## 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/

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Florida Instructional Materials Adoption	
Welcome to the Florida Instructional Materials Adoption Portal	Sign In or Create an Account
If this is your first time visiting this site as a publisher:         1. Oracle your personal user account by clocking "Sign in a Create an Account"         2. Dick: "Register a lower Publisher:"         3. Click: "Register a lower Publisher:"         • If the Nublisher is already registered, request to be added as on authorized user for that Publisher. If you do not know who the existing authorized representative is for your company, you may e- mail MSTATF_alfabes.cg to make your request.         3. Submission deadlines for adaption cycles will open as they are made available – at that time you can submit all required bid information and materials. Adaption updates will be sent to registered publishers and posted on the instructional Materials site.         Mitting time site as a reviewer:         3. Over personal user account by clocking "Sign in to your account".         4. Very por user account via e-mail & sign in to your account         5. User Sign to to be an Export Reviewer?         • New application opening dates to be announced - you can only access this area during the designated open dates         • Others your frest muse fixed fixed more provided on the site, opens after al leaper treviewes how been completed.         • District Expert Reviewer (must provide pond of expert centent knowledge & submit application and required forms from Materials to complete out required for standard purponents to be made at the completed on the completed.         • District Expert Reviewer (must provide and material date statem tapplication and required and regulared pointer to the made at the completed on the complete on process. Your after	Publisher Information • View Open Cycles Begins to your Account • Header on two Publisher • How to Submit a Bil • Instructional Moderalist Website To access the publisher dashboard, you will need outhoritized user (Publisher dashboard, you will need outhoritized user (Publisher dashboard, you will need you to the list of outhoritized users.

2. Select "Sign In or Create an Account"



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

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	Instructional Materials	
	Sign In	
	Type your email address	
	Type your password	
	Remember me Forgot Password?	
	Sign In	
	Create a User Account	

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

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Sign Up for an Account			
Thank you for your interest in creating started.	g an account. Accounts are necessary for users interested in submitting instruction	al material bids or participating in the review pr	occess, but anyone is welcome to sign up. Please complete the registration form below to get
For publisher representatives that w	ish to access the publisher dashboard, first create an account and ask your publis	her authorized representative (publisher admi	nistrator) to login and add you as an authorized representative.
User Registration Form			
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Subscribe to Announcements?	Yes		
Public Records Exemption * Florida has a very broad public rec Sunshine Manual in accordance w	No O Yes ords low. Most written communications to or from state officials are public re th chapter 18.071, Florida Statute (F.S.), does this user qualify for public record of the chapter 18.071.	ecords available to the public and media upon rec rd exempt status?	uest. For information and exempt status criteria, please refer to the <u>Government-in-the-</u>
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5. Check the email address you provided on your account and select the email from FLIM.

 Reply
 Reply All
 Forward

 Tue
 10/6/2020
 1:02 PM

 FLIM
 <no-reply@flimadoption.org>

 FLIM account verification

 To
 Aaronson, Kelly

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.

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Wel If th 1. 2 3 4 to If thi 1.	ome to the Florida Instructional Materials Adoption Portal is is your first time visiting this site as a publisher: Create your personal user account by clicking "Sign In or Create an Account" Verify your user account via e-mail & sign in to your account ) 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 INSTAFF@Ifdoe.org to make your request. ) 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 registered publishers and posted on the Instructional Materials site. is jour first time visiting this site as a reviewer: Create your personal user account by clicking "Sign In or Create an Account"

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

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

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2021 K-12 English Language Arts - I	Instructional Materials Adoption	Cycle	
About this Cycle	Call for Publishers	Call for Expert Reviewers	
Call for Expert Reviewers: o evaluate the quality of instructional materials for u-depth understanding of the current Florida Stan structional materials shall be made available elev e materials align to the Florida Standards.	r use in district classrooms, the Florida Departm dards. State standards detail what students sh ctronically to the state instructional materials re	nent of Education (the department) is seeking reviewers with content expertise of an ould know and be able to do as the result of a quality educational program. eviewers, who shall complete an electronic evaluation of the items to assess whether	Sign Up to be an Expert Reviewer
he Florida Department of Education received bids	for English Language Arts. The breakdown by su	ubject areas is included below.	
lementary English Language Arts (K-5):			
Languages Arts Grade K     Language Arts Grade 1     Language Arts Grade 2     Language Arts Grade 3			

- Language Arts Grade 3
  Language Arts Grade 4
  Language Arts Grade 5
  - 10. Once the following page opens, select "Guest Reviewer" under the option for "Reviewer Type"

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Reviewer Registro Please select the l Reviewer Type Guest Reviewer Occupation *	ition Form ype of reviewer you like t	o apply for and the approp O State Expert Reviewer	oriate form will show below.	Guest Reviewer	Employer Name *

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

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Re	<b>viewer A</b>	our interest in bein	g involve	d in the review process. Pleas	e complete the application b	elow and submit it fo	r consideration. After yc	u submit the	e application,	please make sure that your <del>account profile</del> information is als	o up-to-date.
	<b>Reviewer Re</b> Please selec	<b>egistration Form</b> It the type of review	wer you lil	ke to apply for and the appro	priate form will show below.						
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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.