

Instructional Materials Publishers Website User Guide

New Publisher Registration:

- To register as a new publisher with the Florida Department of Education Office of Instructional Materials, click the “New Publisher Registration” link, complete all required information, and click "Submit."
- The Office of Instructional Materials (IM) staff will review the complete application, validate the information, and notify the designated administrator¹ of his or her log-in and password via email.

Next Step

- Approval From IM Staff
-

Publisher User Login:

- Registered users, please enter your username and password to login.

Next Step

- Main Menu
-

New User Registration under Existing Publisher:

- To register as a new user with an existing publisher, select the publisher from the drop down list below and click “Continue.” After you complete the registration form the **publisher administrator** will be notified of your new user request².
- The publisher administrator has the primary responsibility to control access for other representatives from the company, including the ability to add, edit, approve or deny all other user requests.

Next Step

- Approval From Publisher Administrator
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- ¹Special Note – The Publisher Contact/Bids Manager is automatically assigned as the publisher administrator. (Under New Publisher Registration).
- ²Special Note –The IM Staff only activate access for the designated publisher administrator (Publisher Contract / Bids Manager). All other user access is controlled by the publisher administrator.

MAIN MENU

- **Manage Users**

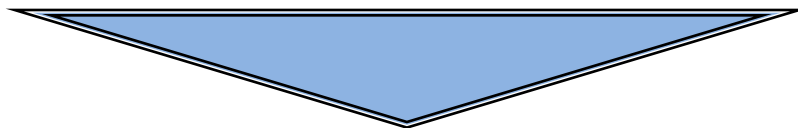
The Publisher Administrator has access to all of the options described below and can add new users and assign, review and edit current users.

- *Publisher Administrator (PA)* – Access to All options: Add/Edit users: Approve/Deny users: Publisher profile: Sales Representatives; Bids and Publisher Questionnaire. **(Only one person can be assigned as the administrator; however, you are able to change as necessary by submitting your changes to the IM Staff at imstaff@fldoe.org. The IM Staff will update and send a notification of the changes.**

PA User Rights:

- 1) Publisher Bids – Access to Add/Edit Bids, Intents to Bids and Publisher Questionnaires only.
- 2) Publisher Questionnaire – Access to Add/Edit Publisher Questionnaire only.
- 3) Publisher Reviewer – Read only access to review Bids and Publisher Questionnaire.

Publisher Bids – Publisher Questionnaire – Publisher Reviewer



All 3 Approved & Activated By Publisher Administrator

- **Publisher Info**
- **Bids – Access to Intent to Bid and Publisher Questionnaire Only**
- **Publisher Questionnaire - Access to Publisher Questionnaire Only**
- **Resources & Required Forms – Updated by IMstaff only**

If you have any questions please email imstaff@fldoe.org.