Childcare Certificate Recipients Application

Single Sign-On (SSO) District User Instructions

October 2021

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Important information for authorized users of the
Childcare Certificate Recipients Application
(formerly known as the ECPC/SAPC/CCAC Database)

- This presentation contains directions for the FDOE Single Sign-On (SSO) process.

- As a District User, you will need to request access to this application in SSO to start or continue inputting your student program completers for credentialing.

- **Do not wait until you have program completers to complete this process, as it may take you a while to complete the SSO registration process, depending on how responsive your SSO Liaison is.**

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What is SSO?

SSO is a mandated FDOE security platform designed to make the login process safer for application users, including teachers and school administrators.

The benefits of SSO include:

- **One web address www.fldoe.org/sso**
- **One username and password**
- **Access to state resources based on account authorizations/permissions (Childcare Certificate Recipients, CPALMS, IBTP, PMRN, FSL, etc.)**

➢ **Do not wait until you have program completers to complete this process, as it may take you a while to complete the SSO registration process, depending on how responsive your Liaison is.**

Step 1

Please follow these directions to ensure you have continued access to this CCR Application.

1) Access the application at https://portal.fldoesso.org/PORTAL/Sign-on/SSO-Home.aspx/ **. This will take you to the Landing Page, if you have NOT already registered for SSO.** *Note: If you are currently registered for SSO, skip to slide 12 and proceed accordingly to gain access to this application.*

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Welcome to the Florida Department of Education, Childcare Certificate Recipients Application

NEW DCF USER	NEW DISTRICT USER	CURRENT SSO USER

Users must have access to Single Sign-On (SSO) to access the Childcare Certificate Recipients application

NEW SSO USERS

- For DCF Users: All new and existing DCF Users must complete the one-time self-registration process to access the Childcare Certificate Recipients application. Once the self-registration process is completed, you will receive an email for instructions to set up your security questions:
    - Register by selecting "NEW DCF USERS"
    - All DCF Users must complete the security questions
    - Note: If the security questions are not setup, DCF Users will not be able to reset their password and will no longer be able to use the email ID they completed the self-registration with
- For District Users: Please find your District LEA through the "NEW DISTRICT USER" button above:
    - Search for your school through the "Select your organization" box
    - Once found, press "Submit" and a contact name, phone number and email address will display
    - Contact the name listed by phone or email and request to be added to SSO AND the application
    - This is your SSO Liaison, also known as your SSO LEA

CURRENT SSO USERS

- To access the Childcare Certificate Recipients application, ALL users must be added to 1. SSO and 2. The application
    - Please contact the DOE Education and Training State Supervisor to be added to the application if you have not done so before
    - Once added, please select the "CURRENT SSO USER" button to sign into SSO

USER GUIDES

- Please find the User Access Guide for your role below:
    - View User Access Guide for DCF Users
    - View User Access Guide for District Users

www.fldoe.org   For assistance with this website, please contact the DOE Education and Training State Supervisor

2) Select the "New District User" button to register. This will direct you to the SSO Support Page.

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3) On SSO Support Page, follow the directions (enter district/school in the "Select your organization" search box) to obtain the email address of your SSO Liaison (LEA) (also known as your District LEA).

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HOME   ABOUT   NEWS   SUPPORT   TUTORIALS

Support

Accounts are primarily set up and managed by a user's sponsoring organization such as a school district or education institution. Locate your organization's contact information by typing the first two letters of the name below, then, select your organization from the list and click Submit.

Select your organization: [_____]   Submit

Service Center
Toll-free 1-855-814-2876
IENHELP@fldoe.org
Weekdays 7:00 AM to 6:00 PM (EST)

Self Registration
Accounts that begin with **zero are self-registered** and these accounts are not managed by a sponsoring organization. If you are a **self-registered** user and need assistance, contact the Service Center.

Support Resources
About SSO (PPT)
Signing into SSO – PowerPoint (PPT)
Signing into SSO – Quick Reference Guide (PDF)
Changing your Password (PPT)
Deleting Internet Browser Cookies (PDF)

4) Once SSO LEA is found, press "Submit". *A contact name, phone number and email address will display.*

5) Contact the name listed by email and request that your SSO LEA (as identified on previous screen), add you to the following:

- **Single Sign-On (SSO)**
- **Application:** Childcare Recipient Certificates
- **URL:** https://web01.fldoe.org/Childcare_Certificate_Recipients/
- **Environment:** Production
- **Role:** User

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For assistance with this website, please contact the DOE Education and Training State Supervisor

6) Have your principal, assistant principal, director, or assistant director email the DOE Education and Training Administrator directly stating that you need to be added to the CCR Database (ECPC) system. They can cc you on the email. The email must include the following:

- **· First Name**
- **· Last Name**
- **· Title**
- **· District**
- **· Phone Number**
- **· Email Address**

Notes:

- Your request must be made to your District LEA Helpdesk, not the State Service Center.

- Your District SSO LEA should answer your request by sending you a confirmation email with user login credentials. PLEASE KEEP THESE LOGIN CREDENTIALS ON FILE FOR FUTURE USE.

- It may take up to one week to set up your account, depending on how quickly your District SSO LEA responds to your request. Once you have received a confirmation email from your District SSO LEA forward it to me.

- You will not have access to the system unless all the above steps are completed.

- You will only need to complete Steps 1-6 one time.

Step 2

Once you have been added, follow these instructions every time you would like to gain access to the CCR Application from this point forward.

I. **Access the application at www.fldoe.org/sso.**
You will be directed to the FDOE Single Sign-On Landing Page.

Click on the "Educators" button.

III. Select the user account assigned by your SSO LEA. *Your district account name may be listed in the SSO Sign On page list or your SSO LEA may have told you to use the "SSO Hosted Users" button.*

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FDOE Single Sign-On

Sign in with one of these accounts

SSO Hosted Users

Florida Department of Education

Alachua County School District

B Baker County School District

Refer to the login account that your SSO LEA provided in your access email.

If you are part of the Hosted SSO type, you will select "SSO Hosted Users".

If your district is part of the Federated SSO type, you will select your district name.

IV. Using your new login credentials, enter your username and password to sign in on the Single Sign-On Login Page. *Remember to use your newly assigned username previously sent to you in an email from your SSO LEA. The login credentials you previously used are no longer valid.*
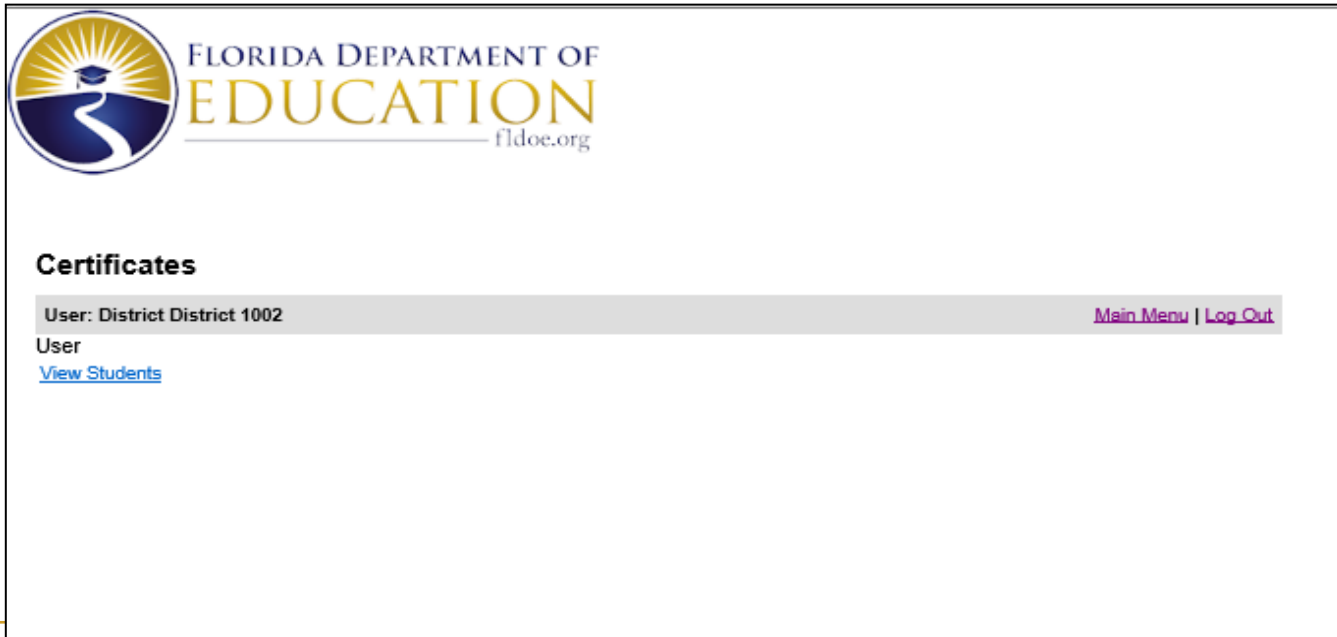
NOTES:

- After you have successfully registered for SSO, all Users will access the CCR Application through the current URL: www.fldoe.org/sso. Select "Educators" button.

- On your personal District User Main Page you will be able to view and enter student records as you have in the past.

- If you are using the same browser every time to login, SSO may remember your login credentials and you will skip right to your personal District User Main Page.

District User Main Page:

Certificates

User: District District 1002   Main Menu | Log Out
User
View Students

Congratulations!

You have completed the necessary steps to input your student program completers ☺.

Do not hesitate to contact the following CTE representatives if you have issues at any point moving forward.

Education & Training State Supervisor

850- 245-9018

Jennifer Johnson
CTE Staff Assistant
Jennifer.Johnson2@fldoe.org
850-245-9012

www.FLDOE.org