

### **Steps to create and/or claim your account with Single Sign-On**

- 1) If you are a brand new family portal user, or you are a returning family portal user needing to claim your existing family portal account through single sign-on, navigate to the family portal at <https://familyservices.floridaearlylearning.com/>. Click the **Sign Up** button.
- 2) Enter your email address into the Email / Sign-In Name field.
  - a) If you are claiming your existing account- use the same email address you use for your Family Portal account.
  - b) If you are a brand new user- use a valid email address.
- 3) You will be prompted to send a verification code to your email address. Click the **Send Verification Code** button. An email from FloridaSSO will be sent to your email with your verification code. If you do not receive a code, verify the email entered is correct and click **Resend Code**. Enter the code and click **Verify Code**.
- 4) Complete the required fields, including your first name, last name, and your password. Click the **Continue** button.
- 5) Select your method for multi-factor authentication and enter the required information. Click **Send Code** button.
- 6) Retrieve the code from your selected method of authentication. Enter the code and click **Verify Code**.
- 7) The following message will display: "Please check your email. Your SSO login has been created." An email will be sent you from [DONOTREPLY@fldoe.org](mailto:DONOTREPLY@fldoe.org) containing your username.

### **Steps to Log into Your Account**

- 1) Navigate to the family portal at <https://familyservices.floridaearlylearning.com/>. Click the **Sign In** button.
- 2) Click **Hosted / Self-Registered login**
- 3) Enter your username and password from the Single-Sign On registration.
- 4) You will be prompted to send a code to your selected method of multi-factor authentication. Retrieve the code and enter it into the respective field. Click the **Verify Code** button.
- 5) Your Family Portal account home page will be displayed.