

## How to Set-Up Guest Reviewer Account

To qualify as a guest reviewer for the public opening of an Instructional Materials Adoption, please read the following instructions.

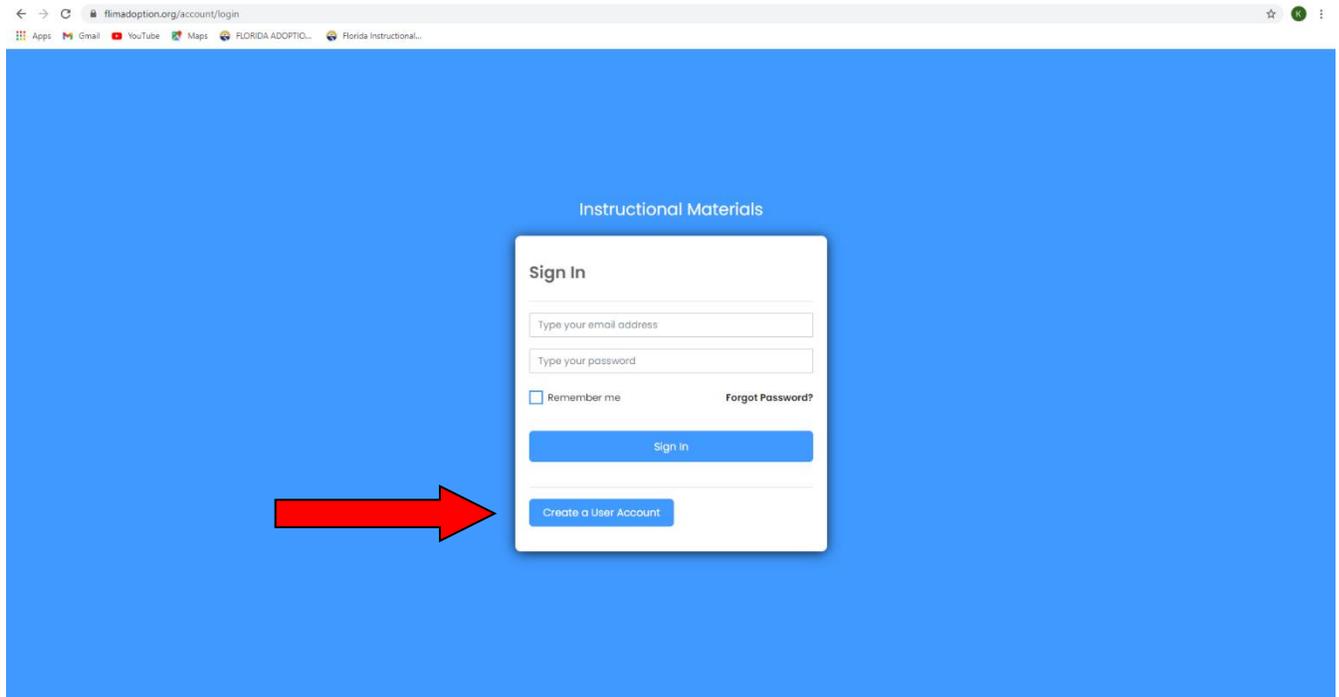
1. Go to <https://www.flimadoption.org/>

The screenshot shows the homepage of the Florida Instructional Materials Adoption Portal. The header includes the Florida Department of Education logo and navigation links for Home, Adoption Process, Adopted Materials, Open Cycles, and Contact. A 'Sign In' button is visible in the top right. The main content area is titled 'Florida Instructional Materials Adoption' and contains a 'Welcome to the Florida Instructional Materials Adoption Portal' section. This section provides instructions for both publishers and reviewers. A blue button labeled 'Sign In or Create an Account' is prominently displayed in the top right of the main content area. Below the instructions, there is a 'Publisher Information' box with links for 'View Open Cycles', 'Sign In to your Account', 'Register a New Publisher', 'How to Submit a Bid', and 'Instructional Materials Website'. A '+ Read more about the adoption process' button is located at the bottom left of the main content area.

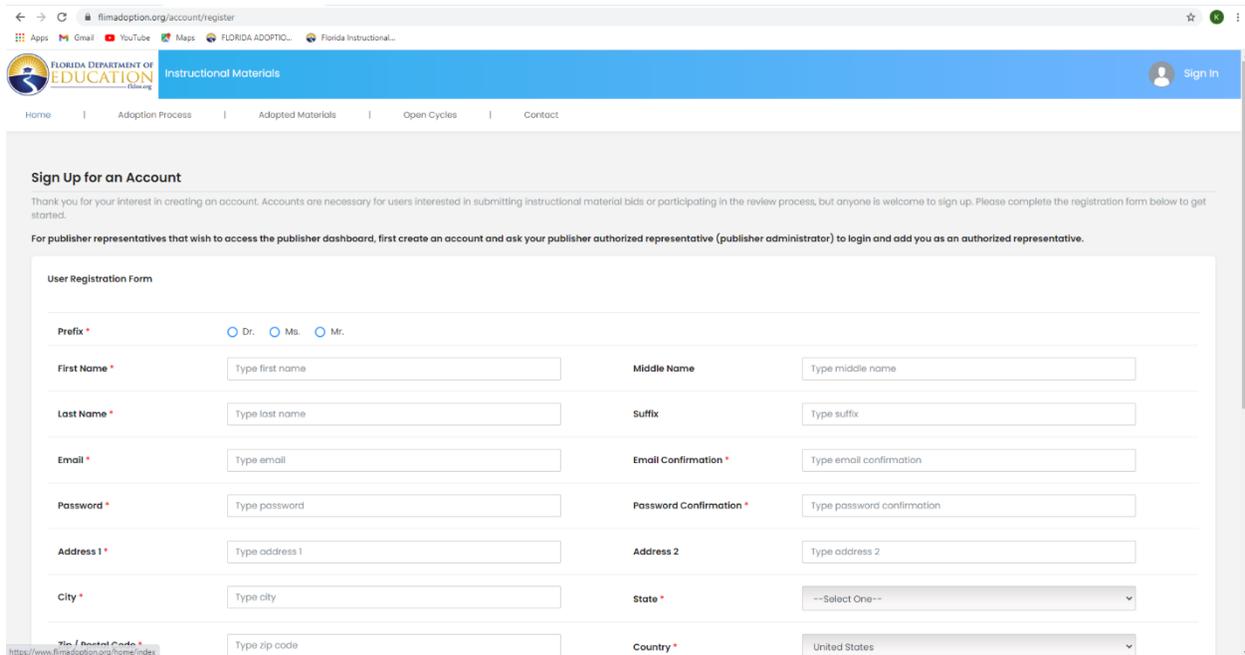
2. Select "Sign In or Create an Account"

This screenshot is identical to the one above, but with a large red arrow pointing from the 'Welcome to the Florida Instructional Materials Adoption Portal' text area towards the 'Sign In or Create an Account' button, highlighting the next step in the process.

3. At the bottom of the following page, select “Create a User Account”



4. Complete all fields and select “Submit” at the bottom of the page.



<b>Password *</b>	<input type="password"/>	<b>Password Confirmation *</b>	<input type="password"/>
<b>Address 1 *</b>	<input type="text"/>	<b>Address 2</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>	<b>State *</b>	--Select One--
<b>Zip / Postal Code *</b>	<input type="text"/>	<b>Country *</b>	United States
<b>Occupation *</b>	<input type="text"/>		
<b>Phone *</b>	<input type="text"/>	<b>Secondary Phone</b>	<input type="text"/>
<b>Gender</b>	<input type="radio"/> Male <input type="radio"/> Female		<b>Ethnic Group</b>
<b>Subscribe to Announcements?</b>	<input type="checkbox"/> Yes		
<b>Public Records Exemption *</b>	<input type="radio"/> No <input type="radio"/> Yes <small>Florida has a very broad public records law. Most written communications to or from state officials are public records available to the public and media upon request. For information and exempt status criteria, please refer to the <a href="#">Government-in-the-Sunshine Manual</a>. In accordance with chapter 119.071, Florida Statute (F.S.), does this user qualify for public record exempt status?</small>		
		<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>



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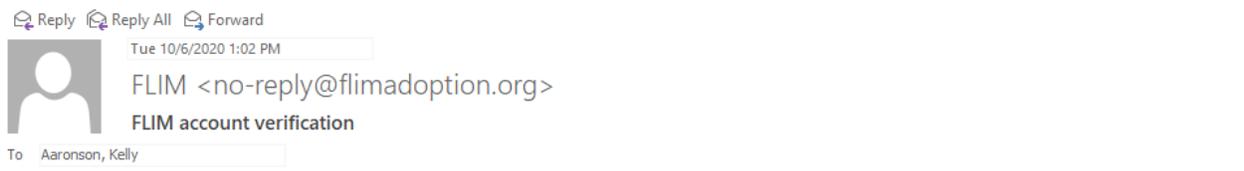
5. Check the email address you provided on your account and select the email from FLIM.



Thank you for creating an account for the FLIM portal. To verify your email address and log in to the website, please click on the following link:  
[Click here to verify](#)

Thank you,  
 FLIM team

6. Select the activation link to verify your new account.



Thank you for creating an account for the FLIM portal. To verify your email address and log in to the website, please click on the following link:  
[Click here to verify](#)

Thank you,  
 FLIM team



7. After logging in to your new account, select the “Open Cycles” tab at the top of the portal.

flimadoption.org/Home/index

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fldoe.org

Instructional Materials

Home | Adoption Process | Open Cycles | Contact

### Florida Instructional Materials Adoption

**Welcome to the Florida Instructional Materials Adoption Portal**

**If this is your first time visiting this site as a publisher:**

- 1.) Create your personal user account by clicking “Sign In or Create an Account”
- 2.) Verify your user account via e-mail & sign in to your account
- 3.) Click “Register a New Publisher”.  
*- If the Publisher is already registered, request to be added as an authorized user for that Publisher. If you do not know who the existing authorized representative is for your company, you may e-mail [IMSTAFF@fldoe.org](mailto:IMSTAFF@fldoe.org) to make your request.*
- 4.) Submission deadlines for adoption cycles will open as they are made available – at that time you can submit all required bid information and materials. Adoption updates will be sent to registered publishers and posted on the [Instructional Materials](#) site.

**If this is your first time visiting this site as a reviewer:**

- 1.) Create your personal user account by clicking “Sign In or Create an Account”
- 2.) Verify your user account via e-mail & sign in to your account

8. Under the current adoption year and subject, select “Call for Expert Reviewers”

flimadoption.org/Cycles/OpenCycles

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### Open Instructional Materials Adoption Cycles

Click on the tile for all information about the cycle.

**2019-2020 K-12 World Languages, Career & Technical Education and Computer Science**

**2020-2021 K-12 English Language Arts**

Call for Publishers  
Call for Expert Reviewers

9. On this page, select “Sign Up to be an Expert Reviewer”

flimadoption.org/Cycles/CyclePreview/4?SelectedTab=3

Instructional Materials

Adoption Process | Adopted Materials | Open Cycles | Contact

### 2021 K-12 English Language Arts - Instructional Materials Adoption Cycle

About this Cycle | Call for Publishers | **Call for Expert Reviewers**

**Call for Expert Reviewers:**

To evaluate the quality of instructional materials for use in district classrooms, the Florida Department of Education (the department) is seeking reviewers with content expertise and an in-depth understanding of the current Florida Standards. State standards detail what students should know and be able to do as the result of a quality educational program. Instructional materials shall be made available electronically to the state instructional materials reviewers, who shall complete an electronic evaluation of the items to assess whether the materials align to the Florida Standards.

The Florida Department of Education received bids for English Language Arts. The breakdown by subject areas is included below.

**Elementary English Language Arts (K-5):**

- Language Arts Grade K
- Language Arts Grade 1
- Language Arts Grade 2
- Language Arts Grade 3
- Language Arts Grade 4
- Language Arts Grade 5

**Sign Up to be an Expert Reviewer**

10. Once the following page opens, select “Guest Reviewer” under the option for “Reviewer Type”

flimadoption.org/Reviewers/Registration/4?SelectedTab=3

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### Reviewer Application

Thank you for your interest in being involved in the review process. Please complete the application below and submit it for consideration. After you submit your application, you will receive an email from the Florida Department of Education regarding the next steps in the review process.

**Reviewer Registration Form**

Please select the type of reviewer you like to apply for and the appropriate form will show below.

**Reviewer Type \***  State Expert Reviewer  District Expert Reviewer  Guest Reviewer

*Guest Reviewer Application*

**Occupation \***  **Employer Name \***

11. Complete the application by including your Occupation and Employer Name, and select “Submit.”

The screenshot shows a web browser window with the URL [flimadoption.org/Reviewers/Registration/4?SelectedTab=3](http://flimadoption.org/Reviewers/Registration/4?SelectedTab=3). The page header includes the Florida Department of Education logo and the text 'Instructional Materials'. A navigation menu contains links for Home, Adoption Process, Adopted Materials, Open Cycles, Contact, UDL Reviews, and Admin. The main content area is titled 'Reviewer Application' and contains the following text: 'Thank you for your interest in being involved in the review process. Please complete the application below and submit it for consideration. After you submit the application, please make sure that your [account profile](#) information is also up-to-date.'

**Reviewer Registration Form**  
Please select the type of reviewer you like to apply for and the appropriate form will show below.

**Reviewer Type \***  State Expert Reviewer  District Expert Reviewer  Guest Reviewer

*Guest Reviewer Application*

**Occupation \***  **Employer Name \***

A red arrow points to the 'Submit' button.

12. After this process is complete, you will be approved to review materials for the public opening once the Instructional Materials staff reviews your account.