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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
- Desoto County School District
- Escambia County Public Schools
- T Jackson County School District

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

The screenshot shows the Florida Department of Education (FDOE) Single Sign-On login interface. On the left is the FDOE logo and a large tree graphic composed of various educational icons. On the right, the text "Sign in using your username" is displayed above a text input field containing the placeholder "Username ex: 99-someone@edu.com". A red arrow points to this field. Below the field is a checkbox for "Keep me signed in" and a blue "Sign in" button, which is highlighted with a red box. A "Cancel" link is located below the button. At the bottom right, there are links for "Home", "Privacy", and "Support".

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

This screenshot shows the same login interface as above, but at the password entry stage. The text "Please enter your password." is displayed above a text input field containing the placeholder "Password". A red arrow points to this field. Below the field is a blue "Continue" button, highlighted with a red box. There is also a "Forgot Password?" link and a "Cancel" link. The FDOE logo, tree graphic, and footer links remain the same.

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

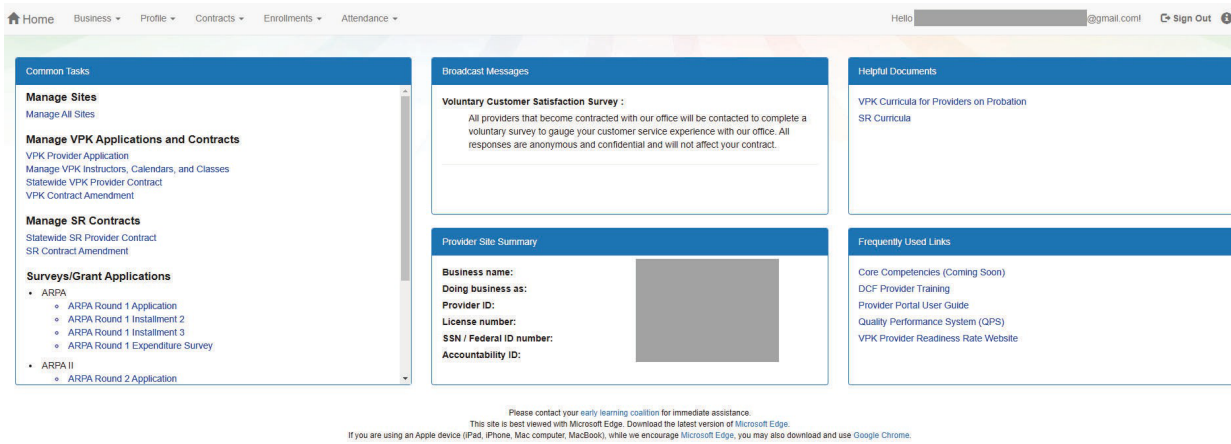


Note: Phone number was chosen as the multifactor authenticator for this account. Screens pertaining to multifactor authentication through email and/or authenticator application may differ.

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



The Provider Portal home page will display.



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**.



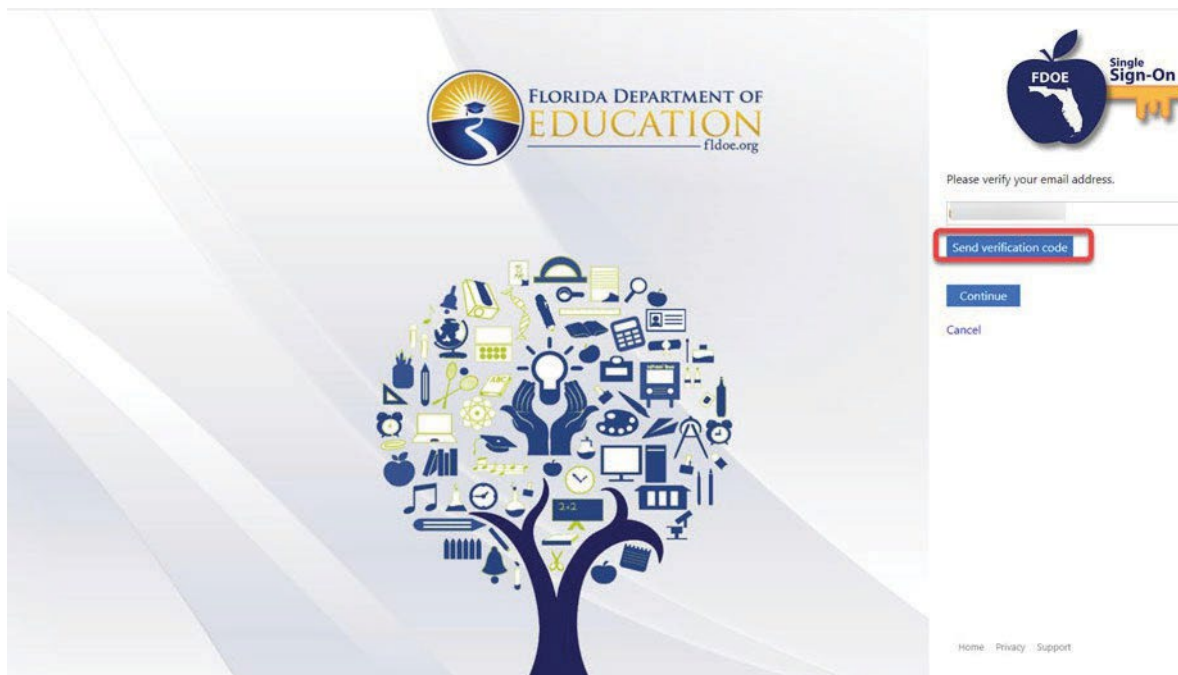
Enter your SSO username. Click **Sign In**.



Click the **Forgot Password?** Link.



Verify the email address listed. Click [Send verification code](#).



An email will be sent to the email address listed. Enter the code you received and click [Verify code](#).

FloridaSSO account email verification code



Wed 11/13/2024 1:48 PM

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



Please verify your email address.

Verification code has been sent. Please copy it to the input box below.

[input field]

613266

Verify code Send new code

Continue

Cancel

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

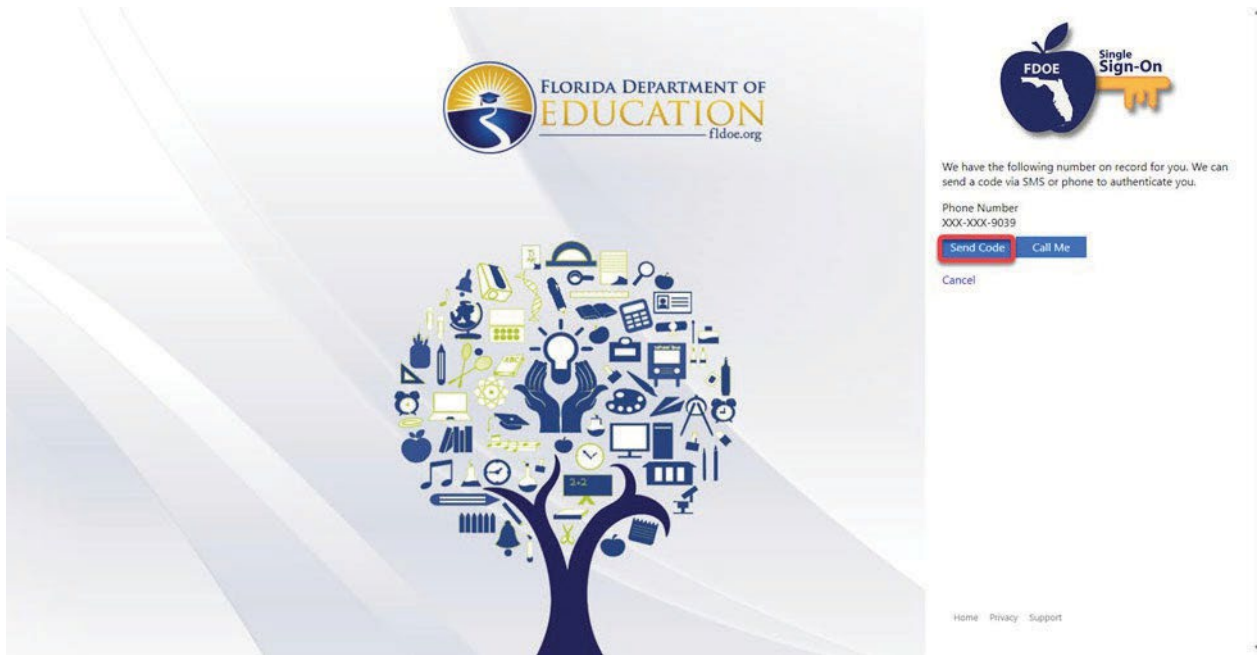
Once the code has been verified, click **Continue**.



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



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

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 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.

Provider Dashboard

After logging on to the Provider Portal, the following page will display:

The screenshot displays the Provider Dashboard interface. At the top, there is a navigation bar with links for Home, Business, Profile, Contracts, Enrollments, Attendance, and Documents. The current profile is set to 2023-2024, and the user is logged in as 'Hello'. A Log Off button and settings icon are also present.

The dashboard is divided into several sections:

- Common Tasks:** Includes Manage Sites, Manage Users, Manage VPK Applications and Contracts, Manage SR Contracts, and Surveys/Grant Applications.
- Broadcast Messages:** Features a Voluntary Customer Satisfaction Survey notice.
- Helpful Documents:** Lists VPK Curricula for Providers on Probation and SR Curricula.
- Provider Site Summary:** Displays fields for Business name, Doing business as, Provider ID, License number, SSN / Federal ID number, and Accountability ID.
- Frequently Used Links:** Includes Core Competencies (Coming Soon), DCF Provider Training, Provider Portal User Guide, Quality Performance System (QPS), and VPK Provider Readiness Rate Website.

The **Accountability ID** is in the Provider Site Summary. This number is associated with the Provider ID and is displayed for informational purposes.