



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

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

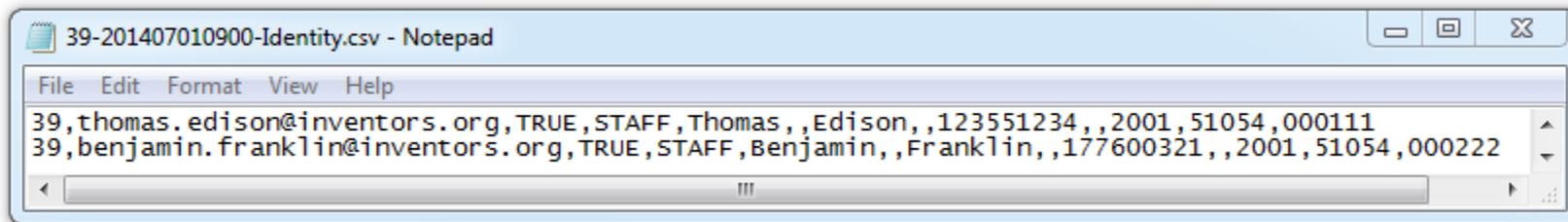
- All users of PMRN require the User role AND one additional role: Principal or Teacher.
- The Teacher role is for everyone other than the Principal, including district-level staff and non-teaching staff.
- There can be only one Principal role per location.
- The Principal role is responsible for registering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

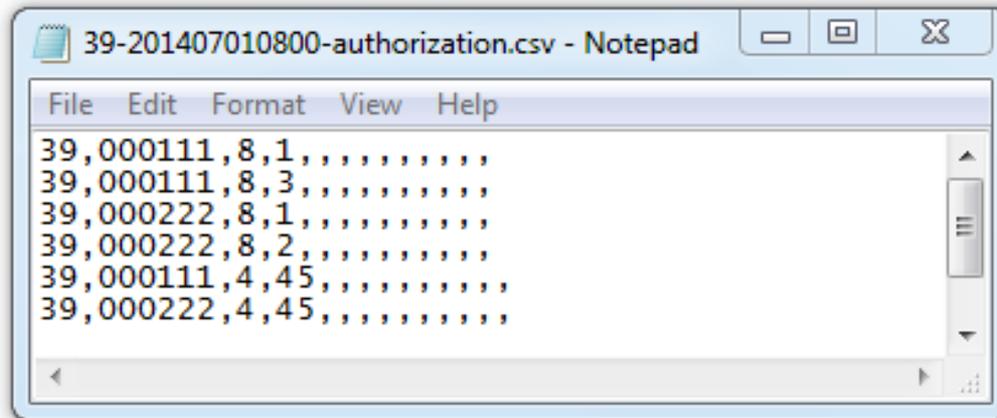
39,thomas.edison@inventors.org,TRUE,STAFF,Thomas,,Edison,,123551234,,2001,51054,000111



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,,,,,,,,,

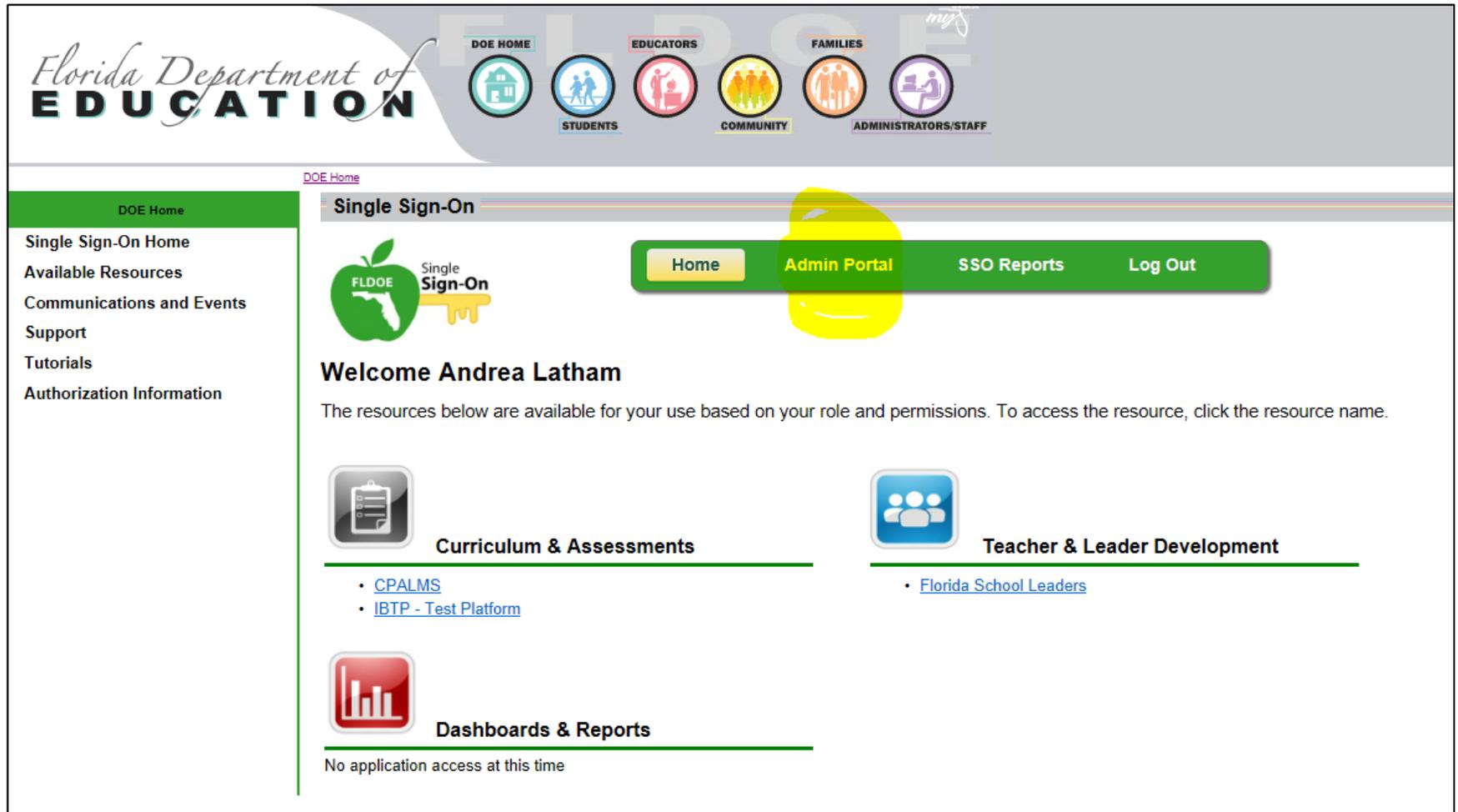


39-201407010800-authorization.csv - Notepad

```
File Edit Format View Help
39,000111,8,1,,,,,,,,,
39,000111,8,3,,,,,,,,,
39,000222,8,1,,,,,,,,,
39,000222,8,2,,,,,,,,,
39,000111,4,45,,,,,,,,,
39,000222,4,45,,,,,,,,,
```

10 commas
at end

Authorization through SSO Admin Portal



The screenshot shows the Florida Department of Education's Single Sign-On Admin Portal. At the top, there is a navigation bar with the Florida Department of Education logo and several icons for different user groups: DOE HOME, STUDENTS, EDUCATORS, COMMUNITY, FAMILIES, and ADMINISTRATORS/STAFF. Below this is a green navigation bar with buttons for Home, Admin Portal (highlighted with a yellow circle), SSO Reports, and Log Out. The main content area is titled "Single Sign-On" and features a "FLDOE Single Sign-On" logo. A welcome message reads "Welcome Andrea Latham" and states that resources are available based on the user's role and permissions. Three resource categories are listed: Curriculum & Assessments (with links to CPALMS and IBTP - Test Platform), Teacher & Leader Development (with a link to Florida School Leaders), and Dashboards & Reports (with a note that no application access is available at this time).

Florida Department of
EDUCATION

DOE HOME STUDENTS EDUCATORS COMMUNITY FAMILIES ADMINISTRATORS/STAFF

DOE Home

Single Sign-On

Home Admin Portal SSO Reports Log Out

FLDOE Single Sign-On

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	<u>SSO Administrator</u>	2892-fldoe-ss0@fldoe.org	Sample	
24774	<u>Mary Anderson</u>	2892-mary.anderson@inventors.org	Sample	
24775	<u>Virginia Apgar</u>	2892-virginia.apgar@inventors.org	Sample	
24798	<u>Archimedes Archimedes</u>	2892-archimedes@inventors.org	Sample	
24776	<u>John Backus</u>	2892-john.backus@inventors.org	Sample	
24772	<u>John Baird</u>	2892-john.baird@inventors.org	Sample	
24777	<u>Patricia Bath</u>	2892-patricia.bath@inventors.org	Sample	
24768	<u>Alexander Graham Bell</u>	2892-alexander.bell@inventors.org	Sample	
24778	<u>Sarah Boone</u>	2892-sarah.boone@inventors.org	Sample	
24779	<u>Robert Bunson</u>	2892-robert.bunson@inventors.org	Sample	
24780	<u>Willis Carrier</u>	2892-willis.carrier@inventors.org	Sample	
24769	<u>George Carver</u>	2892-george.carver@inventors.org	Sample	
24781	<u>Anders Celsius</u>	2892-anders.celsius@inventors.org	Sample	
24782	<u>Josephine Cochran</u>	2892-i0sephine.cochran@inventors.org	Sample	

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

User General Information

First Name *

Middle Name

Last Name *

Suffix

Display Name Alexander Graham Bell(Sample)

Login Name 2892-alexander.bell@inventors.org

Active/Inactive
Checked means enabled user

LEA Administrator

Location Administrator

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

Local ID *

State ID



Organization

Location * [Select Location](#)

Account Type

Job Code

Email Address *

Date of Birth

Created Date 2/19/2014 12:38:17 PM

Auth Method Hosted

[Save Record](#)

General Info

Application Roles

Password Reset

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.



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

Inventors Academy

Select Application

PMRN

Select Role

principal

One user at location has "principal" role

SELECT USER	NAME	USER NAME	JOB CODE
<input type="checkbox"/>	SSO Administrator	2892-fldoe-ss0@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-ss0@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.



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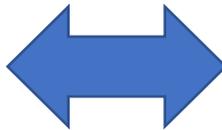
How End Users Log In

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

Hosted Districts (28)

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

***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.

The screenshot shows the Florida Department of Education's Single Sign-On page. At the top, the Florida Department of Education logo is on the left, and navigation icons for DOE HOME, STUDENTS, EDUCATORS, COMMUNITY, FAMILIES, and ADMINISTRATORS/STAFF are on the right. A green sidebar on the left contains links for Single Sign-On Home, Available Resources, Communications and Events, Support, and Tutorials. The main content area features a 'Single Sign-On' header, a welcome message, and a 'Log In' button. Below the welcome message are three sections: 'Curriculum & Assessments' with links to CPALMS, English Language Arts Formative Assessment System, Interim Assessment Item Bank & Test Platform, and PMRN/FAIR; 'Teacher and Leader Development' with links to eIPEP and Florida School Leaders; and 'Dashboards & Reports'.

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 Home
Available Resources
Communications and Events
Support
Tutorials

Log In

Create Account

[FLDOE Acceptable Use Policy](#)

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

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.

The image shows a web browser window with a yellow and green background. The main page is titled "Log in to My Putnam Schools" and features a login form with "Username" and "Password" fields. Below the form are links for "Reset Password" and "System Check". A "Single Sign-On" overlay is positioned in the foreground, containing the FLDOE logo (a green apple with a white outline of Florida) and a yellow key icon. The overlay text reads "Single Sign-On" and "Enter your username and password." It includes "Username:" and "Password:" labels with corresponding input fields. An example username "Example: SSOId-EmailAddress" is provided. A "Sign In" button is located below the fields. At the bottom of the overlay, there are two blue links: "FLDOE Acceptable Use Policy" and "Forgot Password?".

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

Single Sign-On

Enter your username and password.

Username: Example: SSOId-EmailAddress

Password:

[FLDOE Acceptable Use Policy](#)

[Forgot Password?](#)