

Progress Monitoring and Reporting Network (PMRN) v5.1 2020-2021 Single Sign-On (SSO) Administrators Information

Overview

The Progress Monitoring and Reporting Network (**PMRN**) is a web-based data management system for recording and reporting student data from the Florida Assessment for Instruction in Reading aligned to Florida Standards (**FAIR-FS**) for grades 3-12. Public schools may utilize **PMRN** to monitor students' progress in reading.

SSO Authorization Information

There are four SSO authorizations available; **user** is required for all **PMRN** users. In addition to user, one of the following authorizations must be selected: **district admin**, **principal** or **teacher**. A combination of two is required in order to be imported to the **PMRN** system correctly.

SSO Authorizations	Who	PMRN Access Level
User + District Admin	District superintendent or designee	District Administrator
User + Principal	School principal	School Administrator
User + Teacher	All other staff who need to utilize the PMRN system, i.e., assessment coordinators, reading coaches, reading teachers, report managers, etc.	None; assigned by district or school administrator within the PMRN system

NOTE: SSO authorizations and access levels persist year-to-year until they are explicitly removed.

Providing SSO Authorizations

SSO authorizations are provided via file and online with the SSO Admin Portal according to the established process for applications. The authorization file information necessary for the **PMRN** system is included below.

Application ID	SSO Authorizations	Role ID	Description
8	User	1	Account eligible for import to PMRN system
	Principal	2	Granted school administrator access level
	Teacher	3	No access provided; assigned by district or school administrator within the PMRN system

NOTE: The district admin authorization cannot be provided via file. The district admin authorization is provided online with the SSO Admin Portal.

SSO authorizations provided online are processed on the hour, from 5:00 AM to 10:00 PM, except for Wednesday and Sunday which is from 5:00 AM to 5:00 PM. Allow 10 minutes for processing to complete. SSO authorizations provided by file are processed every night after 12:00 AM (Midnight).

Frequently Asked Questions

1. Can district-level staff have access to all schools within the district in the PMRN system?
Yes. District-level users may access all schools within the district and perform school-level tasks such as registration and user management. District-wide school access was built into the district-level access levels for 2018-2019. SSO Administrators no longer need to provide additional locations to district-level users.
2. Can school-level staff have access to more than one school in the PMRN system?
Yes. School-level staff operating at more than one school may have additional locations added to their SSO account. SSO Administrators may provide additional locations to school-level users online with the SSO Admin Portal.
3. Are there any changes to the SSO authorizations for the PMRN system?
No. The SSO authorizations for the **PMRN** system remain the same. Users must have a combination of user+district admin, user+principal or user+teacher in order to be imported to the **PMRN** system correctly.
4. How are users removed from the PMRN system?
Access to the **PMRN** system is provided by SSO authorizations and access levels. To remove users, SSO Administrators remove the SSO authorizations online with the SSO Admin Portal. Then, district or school administrators remove the user's access level within the **PMRN** system. SSO Administrators also have a file process available called the SSO True-Up Process that removes users no longer employed by the school district. For more information about the SSO True-Up Process, contact the SSO team at FLDOE_SSO@fldoe.org.
5. How are users added to the PMRN system with Survey 8 data?
Staff and student information included in Survey 8 data are automatically imported to the **PMRN** system. Staff with the primary reading teacher designation are added as users with the Reading Teacher access level.
6. Where can I find more information regarding the PMRN system?
The *Just Read, Florida!* website at www.justreadflorida.org contains additional resources for public schools including **PMRN** District and School User Guides and Survey 8 technical assistance.