

Provider Portal Returning User – Setting Up Single Sign-On

Providers with existing provider portal accounts must work with their coalition to set-up user accounts and roles.

Provider Portal Returning User with Single Sign-On

Log on Process

Navigate to the Provider Portal (<https://providerservices.floridaearlylearning.com>).

The FDOE Single Sign-On sign in page will display. Click **Hosted / Self-Registered login**.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Single Sign-On

Sign in with one of these accounts

- Hosted / Self-Registered login**
- Florida Department of Education
- University of West Florida
- C** Citrus County School District
- S** Sumter County School District
- B** Brevard County School District
- B** Baker County School District
- D** Desoto County School District
- E** Escambia County Public Schools
- T** Jackson County School District

Enter your username, then click **Sign in**.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



Sign in using your username

Username ex: 99-someone@edu.com

Keep me signed in

Sign in

Cancel

[Home](#) [Privacy](#) [Support](#)

Enter your password, then click **Continue**.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



Please enter your password.

Password

Continue

[Forgot Password?](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

You will be prompted to send a one-time verification code at your established multi-factor authenticator. Click **Send Code**.



The screenshot shows the Florida Department of Education (FDOE) Single Sign-On interface. At the top left is the FDOE logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". To the right is the "Single Sign-On" logo featuring a blue apple with a white outline of Florida and a yellow key. Below the logos, a message states: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." Underneath, a "Phone Number" field is shown with the placeholder "XXX-XXX-". Two buttons are present: "Send Code" (highlighted with a red border) and "Call Me". A "Cancel" link is located below the buttons. At the bottom right, there are links for "Home", "Privacy", and "Support". The background features a large tree graphic composed of various educational icons.

Note: Phone number was chosen as the multifactor authenticator for this account. Screens pertaining to multifactor authentication through email and/or authenticator application may differ.

A code will be sent to you. Enter the code you receive and click **Verify Code**



The Provider Portal home page will display.

Please contact your early learning coalition for immediate assistance.
This site is best viewed with Microsoft Edge. Download the latest version of Microsoft Edge.
If you are using an Apple device (iPad, iPhone, Mac computer, MacBook), while we encourage Microsoft Edge, you may also download and use Google Chrome.

Note: The menus and/or links on your home page will vary depending on your assigned role in the portal.

Password Recovery

Navigate to the Provider Portal. The FDOE Single Sign-On sign in page will display. Click **Hosted / Self-Registered login**.



Enter your SSO username. Click **Sign In**.



Click the Forgot Password? Link.

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Single Sign-On

Please enter your password.

Password

Continue

Forgot Password?

Cancel

Home Privacy Support

Verify the email address listed. Click **Send verification code**.

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Single Sign-On

Please verify your email address.

Send verification code

Continue

Cancel

Home Privacy Support

An email will be sent to the email address listed. Enter the code you received and click **Verify code**.

FloridaSSO account email verification code

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

----- Forwarded message -----
From: Microsoft on behalf of FloridaSSO <msonlineserviceteam@microsoftonline.com>
Date: Tue, Nov 12, 2024 at 2:02 PM
Subject: FloridaSSO account email verification code
To: <[redacted]>

Verify your email address


Thanks for verifying your [redacted] account!

Your code is: [redacted]

Sincerely,
FloridaSSO




FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



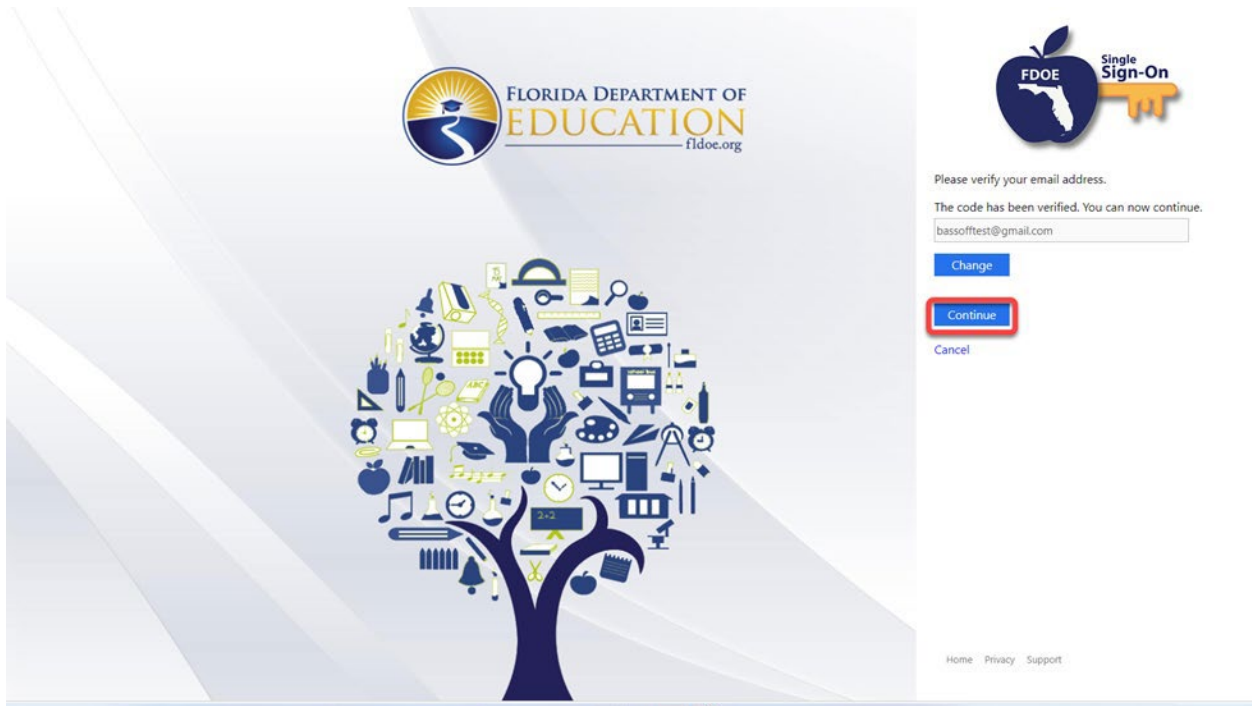
Please verify your email address.
Verification code has been sent. Please copy it to the input box below.

[Verify code](#) [Send new code](#)
[Continue](#)
[Cancel](#)



Home Privacy Support

Once the code has been verified, click **Continue**.



The screenshot shows the Florida Department of Education (FDOE) Single Sign-On interface. On the left, there is a large graphic of a tree where the leaves are replaced by various educational icons like a lightbulb, a globe, a book, and a calculator. Above the tree is the FDOE logo, which consists of a circular emblem with a sun and a path, followed by the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". On the right side, there is a "Single Sign-On" logo featuring an apple with a keyhole and a key. Below this, the text reads "Please verify your email address." and "The code has been verified. You can now continue." followed by the email address "bassofftest@gmail.com" in a text input field. There are three buttons: "Change" (blue), "Continue" (blue with a red border), and "Cancel" (grey). At the bottom right, there are links for "Home", "Privacy", and "Support".

Enter and reenter your new password. Click **Continue**.



This screenshot shows the password creation step of the FDOE Single Sign-On process. It features the same educational tree graphic and FDOE logo on the left. On the right, the text says "Please enter your new password." followed by two text input fields: "New Password" and "Reenter Password". Red arrows point to each of these fields. Below the fields are three buttons: "Continue" (blue with a red border), "Cancel" (grey), and a "Change" button (blue) which is partially obscured. At the bottom right, there are links for "Home", "Privacy", and "Support".

You will be prompted to send a code for multi-factor authentication. Click **Send Code**.



Enter the code sent to you. Click **Verify code**



The provider home page will display

Common Tasks

Manage Sites
[Manage All Sites](#)

Manage VPK Applications and Contracts
[VPK Provider Application](#)
[Manage VPK Instructors, Calendars, and Classes](#)
[Statewide VPK Provider Contract](#)
[VPK Contract Amendment](#)

Manage SR Contracts
[Statewide SR Provider Contract](#)
[SR Contract Amendment](#)

Surveys/Grant Applications

- ARPA
 - ARPA Round 1 Application
 - ARPA Round 1 Installment 2
 - ARPA Round 1 Installment 3
 - ARPA Round 1 Expenditure Survey
- ARPA II
 - ARPA Round 2 Application

Broadcast Messages

Voluntary Customer Satisfaction Survey :

All providers that become contracted with our office will be contacted to complete a voluntary survey to gauge your customer service experience with our office. All responses are anonymous and confidential and will not affect your contract.

Helpful Documents

[VPK Curricula for Providers on Probation](#)
[SR Curricula](#)

Provider Site Summary

Business name: [Redacted]
Doing business as: [Redacted]
Provider ID: [Redacted]
License number: [Redacted]
SSN / Federal ID number: [Redacted]
Accountability ID: [Redacted]

Frequently Used Links

[Core Competencies \(Coming Soon\)](#)
[DCF Provider Training](#)
[Provider Portal User Guide](#)
[Quality Performance System \(QPS\)](#)
[VPK Provider Readiness Rate Website](#)

Please contact your early learning coalition for immediate assistance.
This site is best viewed with Microsoft Edge. Download the latest version of Microsoft Edge.
If you are using an Apple device (iPad, iPhone, Mac computer, MacBook), while we encourage Microsoft Edge, you may also download and use Google Chrome.

Note: The menus and/or links on your home page will vary depending on your assigned role in the portal.

Forgot Sign-In Name Process

Navigate to the Provider Portal. The FDOE Single Sign-On sign in page will display. Click **Hosted / Self-Registered login**.

Click **Forgot**



The screenshot shows the Florida Department of Education (FDOE) Single Sign-On login page. At the top left is the FDOE logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". In the center is a large tree graphic where the foliage is made of various educational icons like a lightbulb, books, and a globe. On the right side, there is a "Single Sign-On" logo featuring a blue apple with a white outline of Florida and a yellow key. Below this, the text "Sign in with one of these accounts" is followed by a list of sign-in options. The first option, "Hosted / Self-Registered login", is highlighted with a red rectangular box. The other options are: Florida Department of Education, Alachua County School District, Baker County School District, Bradford County School District, Brevard County School District, Broward County School District, Charlotte County School District, and Citrus County School District.

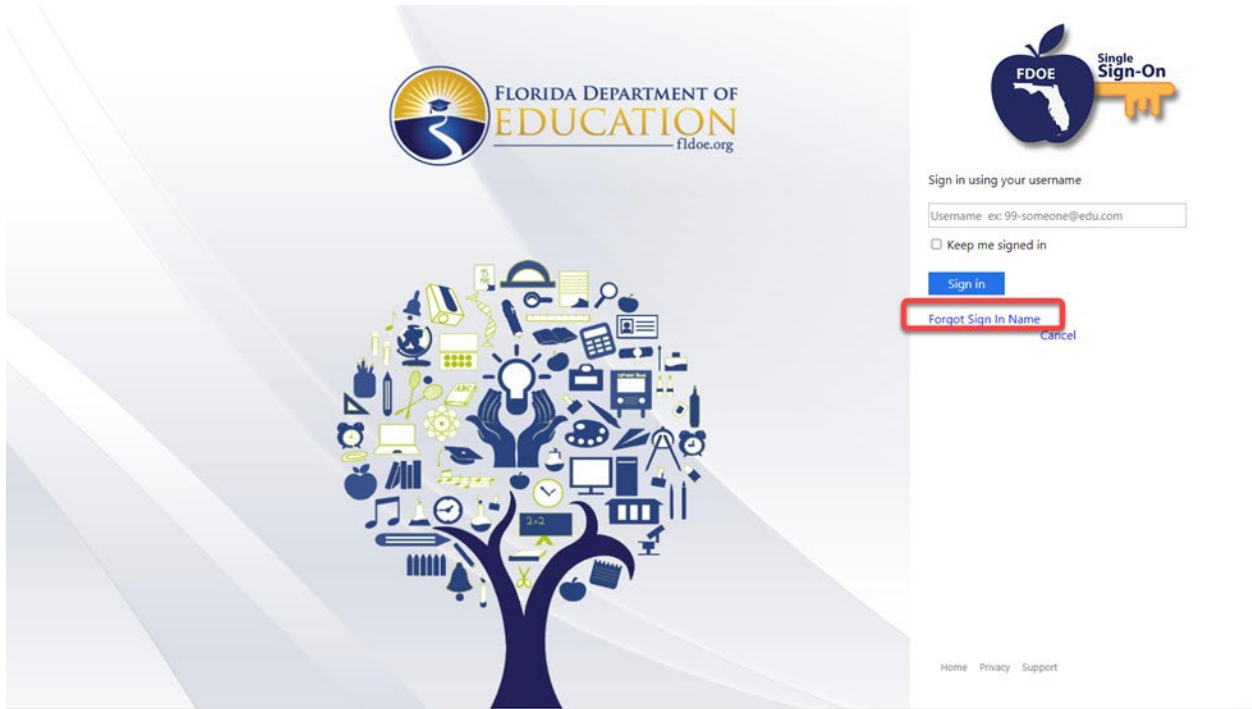
FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Single Sign-On

Sign in with one of these accounts

- Hosted / Self-Registered login
- Florida Department of Education
- Alachua County School District
- Baker County School District
- Bradford County School District
- Brevard County School District
- Broward County School District
- Charlotte County School District
- Citrus County School District

Click **Forgot Sign In Name**.



Enter your SSO email address. Click **Continue**.



The following message will display. If a sign in name associated with the email address provided is found, an email will be sent.

Florida DOE: Registered SSO Usernames



Thu 11/14/2024 2:28 PM

From: <DONOTREPLY@fldoe.org>
Date: Thu, Nov 14, 2024 at 2:26 PM
Subject: Florida DOE: Registered SSO Usernames
To: <[redacted]>

Per your request, we have provided the username(s) registered with our service.

Registered username(s):

- [redacted]

If you didn't request this information, please change your password, and report it to your administrator.

Thank you for choosing our services.