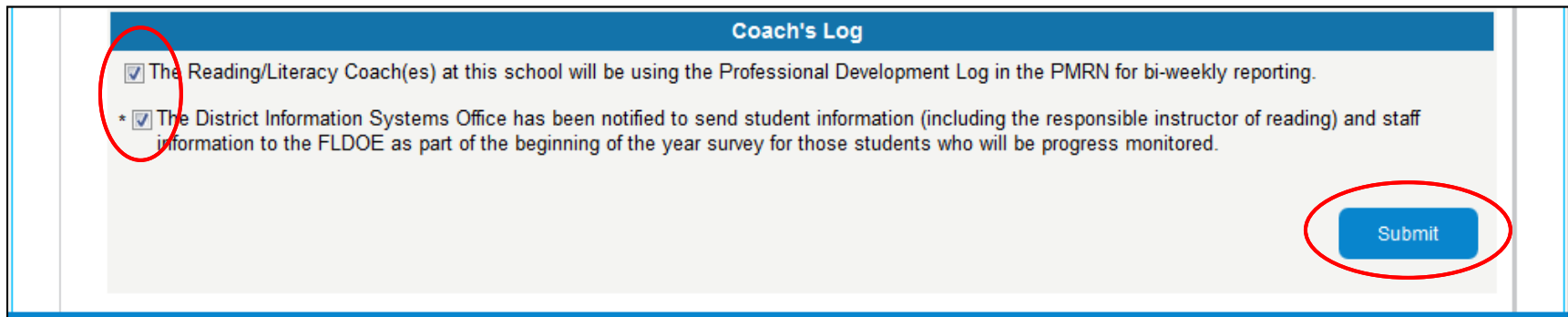
- For each assessment system (K-2 and 3-12)
  - Identify which grade levels will be using the K-2 AIR
  - Identify which grades level will be using the 3-12 WAM
  - Identify if students will be added through FLDOE Surveys 2 and 3

# PMRN Registration

Grades to be Progress Monitored	
Section A - The PMRN requires the use of the K-2 Adobe Integrated Runtime (K-2 AIR) application for the administration of the FAIR-FS to students in grades K-2.	
Grade(s) to be Reported	Students Added by Surveys 2 & 3?
<input checked="" type="checkbox"/> Kindergarten	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> First Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Second Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
Section B - The PMRN requires the use of the 3-12 Web-based Assessment Module for Grades 3-12.	
<input checked="" type="checkbox"/> Third Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Fourth Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Fifth Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Sixth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Seventh Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Eighth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Ninth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Tenth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Eleventh Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Twelfth Grade	<input type="radio"/> Yes <input type="radio"/> No

# PMRN Registration

- Confirm whether or not the school will utilize the Coach's Log function



The screenshot shows a form titled "Coach's Log" with a blue header. Below the header, there are two checkboxes, both of which are checked. The first checkbox is circled in red. The second checkbox is preceded by an asterisk. At the bottom right of the form, there is a blue "Submit" button, also circled in red.

**Coach's Log**

- The Reading/Literacy Coach(es) at this school will be using the Professional Development Log in the PMRN for bi-weekly reporting.
- \*  The District Information Systems Office has been notified to send student information (including the responsible instructor of reading) and staff information to the FLDOE as part of the beginning of the year survey for those students who will be progress monitored.

**Submit**

# PMRN Registration Confirmation

## PMRN Registration for Florida Assessments for Instruction in Reading aligned to the Florida

### School Registration for the Year 2014-2015

Please verify that the information below is correct.

**School Name** will be utilizing Florida's Progress Monitoring and Reporting Network (PMRN) for the 2014-2015 School Year.

The Principal, **A Principal**, can be reached at **apincipal@schoolname.org**.

The first day that students will be in attendance will be 8/12/14.

For the 2014-2015 School Year, the following grades will have scores reported through the PMRN:

Kindergarten	Not Updated by Surveys 2 & 3
First	Updated by Surveys 2 & 3
Second	Not Updated by Surveys 2 & 3
Third	Updated by Surveys 2 & 3
Fourth	Not Updated by Surveys 2 & 3
Fifth	Updated by Surveys 2 & 3

The Reading/Literacy Coach(es) at this school will be using the Professional Development Log in the PMRN for bi-weekly reporting.

If the information needs to be modified, click the "Back" button below. If the above information is correct, please click the "Save" button below.

Back

Save

Cancel

# Topics

- ✓ Principal Sign In (SSO)
  - ✓ PMRN Registration
- School Configuration
  - Adding PMRN Managers

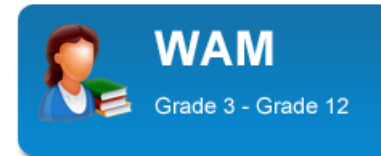
# School Configuration

**School Configuration cannot proceed until FCRR has accepted the school registration. This ensures that school staff and students are rostered prior to FAIR-FS administration.**

# School Configuration – Sign In

- The principal must have the school’s calendar start date ready before Signing In to the PMRN for the first time at the beginning of the school year
- Sign In via the SSO Portal
  - Click the **PMRN Administration Panel** button

Please select the application you want to access.



# School Configuration - FERPA

- Users must agree to abide by the Family Education Rights and Privacy Act (FERPA)
- Click **I Agree** to continue to the next page

## News & Information

This Website contains official student records. Access to it must be in compliance with Florida state law (s. 1002.22, FS) and the Family Educational Rights and Privacy Act (FERPA). To access the PMRN, please agree to the following statement:

*In accordance with state and federal laws, I am authorized to access this/these record(s) without parent/eligible student consent because I am an official who has a legitimate educational interest in the information contained in this/these records. I agree to keep this information confidential, to not disclose the information to any unauthorized person, and to otherwise abide by all federal and state laws, and local policies regarding the confidentiality of student records.*

I do not agree

I agree



# School Configuration - News

- News Page
- Click the **Next** button

## News & Information

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### 2014-2015 Registration Open

Registration to use the Progress Monitoring and Reporting Network for the 2014-2015 school year is now open. All schools planning to use Florida's Web-based data management system for reporting student gains in reading must register. This includes all schools who administer the Florida Kindergarten Readiness Screener (FLKRS) and the Florida Assessments for Instruction in Reading aligned to the Language Arts Florida Standards (FAIR-FS). Schools who utilize the Professional Development Log for Reading/Literacy Coaches (Coach's Log) must also register.

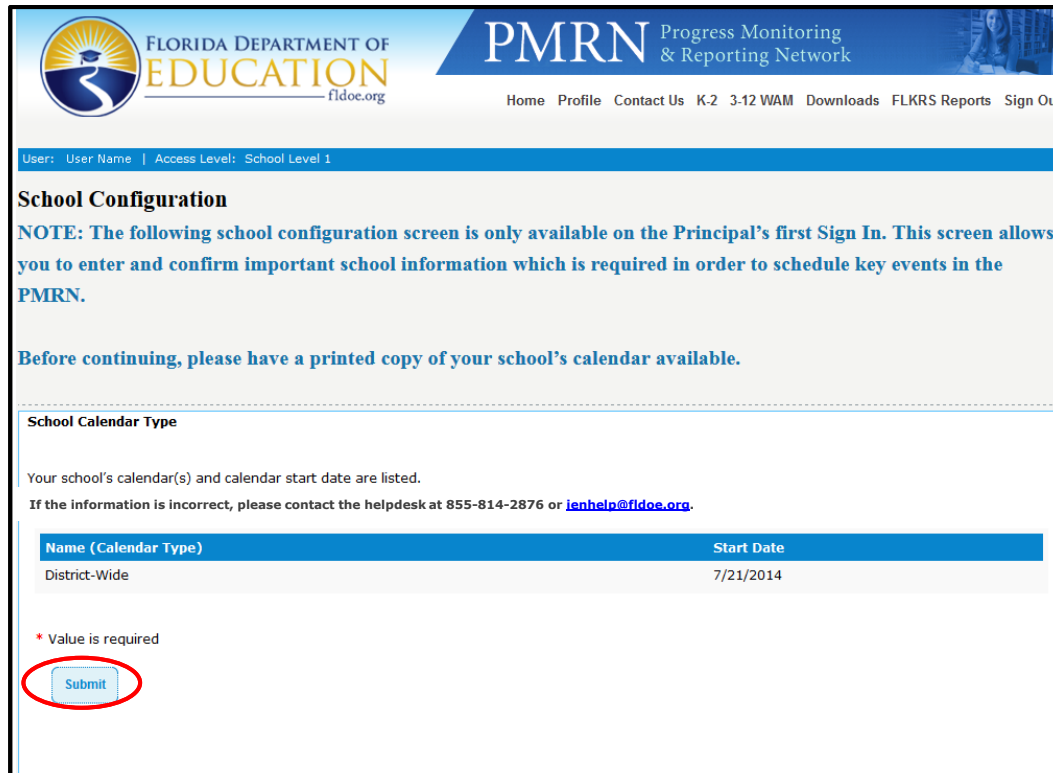
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For assistance with the PMRN, please contact the Florida Department of Education (FLDOE) Integrated Education Network Service Center at [ienhelp@fldoe.org](mailto:ienhelp@fldoe.org) or (855) 814-2876.

# School Configuration Page

## – School Configuration Page

- Confirm school calendar (e.g., district-wide) and school start date
- Click **Submit**



The screenshot shows the 'School Configuration' page in the PMRN system. At the top, there is a header for the Florida Department of Education (fldoe.org) and the PMRN (Progress Monitoring & Reporting Network). The page includes a user login status bar, a title 'School Configuration', and a note stating that the screen is only available on the Principal's first sign-in. Below the note, there is a requirement to have a printed copy of the school's calendar available. A table displays the 'School Calendar Type' with one entry: 'District-Wide' with a 'Start Date' of '7/21/2014'. A red circle highlights the 'Submit' button at the bottom of the page.

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

PMRN Progress Monitoring & Reporting Network

Home Profile Contact Us K-2 3-12 WAM Downloads FLKRS Reports Sign Out

User: User Name | Access Level: School Level 1

### School Configuration

**NOTE:** The following school configuration screen is only available on the Principal's first Sign In. This screen allows you to enter and confirm important school information which is required in order to schedule key events in the PMRN.

Before continuing, please have a printed copy of your school's calendar available.

**School Calendar Type**

Your school's calendar(s) and calendar start date are listed.  
If the information is incorrect, please contact the helpdesk at 855-814-2876 or [ienhelp@fldoe.org](mailto:ienhelp@fldoe.org).

Name (Calendar Type)	Start Date
District-Wide	7/21/2014

\* Value is required

**Submit**

# Principal Home Page

- Congratulations! You have completed the School Configuration process and have reached your Home Page.

The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top left is the Florida Department of Education logo (fldoe.org). To the right is the PMRN logo and navigation links: Home, Profile, Contact Us, K-2, 3-12 WAM, Downloads, FLKRS Reports, and Sign Out. Below the navigation is a user information bar: "User: User Name | Access Level: School Level 1". The main content area is titled "School Name" and contains a tabbed menu with "Users" selected. Below the menu, there is a sort instruction: "Sort by **User Name** or **Access Level**. Click a User Name to edit that User." and an "Add User" button. A table lists the users with columns for User, Access Level, SSouser, and Linked.

User	Access Level	SSouser	Linked
<a href="#">A, Teacher</a>		YES	NO
<a href="#">B, Principal</a>	School Level 1	YES	YES
<a href="#">B, Teacher</a>	Resource Level	YES	YES
<a href="#">C, Teacher</a>	Reading Level	YES	YES
<a href="#">D, Teacher</a>	Reading Level	YES	YES
<a href="#">E, Teacher</a>	Reading Level	YES	YES
<a href="#">F, Teacher</a>	Reading Level	YES	YES
<a href="#">G, Teacher</a>	Reading Level	YES	YES

# Topics

- ✓ Principal Sign In (SSO)
- ✓ PMRN Registration
- ✓ School Configuration
  - Adding PMRN Managers

# PMRN Role Access

- The Single Sign-On accounts provide authentication to PMRN not access.
- Users that attempt to enter the PMRN that have not been granted access will receive the following error page.

**PMRN - SSO User Sign In**

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**NO ROLE AVAILABLE**

You do not have a role allocated in PMRN.  
Please contact your school administrator.

The helpdesk can be reached out at 855-814-2876.

- You will need to contact a School Level User (SL1, SL2, SL3) to be given access to the PMRN.
  - If you are the principal, and you are receiving this message, you are not properly identified in your district's SSO files as the school's administrator

# Adding PMRN Managers

FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

**PMRN** Progress Monitoring & Reporting Network

Home Profile Contact Us K-2 3-12 WAM Downloads FLKRS Reports Sign Out

User: User Name | Access Level: School Level 1

### School Name

Reading Class Reports Student Reports Classes/Periods Students **Users**

Sort by **User Name** or **Access Level**. Click a User Name to edit that User.

[Add User](#)

User	Access Level	SSUser	Linked
<a href="#">A, Teacher</a>		YES	NO
<a href="#">B, Principal</a>	School Level 1	YES	YES
<a href="#">B, Teacher</a>	Resource Level	YES	YES
<a href="#">C, Teacher</a>	Reading Level	YES	YES
<a href="#">D, Teacher</a>	Reading Level	YES	YES
<a href="#">E, Teacher</a>	Reading Level	YES	YES
<a href="#">F, Teacher</a>	Reading Level	YES	YES
<a href="#">G, Teacher</a>	Reading Level	YES	YES

# Assigning PMRN Manager

1. Fill in the information boxes on the screen.
2. Please verify the E-mail address with the reading coach (or other designee).
3. Check the box next to “School Level 2”.
4. Click **Submit**.

**Note:** The School Level 2 staff member will be able to Sign In via their SSO credentials after the linking process has authenticated the User.

PMRN Unique ID Identifier \* 112233445

First Name \* A

Last Name \* Coach

E-mail \* acoach@schoolname.org


Access

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Reading Level	<input type="checkbox"/>
<input type="checkbox"/>	Resource Level	<input type="checkbox"/>
<input checked="" type="checkbox"/>	School Level 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 4	<input type="checkbox"/>

\* Denotes required fields. Email is not required for Reading and Resource Level Users. If access to the PMRN is checked for the Reading or Resource Level Users or Assessment Team Member Users, an Email address will be required.

# Assigning PMRN Manager

- The new User's name, E-mail Address, and Access Level will be displayed. (If there is an error, click **Cancel**, which will return you to the list of Users at the school.)
- Click **Continue**.

 You are adding a User. Please verify that the information below is correct.

Click 'CONTINUE' to add this User. Click 'CANCEL' to discontinue this action.

**User Information**

PMRN Unique ID:  
Identifier: 987336597

First Name: A

Last Name: Coach



E-mail: acoach@schoolname.org

LocalId:

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**New Access Level(s)**

Access Level	Access to PMRN
School Level 2	<input checked="" type="checkbox"/>



# Linking Single Sign-On Account

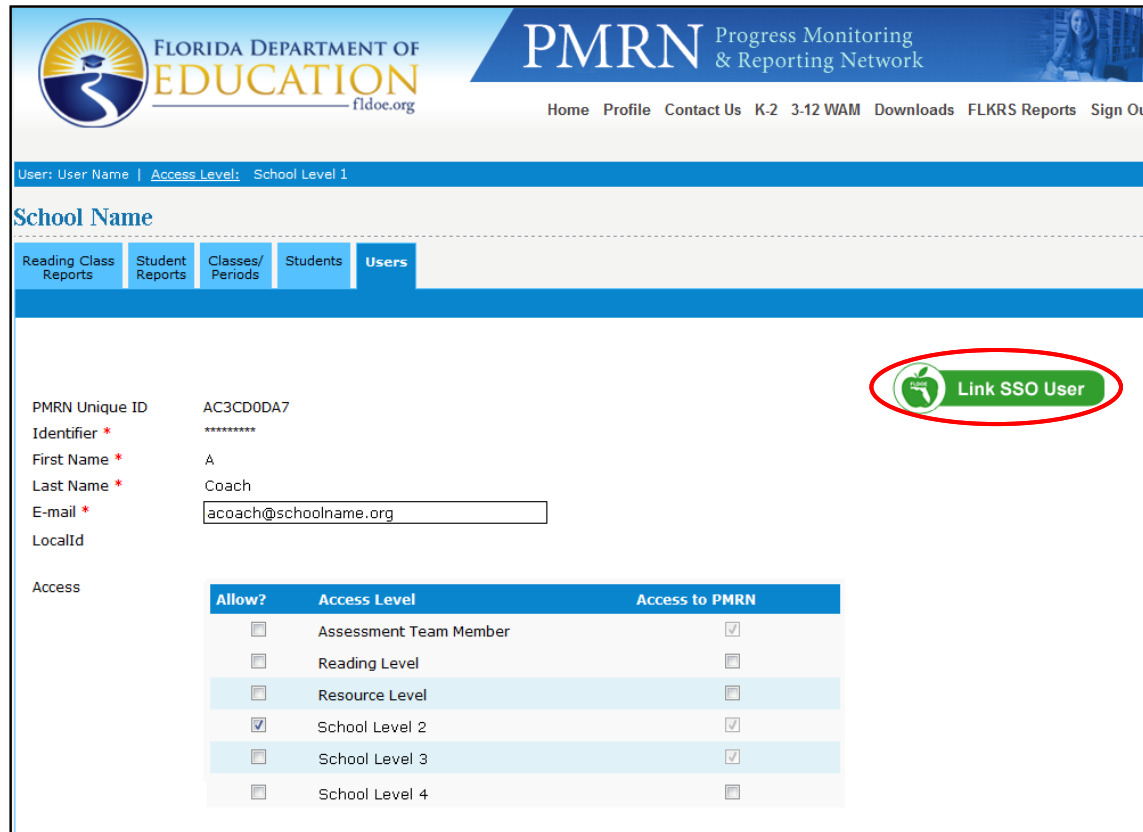
- User's PMRN and SSO accounts should be linked automatically when the SSO data import updates.
- Once you have successfully added a User to the PMRN their name will now appear under the User column.
- If there is a "NO" for the User under the Linked column after the SSO data import updates, you will need to manually link their PMRN Access to their Single Sign-On Account.

The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top, there is a navigation bar with the Florida Department of Education logo and the PMRN title. Below the navigation bar, there is a user information bar showing 'User: User Name' and 'Access Level: School Level 1'. The main content area is titled 'School Name' and has several tabs: 'Reading Class Reports', 'Student Reports', 'Classes/Periods', 'Students', and 'Users'. The 'Users' tab is selected. Below the tabs, there is a table with the following columns: 'User', 'Access Level', 'SSOUser', and 'Link'. The table contains several rows of user data. A red circle highlights the 'User' column, and a red arrow points to the 'Link' column.

User	Access Level	SSOUser	Link
A, Teacher		YES	NO
B, Principal	School Level 1	YES	YES
B, Teacher	Resource Level	YES	YES
C, Teacher	Reading Level	YES	YES
D, Teacher	Reading Level	YES	YES
E, Teacher	Reading Level	YES	YES
F, Teacher	Reading Level	YES	YES
G, Teacher	Reading Level	YES	YES

# Linking Single Sign-On Account

- All Users must be linked to a SSO account in order to access the PMRN using their Single Sign-On credentials.



The screenshot shows the PMRN user profile page. At the top, there is a header with the Florida Department of Education logo and the PMRN logo. Below the header, there is a navigation menu with links for Home, Profile, Contact Us, K-2, 3-12, WAM, Downloads, FLKRS Reports, and Sign Out. The user's current profile information is displayed, including the PMRN Unique ID (AC3CD0DA7), Identifier (\*\*\*\*\*), First Name (A), Last Name (Coach), and E-mail (lacoach@schoolname.org). A red circle highlights a green button labeled 'Link SSO User' in the top right corner of the profile area. Below the profile information, there is a table with columns for 'Allow?', 'Access Level', and 'Access to PMRN'.

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Reading Level	<input type="checkbox"/>
<input type="checkbox"/>	Resource Level	<input type="checkbox"/>
<input checked="" type="checkbox"/>	School Level 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 4	<input type="checkbox"/>

# Linking Single Sign-On Account

- Use the Search fields to locate the User's SSO account.

Reading Class Reports | Student Reports | Classes/Periods | Students | **Users**

**Search for Users in the PMRN**

Locate a User in the PMRN by entering the Identifier, District ID, or PMRN Unique ID into the **ID** field, the last name in the **Last Name** field, or the E-mail address in the **E-mail** field.

Local ID  First Name  Last Name

E-mail

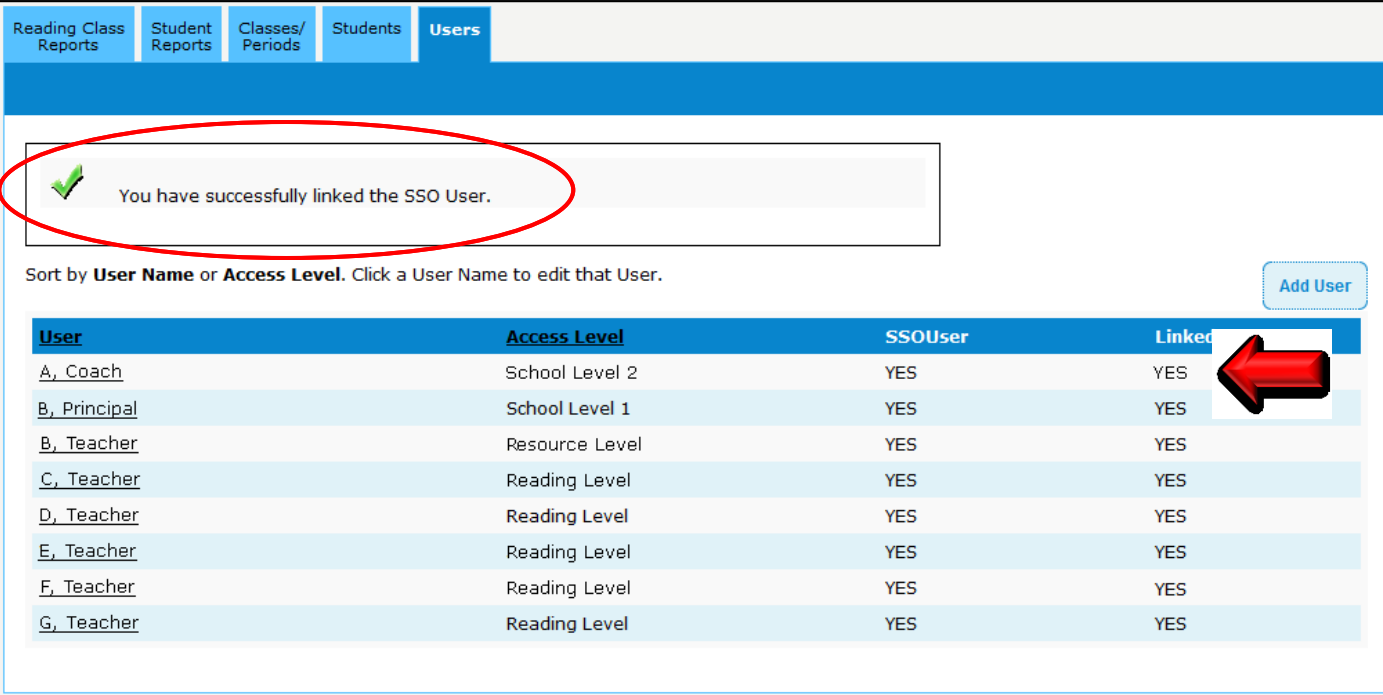
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Results: 1

First Name	Last Name	E-mail	LocalID	SSOID	
A	Coach	acoach@schoolname.org	654459938	22740	<input type="radio"/>

# Linking Single Sign-On Account

- Once a PMRN User has been successfully linked to an SSO Account there will be a “YES” in the “SSOUser” and “Linked” columns.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for "Reading Class Reports", "Student Reports", "Classes/Periods", "Students", and "Users". Below the navigation bar, a success message is displayed in a light gray box, circled in red: "You have successfully linked the SSO User." Below this message, there is a sorting instruction: "Sort by **User Name** or **Access Level**. Click a User Name to edit that User." and an "Add User" button. A table with four columns is shown below: "User", "Access Level", "SSOUser", and "Linked". The table contains seven rows of user data, all with "YES" in the "SSOUser" and "Linked" columns. A red arrow points to the "Linked" column header.

User	Access Level	SSOUser	Linked
<a href="#">A, Coach</a>	School Level 2	YES	YES
<a href="#">B, Principal</a>	School Level 1	YES	YES
<a href="#">B, Teacher</a>	Resource Level	YES	YES
<a href="#">C, Teacher</a>	Reading Level	YES	YES
<a href="#">D, Teacher</a>	Reading Level	YES	YES
<a href="#">E, Teacher</a>	Reading Level	YES	YES
<a href="#">F, Teacher</a>	Reading Level	YES	YES
<a href="#">G, Teacher</a>	Reading Level	YES	YES

# Conclusion

**Congratulations! The PMRN Manager (SL2 User) has been successfully added and linked.**

For detailed information regarding SL2 User tasks and PMRN administration, please consult the PMRN SSO Administrator's User Guide.

# For More Information

- Curriculum questions: Contact your district reading office
- Content and policy questions: Contact Just Read, Florida! at 850-245-0503 <http://www.justreadflorida.com/>
- Technical questions: Call Florida Department of Education (FLDOE) Integrated Education Service Center 855-814-2876 [ienhelp@fldoe.org](mailto:ienhelp@fldoe.org)