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.



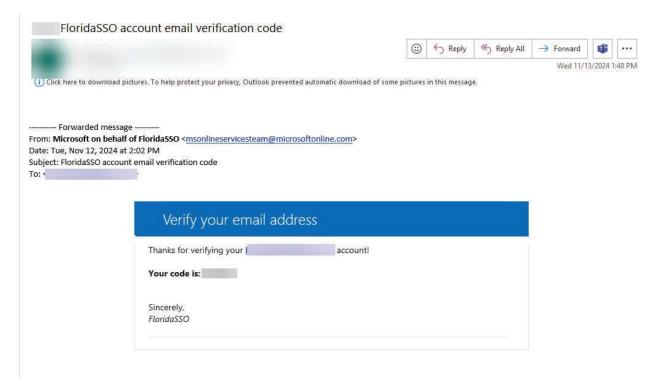
Click the <u>Sign up</u> button to start the new account registration process and the following page will display:



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



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



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



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

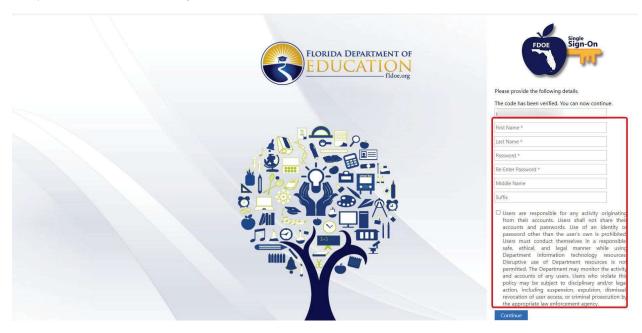


<u>Note:</u> Though emails are expected within 1-2 minutes, in rare instances, please note that it may take up to 3-5 minutes to arrive. If you receive multiple codes in one verification attempt, the newest email will contain the valid code.

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



Complete the relevant remaining fields.



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.



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	

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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 / 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**.

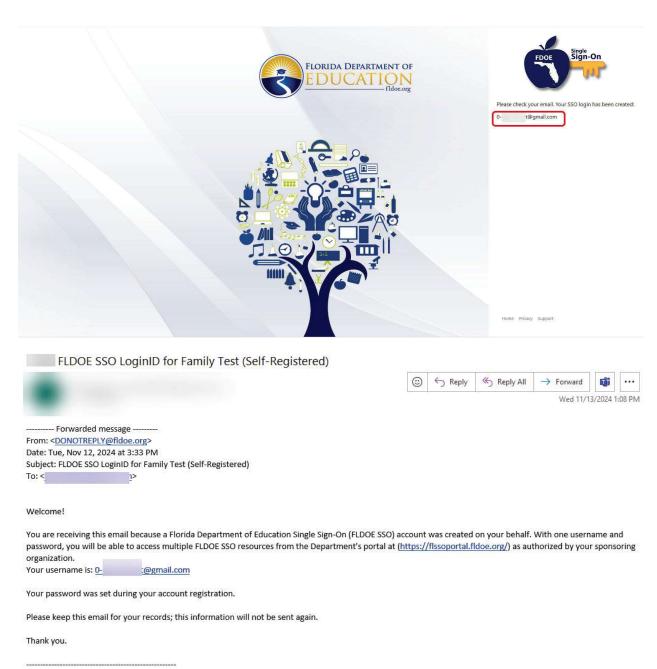


A one-time verification code will be sent to you. Enter the Code and click Verify Code.



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.



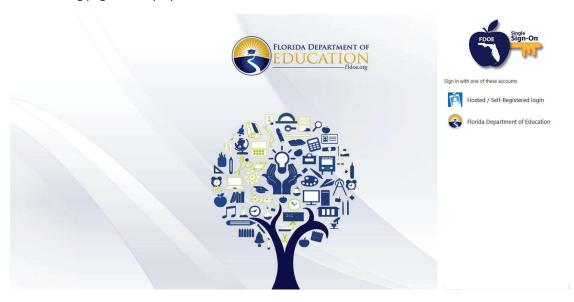
DO NOT REPLY TO THIS EMAIL.

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 <u>Sign In</u> buttons.



The following page will display:



Click Hosted / Self-Registered login.



Enter the SSO Login provided to you. Click <u>Sign In</u>.



If you forgot your SSO login/username, click <u>Forgot Sign In Name</u>. 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 <u>Send</u> <u>Code.</u>

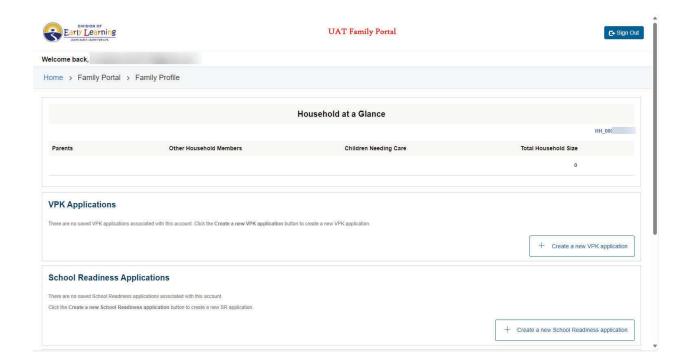


Note: The image above depicts the screen displayed for authentication through Phone Number. Authentication prompting screens for email and/or Authenticator/ TOTP app may vary.

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



The home page of the Family Portal will display.

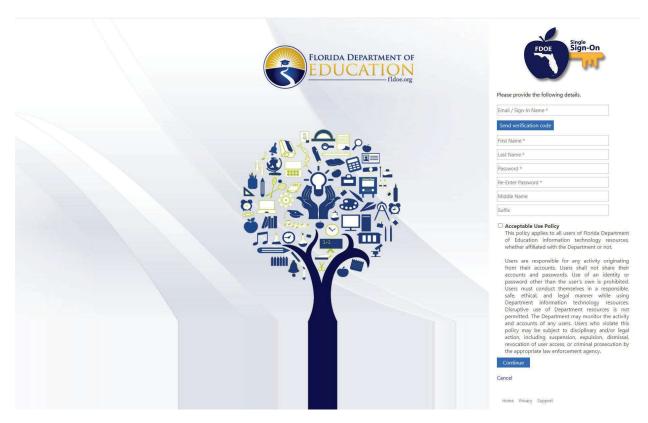


Family Portal Returning User- Setting up Single Sign-On*

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.



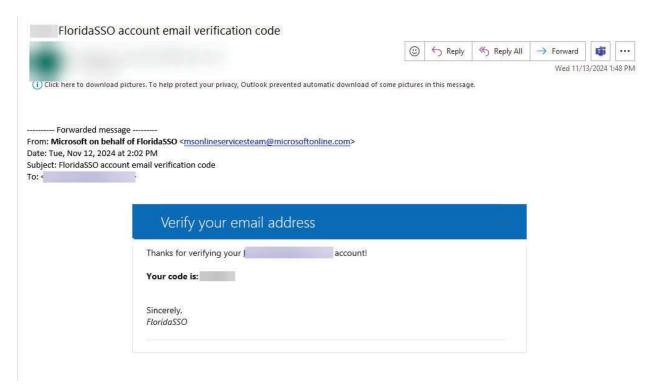
Click the **Sign up** button to start the new account registration process and the following page will display:



Enter the email address associated with your existing Family Portal account and click the <u>Send Verification Code</u> button.



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



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

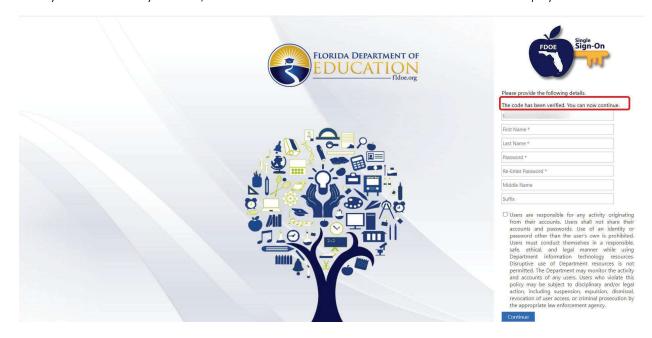


If you do not receive your one-time code, click <u>Send new code</u>, and a new one-time verification code will be sent to your email.



<u>Note:</u> 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.



Complete the relevant remaining fields.



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.



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Continue

Cancel

Click **Continue**.

Test Test Middle Name

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Continue

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.

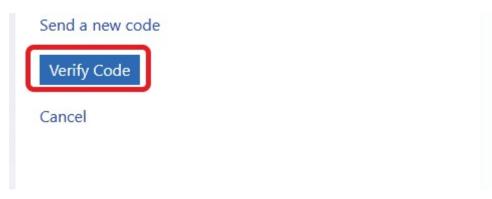
Note: The selection you make will hold for all future sign in attempts. For instance, if you selected email for your multi-factor authentication, any time you attempt to log in to your family portal account, you will receive your one-time verification code as an email. For information on and for changing 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 <u>Send Code</u>.

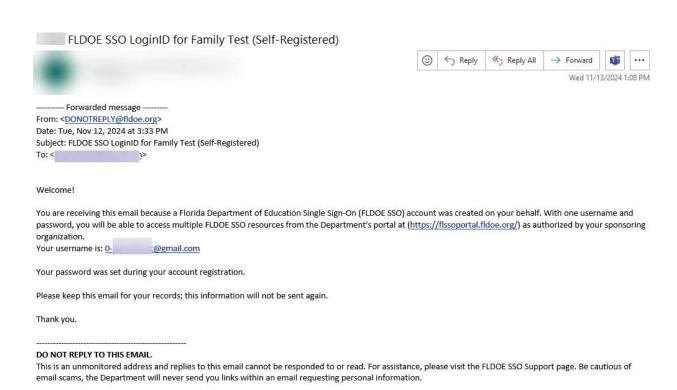


A one-time verification code will be sent to you. Enter the Code and click **Verify Code**.



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







The following page will display:



Click Hosted / Self- Registered login.



Enter the SSO Login provided to you. Click <u>Sign In</u>.



If you forgot your SSO login/username, click <u>Forgot Sign In Name</u>. 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 <u>Send</u> <u>Code</u>.

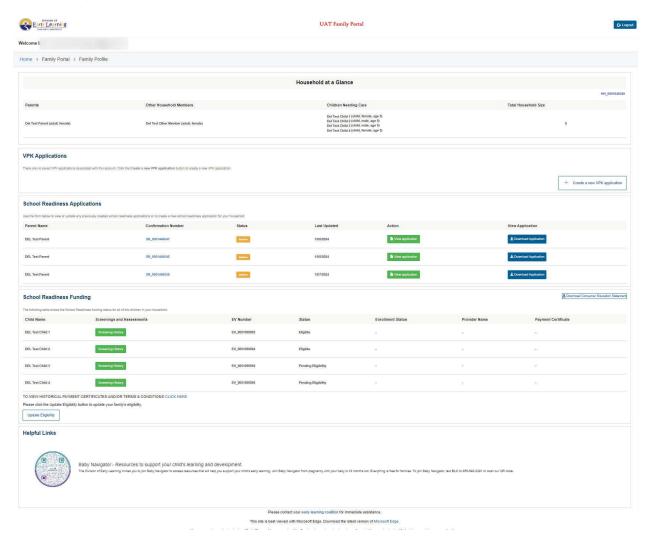


Note: The image above depicts the screen displayed for authentication through Phone Number. Authentication prompting screens for email and/or Authenticator/ TOTP app may vary.

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



The home page of the Family Portal will display.



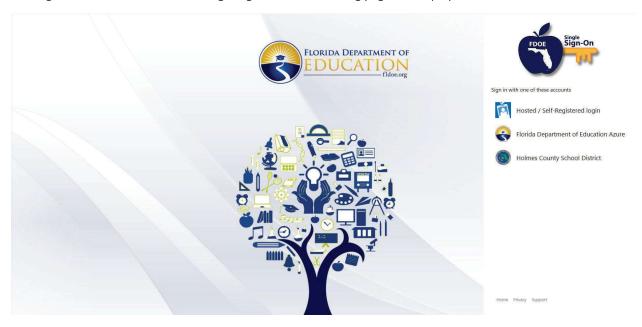
Returning User with Single Sign-on

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 <u>Sign in</u> 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**.

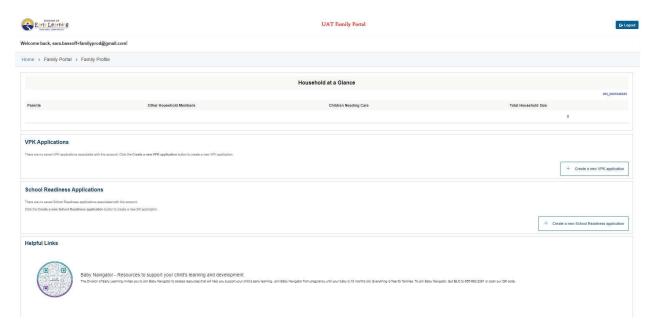


Note: Phone number was chosen as the multifactor authenticator for this account. Screens pertaining multifactor authentication through email and/or authenticator application may differ.

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 <u>Sign In</u> 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**.



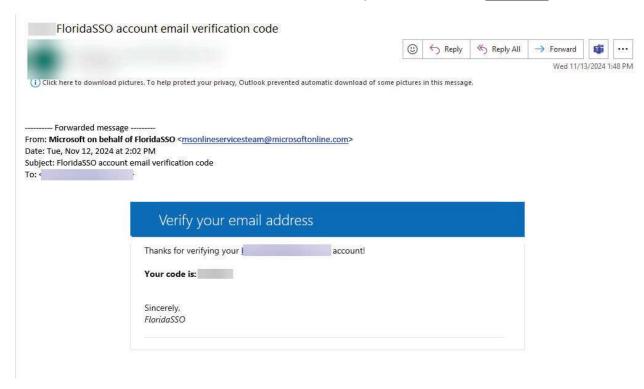
Click the **Forgot Password?** link.



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**.





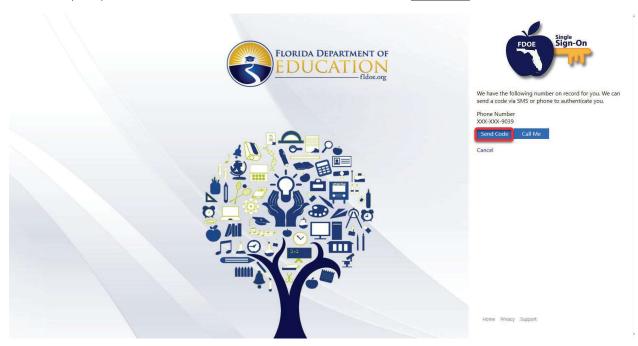
Once the code has been verified, click **Continue**.



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**.



Forgot Sign In Name Process

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



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



Click Forgot Sign In Name.





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

