State Expert Reviewer

How to Set Up Your Account & Access Your Reviews
Setting Up Your User Account
In order to apply as an expert reviewer, you must first create a user account within the instructional materials adoption portal. Click the “Sign In or Create an Account” button, as shown in the example above.
If you have not done so already, click “Create a User Account”.
Complete all required fields to successfully create your user account. When complete, click “Submit”.

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You will then receive a verification e-mail sent to the e-mail address provided. Click the “Click here to verify” option to activate your user account.
You will then be re-directed to the log in screen. Sign in to your user account by using the e-mail you provided and the password that you chose.
Apply as an Expert Reviewer
Once logged into your user account, you will then click on the “Open Cycles” option to access your reviewer application.
Click on the “Call for Expert Reviewers” option to fill out your application to be an expert reviewer.
Complete the reviewer application by answering all required fields. Be specific with your answers regarding education and qualifications.

Click “Submit” when all fields are complete.
Once your application has been submitted, you will receive a notification e-mail confirming receipt of your application. The Instructional Materials staff will review your application once all required reviewer documentation has been received.

*See next slide for documentation details*
Final Steps to Complete Your Application Process

• Once you complete your application to become an expert reviewer, you will also need to complete the following:
  • Reviewer Stipend Justification Form
  • Reviewer Affidavit
  • Online W-9 form via the State of Florida Vendor site.

• Submit the original, signed, and notarized affidavit and stipend justification form to the Instructional Materials office at:

  Florida Department of Education
  Attn: Instructional Materials
  325 West Gaines Street, Suite 432
  Tallahassee, FL 32399

** Your application is NOT complete & will not be reviewed until these forms are completed and received by IM staff**
Access Your Items to Review
Once your application and all forms have been received and reviewed, if approved, you will receive an e-mail notification to begin your reviewer training. You will not be able to access any assigned reviews until the training has been completed.

Once logged in, you will now have access to the Reviewer Dashboard. Click on the Reviewer Dashboard to access the reviewer training.
Complete the reviewer training module in the Reviewer Dashboard.

*If you are using Internet Explorer and the training video is not loading, switch to Firefox or Chrome*
On your Reviewer Dashboard, you will be able to access your assignments once they have been given.

You will receive a notification that you have been assigned a bid to review only when you have completed the reviewer training module.
Once a bid has been assigned to you to review, you will log into your account and access your Reviewer Dashboard and click the “Review” button to access the materials.
The links to the Major Tools and any Special Instructions that the publisher has provided will be in the Bid Information section, under “Major Tools”. Check the Special Instructions link first for the login information for each of the materials. You will access all of your assigned materials through these links.

Contact IM staff if you have any issues with the links provided.
You will also see your evaluation sections below the Bid Information. All sections must be answered in order for your review to be considered complete.
Continue to scroll down through the evaluation to see all required sections to complete.
Once all sections have been completed, you will provide your Final Recommendation for the materials and click “Submit”.

You will also have the option to “Save & Continue Later”.

*If you exit the evaluation without saving, your answers will NOT automatically save.*
Instructional Materials Staff Contact Information

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