

FAMILY PROCESSES

With the latest update, the Family Portal is now Mobile-friendly.

Creating a Family Portal Account and Setting up Single Sign-On

First-time users must register for an account with Single Sign-on to access the Family Portal.



Click the **Sign up** button to start the new account registration process and the following page will display:

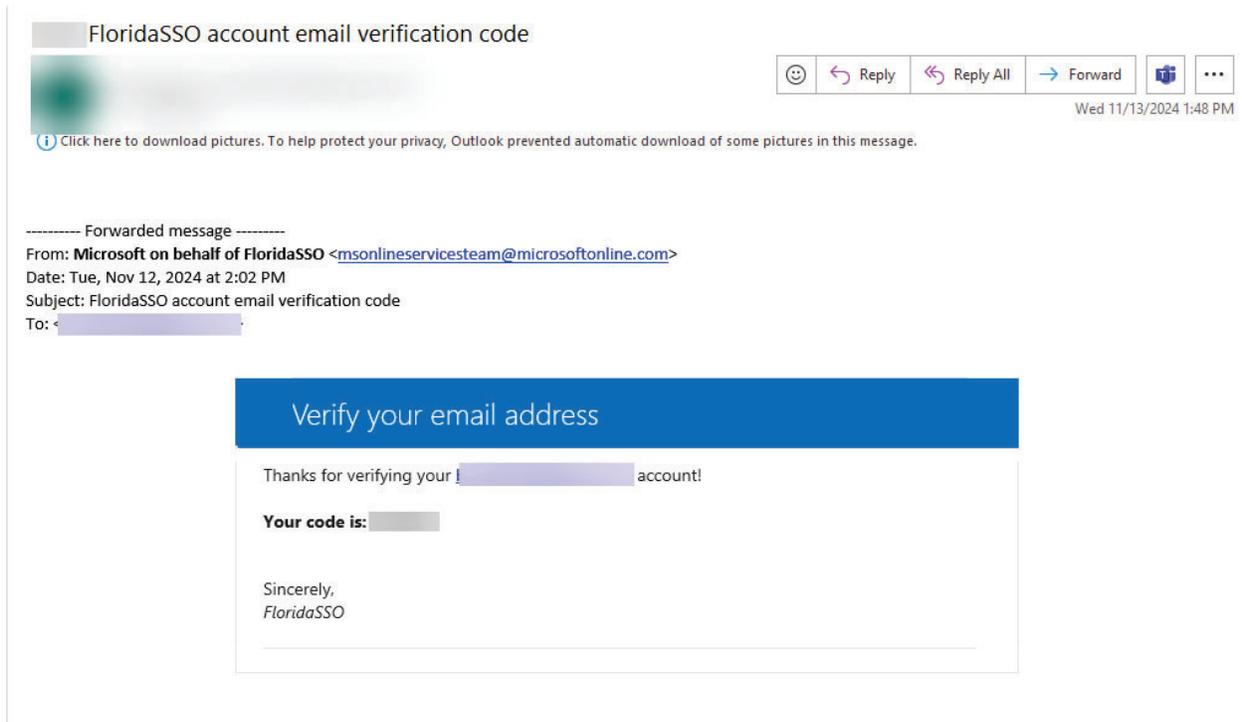


Enter your valid email address and click the **Send Verification Code** button.



The screenshot shows the Florida Department of Education logo on the left. On the right, there is a 'Single Sign-On' logo featuring a blue apple with a white outline of Florida and a yellow key. Below the logos, the text reads 'Please provide the following details.' There is a text input field containing 'validemail@test.com'. Below the input field is a blue button labeled 'Send verification code' which is highlighted with a red border.

The following email with your one-time verification code will be sent to the email address entered in the previous step:



The screenshot shows an email interface. At the top, the subject is 'FloridaSSO account email verification code'. Below the subject is a blurred image. To the right of the image are buttons for 'Reply', 'Reply All', 'Forward', and a share icon. The date and time are 'Wed 11/13/2024 1:48 PM'. Below the image is a link: 'Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.' The email body contains a forwarded message header: '----- Forwarded message -----'. The message details are: 'From: Microsoft on behalf of FloridaSSO <msonlineservicesteam@microsoftonline.com>', 'Date: Tue, Nov 12, 2024 at 2:02 PM', 'Subject: FloridaSSO account email verification code', and 'To: <[redacted]>'. The main content of the email is a blue header 'Verify your email address'. Below the header, it says 'Thanks for verifying your [redacted] account!'. Then, 'Your code is: [redacted]'. At the bottom, it says 'Sincerely, FloridaSSO'.

Enter the verification code in the text box that says "VerificationCode." Click **Verify code**.



The screenshot shows the same Florida Department of Education Single Sign-On page as before. The text now reads 'Please provide the following details.' and 'Verification code has been sent. Please copy it to the input box below.' There are two text input fields: the first contains 'validemail@test.com' and the second contains 'verificationCode'. Below the input fields are two buttons: 'Verify code' (highlighted with a red border) and 'Send new code'.

If you do not receive your one-time code, click **Send new code**, and a new one-time verification code will be sent to your email.



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Please provide the following details.

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

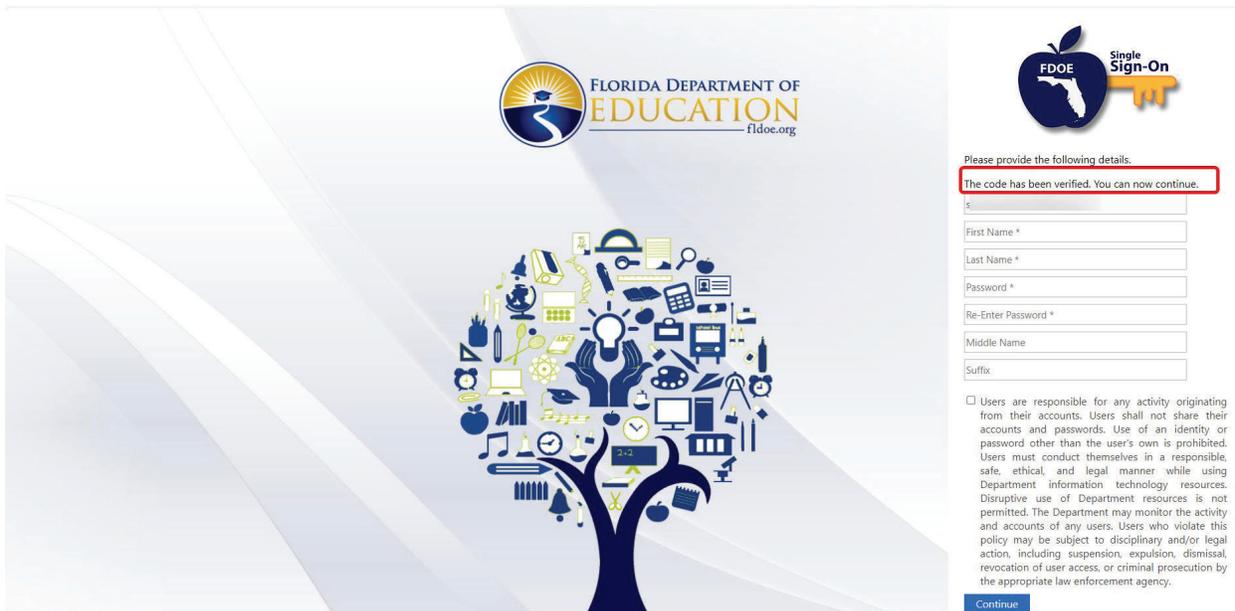
validemail@test.com

verificationCode

Verify code **Send new code**

Note: Though emails are expected within 1-2 minutes, in rare instances, please note that it may take up to 3-5 minutes to arrive. If you receive multiple codes in one verification attempt, the newest email will contain the valid code.

Once you have verified your code, “The code has been verified. You can now continue” will display.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Single Sign-On

Please provide the following details.

The code has been verified. You can now continue.

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

Continue

Complete the relevant remaining fields.

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Single Sign-On

Please provide the following details.
The code has been verified. You can now continue.

s

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

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Continue

Fields containing an asterisk (*) indicate that a field is required. The following fields are required:

- First Name
- Last Name
- Password
- Re-enter password

Fields not containing an asterisk (*) are not required, and may not be applicable. The following fields are not required:

- Middle Name
- Suffix

Passwords must be at least 8 characters in length and contain at least one of each character type:

- Uppercase letter
- Lowercase letter
- Number
- Special Character

If your password does not contain one of each of the listed character types, the following error will display above the password field:

Last Name *

The password must contain all of the following:

- a lowercase letter
- an uppercase letter
- a number
- a special character

...

Once all the required fields have been completed, review the acceptable use policy. Check the box to indicate you have read and understood the information provided to you.

Test

Test

.....

.....

Middle Name

Suffix

Acceptable Use Policy

This policy applies to all users of Florida Department of Education information technology resources, whether affiliated with the Department or not.

Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

Continue

Cancel

Click **Continue**.

Test
Test
.....
.....
Middle Name
Suffix

Acceptable Use Policy
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Continue

Cancel

The following page will display:

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Single Sign-On

Please select a multi-factor authentication method.

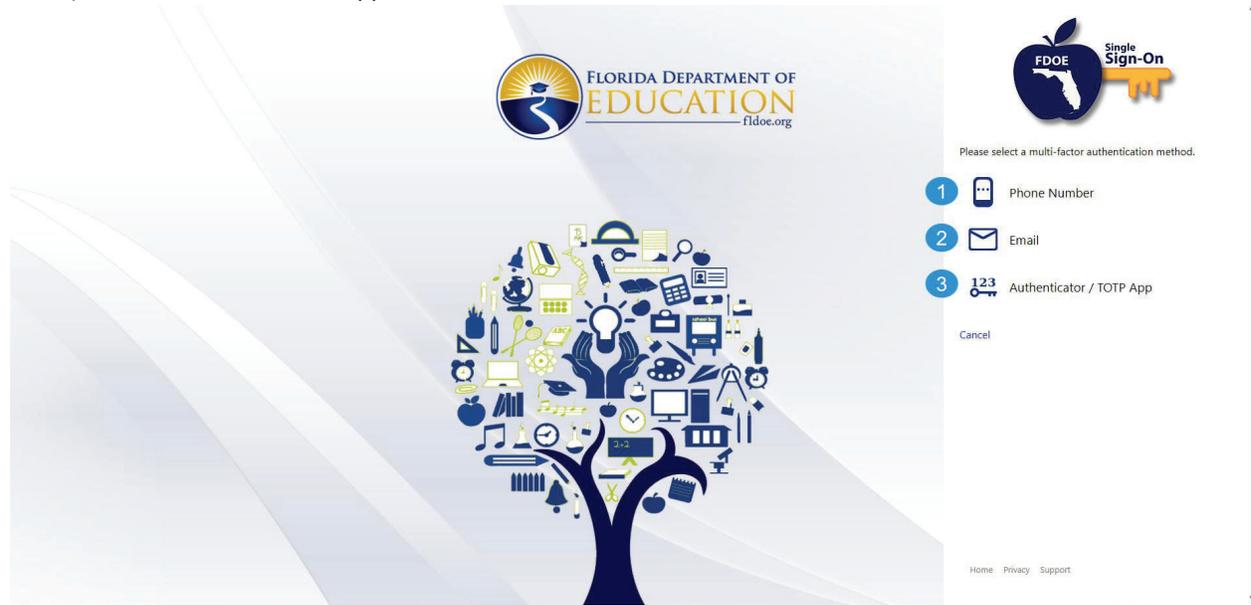
- Phone Number
- Email
- Authenticator / TOTP App

Cancel

Home Privacy Support

This page indicates the three options available to you for your multi-factor authentication.

- 1) Phone Number
- 2) Email
- 3) Authenticator / TOPP App



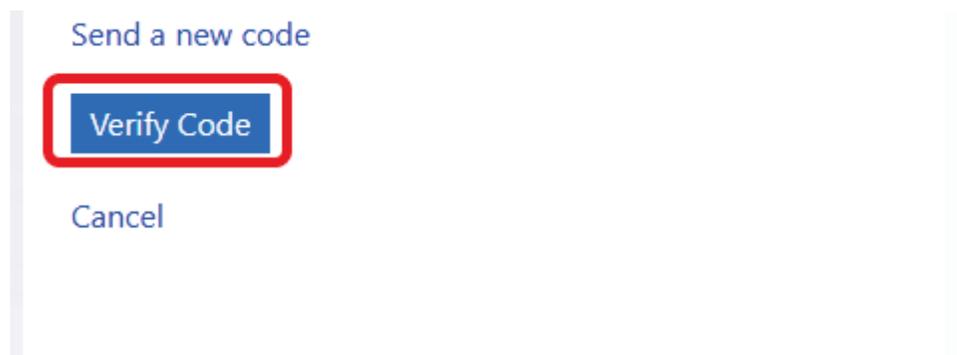
Select your desired mode of multi-factor authentication for your Family Portal account.

Note: The selection you make will hold for all future sign in attempts. For instance, if you selected email for your multi-factor authentication, any time you attempt to log in to your Family Portal account, you will receive your one-time verification code as an email. [For information on and for changing your multifactor authentication settings, please see your LEA Administrator.](#)

Once you select your preferred mode of contact for the Multi-factor authentication and entered the respective required information, click **Send Verification Code.**



A one-time verification code will be sent to you. Enter the Code and click **Verify Code.**



The following page will display with your SSO login. An email will be sent with the same information.

Note: Your SSO login will be in the format of 0-[your email address], as displayed in the images below.



FLDOE SSO LoginID for Family Test (Self-Registered)



Wed 11/13/2024 1:08 PM

----- Forwarded message -----

From: <DONOTREPLY@fldoe.org>
Date: Tue, Nov 12, 2024 at 3:33 PM
Subject: FLDOE SSO LoginID for Family Test (Self-Registered)
To: <[redacted]>

Welcome!

You are receiving this email because a Florida Department of Education Single Sign-On (FLDOE SSO) account was created on your behalf. With one username and password, you will be able to access multiple FLDOE SSO resources from the Department's portal at (<https://flssoportal.fldoe.org/>) as authorized by your sponsoring organization.

Your username is: 0-[redacted]t@gmail.com

Your password was set during your account registration.

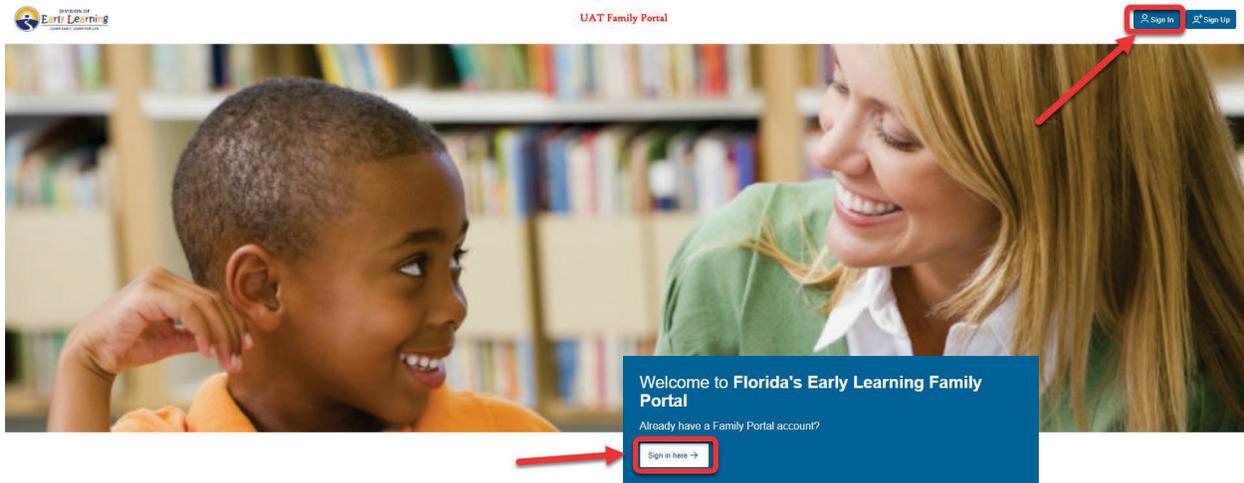
Please keep this email for your records; this information will not be sent again.

Thank you.

DO NOT REPLY TO THIS EMAIL.

This is an unmonitored address and replies to this email cannot be responded to or read. For assistance, please visit the FLDOE SSO Support page. Be cautious of email scams, the Department will never send you links within an email requesting personal information.

Navigate back to the Family Portal landing page. Click one of the **Sign In** buttons.



The following page will display:



Click **Hosted / Self-Registered login.**



Enter the SSO Login provided to you. Click **Sign In.**



If you forgot your SSO login/username, click **Forgot Sign In Name.** An email will be sent to the email address provided during account creation.

Enter your password and click **Continue**.



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". At the top right is the "Single Sign-On" logo featuring a blue apple with a yellow key. The main content area contains the text "Please enter your password." followed by a password input field with a red arrow pointing to it. Below the input field is a blue "Continue" button with a red border. Further down are links for "Forgot Password?" and "Cancel". At the bottom right, there are links for "Home", "Privacy", and "Support". The background features a large graphic of a tree where the leaves are various educational icons, and the trunk is a silhouette of a person with arms raised.

You will now be prompted to send an authentication code to your selected mode of authentication. Click **Send Code**.



Note: The image above depicts the screen displayed for authentication through Phone Number. Authentication prompting screens for email and/or Authenticator/ TOTP app may vary.

Enter the code sent to you. Click [Verify Code](#).



The home page of the Family Portal will display.

UAT Family Portal

Welcome back, [User Name]

Home > Family Portal > Family Profile

Household at a Glance

Parents	Other Household Members	Children Needing Care	Total Household Size
			0

HH_000

VPK Applications

There are no saved VPK applications associated with this account. Click the Create a new VPK application button to create a new VPK application.

+ Create a new VPK application

School Readiness Applications

There are no saved School Readiness applications associated with this account. Click the Create a new School Readiness application button to create a new SR application.

+ Create a new School Readiness application

Family Portal Returning User- Setting up Single Sign-On*

Users who already have an existing account who are returning for the first time must register for an account with Single Sign-on to access the Family Portal.

UAT Family Portal

Sign In Sign Up

Welcome to Florida's Early Learning Family Portal

Already have a Family Portal account?

Sign in here ->

Click the **Sign up** button to start the new account registration process and the following page will display:



Enter the email address associated with your existing Family Portal account and click the **Send Verification Code** button.



The following email with your one-time verification code will be sent to the email address entered in the previous step:

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.

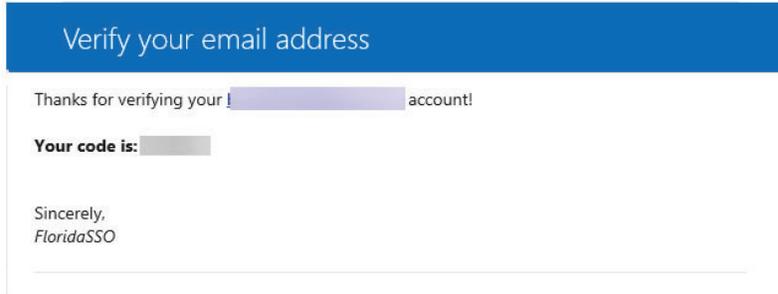
----- Forwarded message -----

From: Microsoft on behalf of FloridaSSO <msonlineservicesteam@microsoftonline.com>

Date: Tue, Nov 12, 2024 at 2:02 PM

Subject: FloridaSSO account email verification code

To: <[redacted]>



Enter the verification code in the text box that says "VerificationCode." Click **Verify code**.



If you do not receive your one-time code, click **Send new code**, and a new one-time verification code will be sent to your email.



Note: Though emails are expected within 1-2 minutes, in rare instances, please note that it may take up to 3-5 minutes to arrive. If you receive multiple codes in one verification attempt, the newest email will contain the valid code.

Once you have verified your code, "The code has been verified. You can now continue" will display.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Single Sign-On

Please provide the following details:

The code has been verified. You can now continue.

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

Continue

Complete the relevant remaining fields.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Single Sign-On

Please provide the following details:

The code has been verified. You can now continue.

First Name *

Last Name *

Password *

Re-Enter Password *

Middle Name

Suffix

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Continue

Fields containing an asterisk (*) indicate that a field is required. The following fields are required:

- First Name
- Last Name
- Password
- Re-enter password

Fields not containing an asterisk (*) are not required, and may not be applicable. The following fields are not required:

- Middle Name
- Suffix

Passwords must be at least 8 characters in length and contain at least one of each character type:

- Uppercase letter
- Lowercase letter
- Number
- Special Character

If your password does not contain one of each of the listed character types, the following error will display above the password field:

Last Name *

The password must contain all of the following:

- a lowercase letter
- an uppercase letter
- a number
- a special character

...

Once all the required fields have been completed, review the acceptable use policy. Check the box to indicate you have read and understood the information provided to you.

Test

Test

.....

.....

Middle Name

Suffix

Acceptable Use Policy
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[Continue](#)

[Cancel](#)

Click **Continue**.

Test

Test

.....

.....

Middle Name

Suffix

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[Continue](#)

[Cancel](#)

The following page will display:



This page indicates the three options available to you for your multi-factor authentication.

- 1) Phone Number
- 2) Email
- 3) Authenticator/ TOTP app

Select your desired mode of multi-factor authentication for your Family Portal account.

Note: The selection you make will hold for all future sign in attempts. For instance, if you selected email for your multi-factor authentication, any time you attempt to log in to your family portal account, you will receive your one-time verification code as an email. For information on and for changing your multifactor authentication settings, please see your LEA Administrator.



Once you have selected your preferred mode of contact for the multi-factor authentication and entered the respective required information, click **Send Code**.

Send Code

A one-time verification code will be sent to you. Enter the Code and click **Verify Code**.

Send a new code

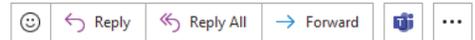
Verify Code

Cancel

The following page will display with your SSO login. An email will be sent with the same information.



FLDOE SSO LoginID for Family Test (Self-Registered)



Wed 11/13/2024 1:08 PM

----- Forwarded message -----

From: <DONOTREPLY@fldoe.org>
Date: Tue, Nov 12, 2024 at 3:33 PM
Subject: FLDOE SSO LoginID for Family Test (Self-Registered)
To: <[redacted]>

Welcome!

You are receiving this email because a Florida Department of Education Single Sign-On (FLDOE SSO) account was created on your behalf. With one username and password, you will be able to access multiple FLDOE SSO resources from the Department's portal at (<https://flssoportal.fldoe.org/>) as authorized by your sponsoring organization.

Your username is: 0-[redacted]:@gmail.com

Your password was set during your account registration.

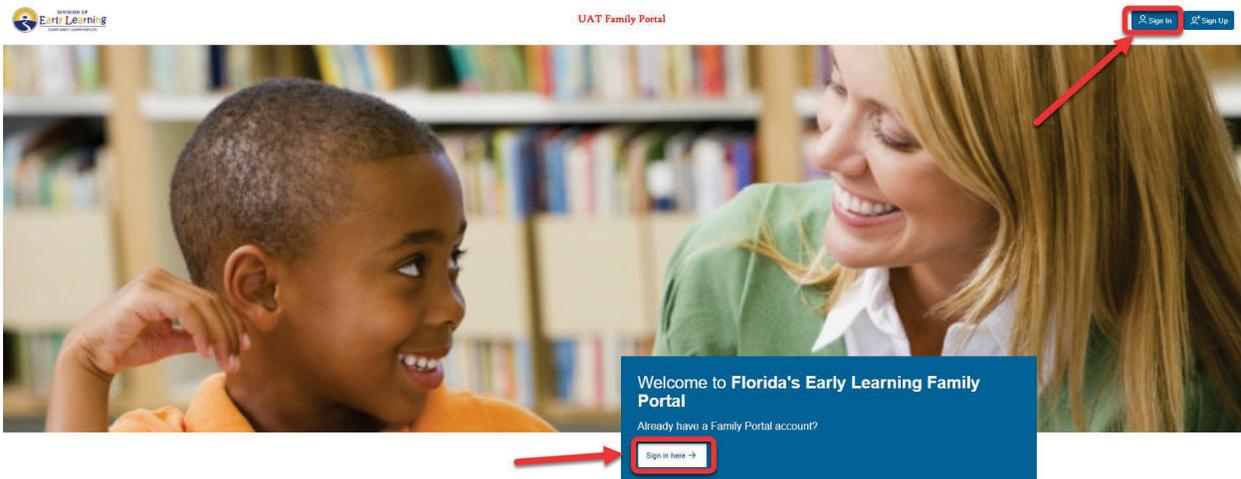
Please keep this email for your records; this information will not be sent again.

Thank you.

DO NOT REPLY TO THIS EMAIL.

This is an unmonitored address and replies to this email cannot be responded to or read. For assistance, please visit the FLDOE SSO Support page. Be cautious of email scams, the Department will never send you links within an email requesting personal information.

Return to the Family Portal home page. Click one of the **Sign In** buttons.



The following page will display:



Sign in with one of these accounts

 Hosted / Self-Registered login

 Florida Department of Education

Click Hosted / Self-Registered login.



Sign in with one of these accounts

 Hosted / Self-Registered login

 Florida Department of Education

Enter the SSO Login provided to you. Click **Sign In**.



If you forgot your SSO login/username, click **Forgot Sign In Name**. An email will be sent to the email address provided during account creation.

Enter your password and click **Continue**.



You will now be prompted to send an authentication code to your selected mode of authentication. Click **Send Code**.



Note: The image above depicts the screen displayed for authentication through Phone Number. Authentication prompting screens for email and/or Authenticator/ TOTP app may vary.

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



The home page of the Family Portal will display.


UAT Family Portal
Logout

Welcome!

Home > Family Portal > Family Profile

Household at a Glance

HK_0001948385

Parents	Other Household Members	Children Needing Care	Total Household Size
DEL Test Parent (adult, female)	DEL Test Other Member (adult, female)	DEL Test Child 1 (child, female, age 5) DEL Test Child 2 (child, male, age 5) DEL Test Child 3 (child, male, age 5) DEL Test Child 4 (child, female, age 5)	6

VPK Applications

There are no saved VPK applications associated with this account. Click the Create a new VPK application button to create a new VPK application.

[+ Create a new VPK application](#)

School Readiness Applications

Use the form below to view or update any previously created school readiness applications or to create a new school readiness application for your household.

Parent Name	Confirmation Number	Status	Last Updated	Action	View Application
DEL Test Parent	SR_000148847	Inactive	10/9/2024	View application	Download Application
DEL Test Parent	SR_000148848	Inactive	10/9/2024	View application	Download Application
DEL Test Parent	SR_000148850	Inactive	10/7/2024	View application	Download Application

School Readiness Funding

[Download Consumer Education Statement](#)

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	Screenings and Assessments	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
DEL Test Child 1	Screening History	EV_0001098883	Eligible	-	-	-
DEL Test Child 2	Screening History	EV_0001098884	Eligible	-	-	-
DEL Test Child 3	Screening History	EV_0001098992	Pending Eligibility	-	-	-
DEL Test Child 4	Screening History	EV_0001098996	Pending Eligibility	-	-	-

TO VIEW HISTORICAL PAYMENT CERTIFICATES AND/OR TERMS & CONDITIONS [CLICK HERE](#)

Please click the Update Eligibility button to update your family's eligibility.

[Update Eligibility](#)

Helpful Links



Baby Navigator - Resources to support your child's learning and development.

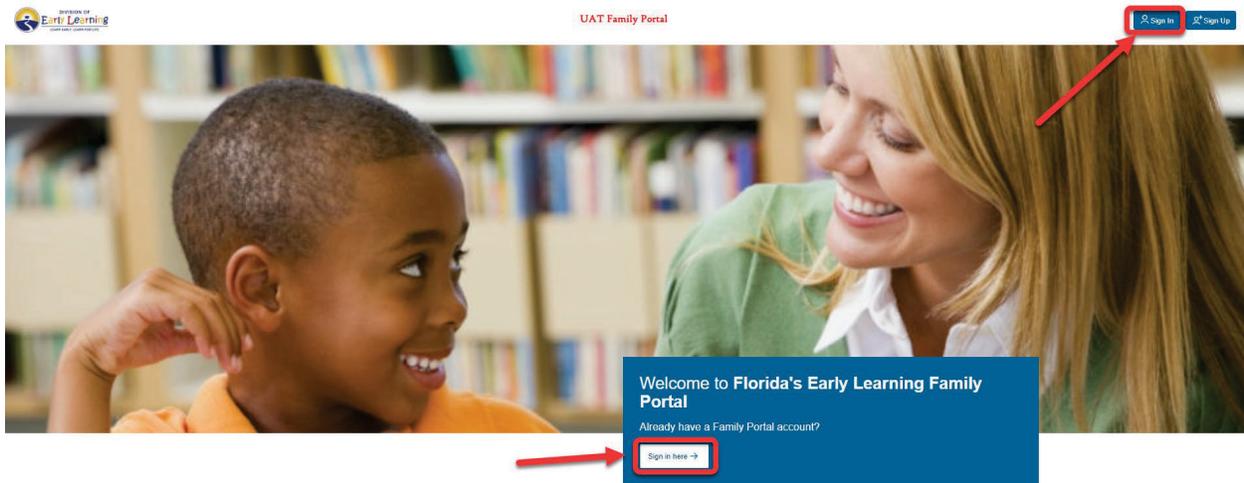
The Division of Early Learning invites you to join Baby Navigator to access resources that will help you support your child's early learning. Join Baby Navigator from pregnancy until your baby is 18 months old. Everything is free for families. To join Baby Navigator, text ELC to 855-850-2291 or scan our QR code.

Please contact your early learning coalition for immediate assistance.
This site is best viewed with Microsoft Edge. Download the latest version of Microsoft Edge.

Returning User with Single Sign-on

Log on Process

Family Portal users who have already created a Family Portal account can log on from the Family Portal welcome page by clicking one of the **Sign in** buttons.



Clicking either button will direct to Single Sign-On. The Following page will display:



Click "Hosted/ Self Registered login". The Sign in screen will display.



Enter the username you received during the Single Sign-On set up process. Click **Sign in**.



The Password page will display. Enter your password and click **Continue**.



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

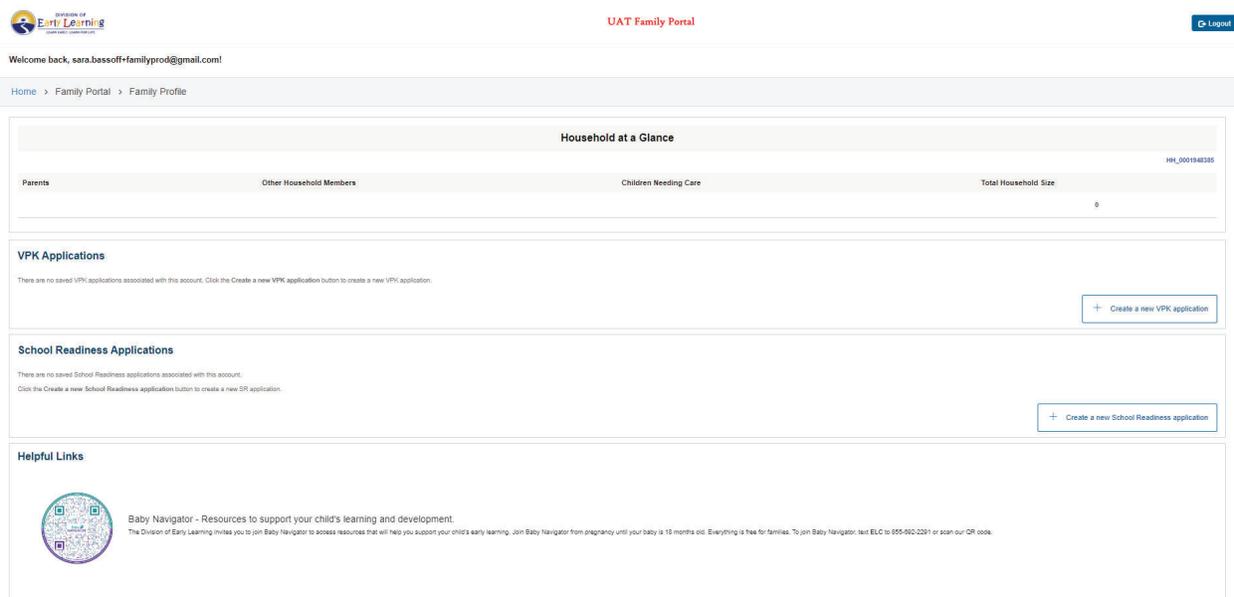


Note: Phone number was chosen as the multifactor authenticator for this account. Screens pertaining multifactor authentication through email and/or authenticator application may differ.

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



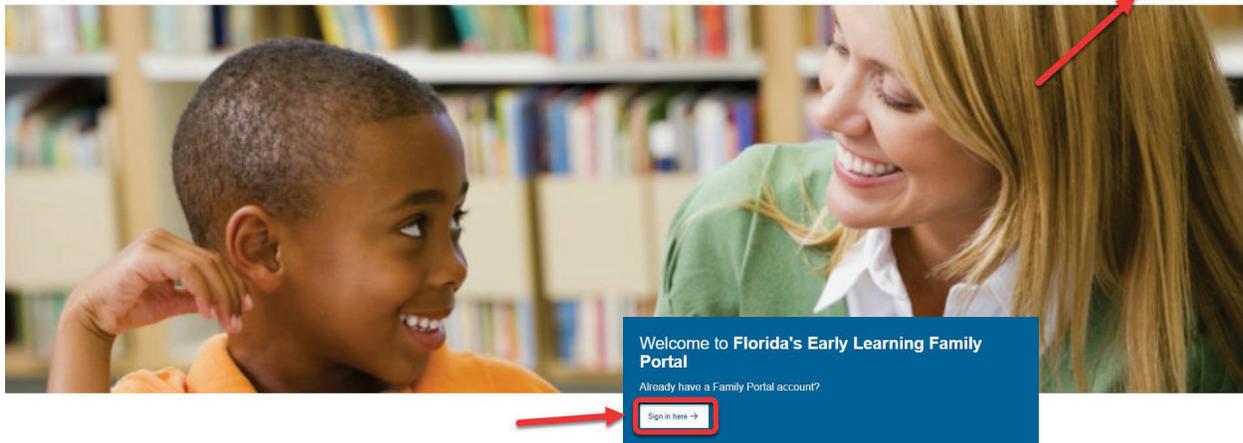
The home page of the Family Portal will display.



Password Recovery

If the Family Portal user cannot remember the password or wishes to change their password, the user will need to follow the forgot password process in the FDOE Single Sign-On Portal.

To begin the forgot password process in Single Sign-On, click one of the **Sign In** buttons on the Family Portal home page.



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



Enter your SSO username. Click [Sign In](#).



The screenshot shows the Florida Department of Education (FDOE) Single Sign-On login interface. At the top left is the FDOE logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below the logo is a large graphic of a tree where the leaves are represented by various educational icons like a microscope, calculator, lightbulb, and books. 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 using your username" is followed by a text input field containing "Username: ex: 99-someone@edu.com". A red arrow points to this field. Below the field is a checkbox for "Keep me signed in" which is unchecked. A blue "Sign in" button is highlighted with a red box. Below the button are links for "Forgot Sign In Name" and "Cancel". At the bottom right, there are links for "Home", "Privacy", and "Support".

Click the [Forgot Password?](#) link.

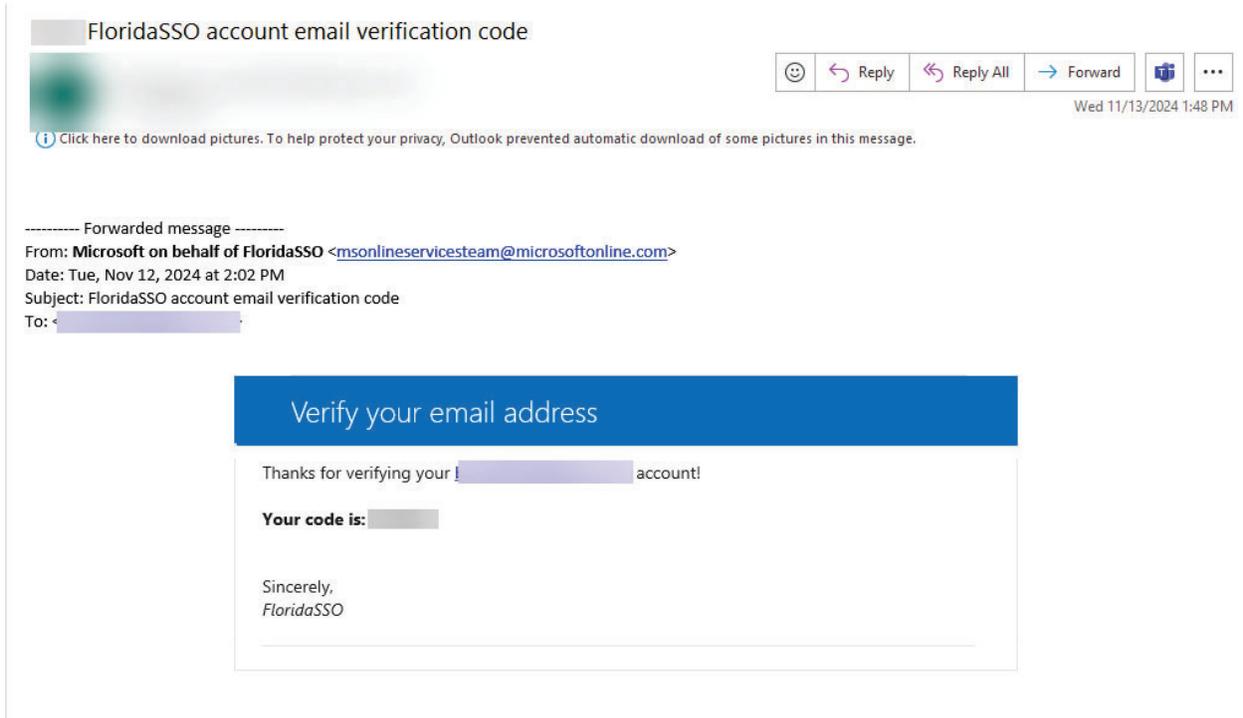


This screenshot shows the same Florida Department of Education Single Sign-On login interface as the previous one, but at the password entry stage. The text "Please enter your password." is displayed above a "Password" text input field. Below the field is a blue "Continue" button. A red box highlights the "Forgot Password?" link. A "Cancel" link is also present below the "Forgot Password?" link. The FDOE logo, educational tree graphic, and "Single Sign-On" logo with the apple and key are also visible. At the bottom right, there are links for "Home", "Privacy", and "Support".

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**.



 FLORIDA DEPARTMENT OF
EDUCATION
—fdoe.org

 Single Sign-On

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**.

 FLORIDA DEPARTMENT OF
EDUCATION
—fdoe.org

 Single Sign-On

Please verify your email address.
The code has been verified. You can now continue.

Change

Continue

Cancel

Home Privacy Support

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



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". Below the logo is a large tree graphic composed of various educational icons. On the right side, there is a "Single Sign-On" logo featuring an apple with the FDOE logo and a key. Below this, the text "Please enter your new password." is displayed. There are two input fields: "New Password" and "Reenter Password", both with red arrows pointing to them. Below the input fields are two buttons: "Continue" (highlighted with a red box) and "Cancel". 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**.



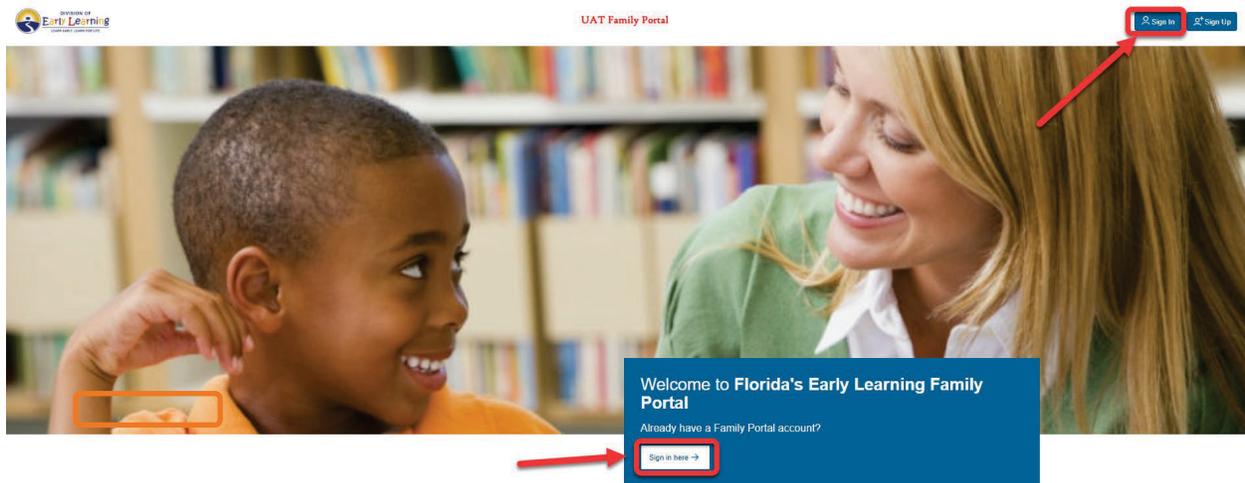
The screenshot shows the Florida Department of Education (FDOE) Single Sign-On interface for multi-factor authentication. At the top left is the FDOE logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below the logo is a large tree graphic composed of various educational icons. On the right side, there is a "Single Sign-On" logo featuring an apple with the FDOE logo and a key. Below this, the text "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." is displayed. Below this text, the "Phone Number" is shown as "XXX-XXX-9039". There are two buttons: "Send Code" (highlighted with a red box) and "Call Me". Below the buttons is a "Cancel" link. At the bottom right, there are links for "Home", "Privacy", and "Support".

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



Forgot Sign In Name Process

To begin the Forgot Sign In Name process in Single Sign-On, click one of the **Sign In** buttons on the Family Portal home page.



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



The screenshot shows the FDOE Single Sign-On interface. At the top left is the Florida Department of Education logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below the logo is a large tree graphic composed of various educational icons. 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 login options. The first option, "Hosted / Self-Registered login", is highlighted with a red rectangular box. Other options include "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".

Click **Forgot Sign In Name**.



The screenshot shows the FDOE Single Sign-On interface for username-based login. It features the same FDOE logo and tree graphic as the previous screenshot. On the right, the "Single Sign-On" logo is present, followed by the text "Sign in using your username". Below this is a text input field containing the example "Username: ex: 99-someone@edu.com". There is a checkbox labeled "Keep me signed in" which is currently unchecked. A blue "Sign in" button is visible. Below the button, the "Forgot Sign In Name" link is highlighted with a red rectangular box. A "Cancel" link is located to the right of the "Forgot Sign In Name" link. At the bottom right of the page, there are links for "Home", "Privacy", and "Support".

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.

