

Districts / Public High Schools / Technical College -OSFA Website Single Sign-On Guide-

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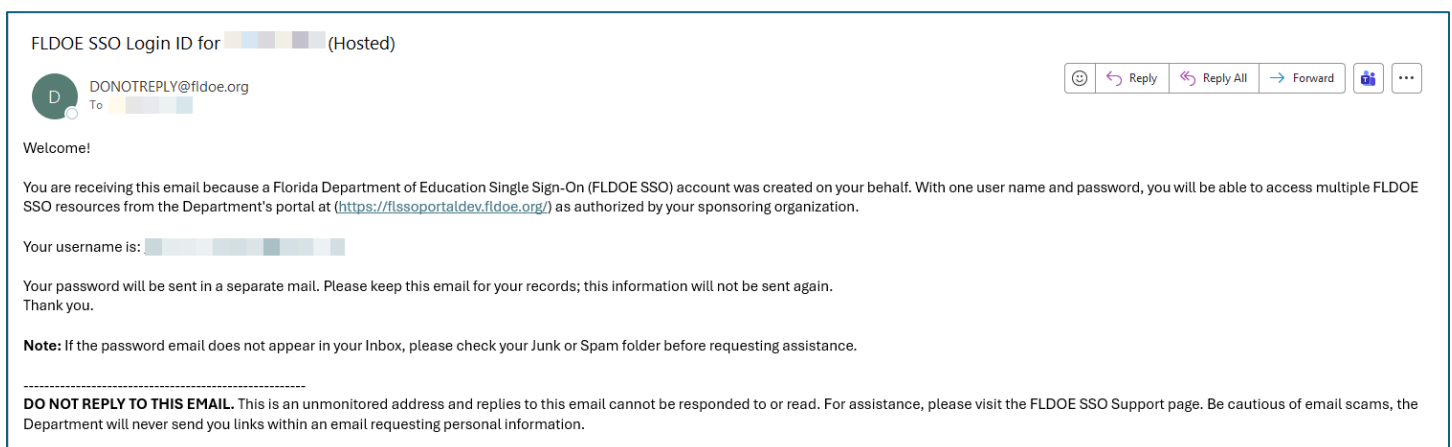
Azure Single Sign-On (SSO) Account Creation

New Users: Districts/Public High Schools/Technical Colleges

- Contact your **SSO Local Education Agency (LEA) Administrator** to request the appropriate user role for your access to the application. You can search for contact information of your institutions **Organization Helpdesk support** on this page: <https://flssoportal.fldoe.org/support>.

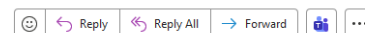
Once your account is set up in Azure Single Sign-On (SSO) environment, you will receive two emails.

- One with your username:



- And one with your password:

FLDOE SSO Login ID Password Notification (Hosted)



Your temporary computer-generated password for the Florida Department of Education's Single Sign-on (FLDOE SSO) Portal is provided below.

Password: [redacted]

To access your FLDOE SSO account:

1. Go to <https://flssoportal.dev.fldoe.org/>
2. Click the Educators link on the screen.
3. Select SSO Hosted Users, enter your username, then click Sign In.
4. Enter the computer-generated password exactly as it appears in this email and click Continue. Do not copy/paste your username or password from the emails because it can cause a login error.
5. Follow all the prompts to set up Multi-Factor Authentication (MFA) using email, phone, or an authentication app.
6. Once MFA is setup, the secure FLDOE SSO B2C page is displayed with your name and authorized resources.

Please keep this email for future reference.

Thank you.

NOTE: It is recommended that passwords be at least fifteen characters in length and contain all of the following four-character groups: uppercase characters (A-Z), lowercase characters (a-z), numbers (0-9), and non-alphabetic characters (such as: !, \$, #, %).

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.

Accessing the OSFA Website

Users can navigate directly to the application URL or access the application through the FDOE SSO Portal.

Accessing the OSFA Website through the FDOE Azure SSO Portal

Navigate to <https://flssoportal.fldoe.org/>. Once the page loads select **Educators** to proceed.



The following page will be displayed:



Select **your organization** or **Hosted / Self-Registered login** when prompted.

- If your school district or organization is listed:
 - Select Your **School District/Organization**.
 - Enter the **Username** and **Password** associated with your district network credentials, then proceed to log in.
- If your school district or organization is not listed:
 - Select Hosted / Self-Registered Login.
 - Enter your username and select **Sign In**.
 - Next, enter your password and select **Continue**.

Establishing Multi-Factor Authentication (MFA)

Upon your first login after your Single Sign-On (SSO) account is created, you are required to choose your preferred method of multi-factor authentication (MFA).

1. Phone Number
2. Email
3. Authentication / TOTP App



Select your desired mode of multi-factor authentication.

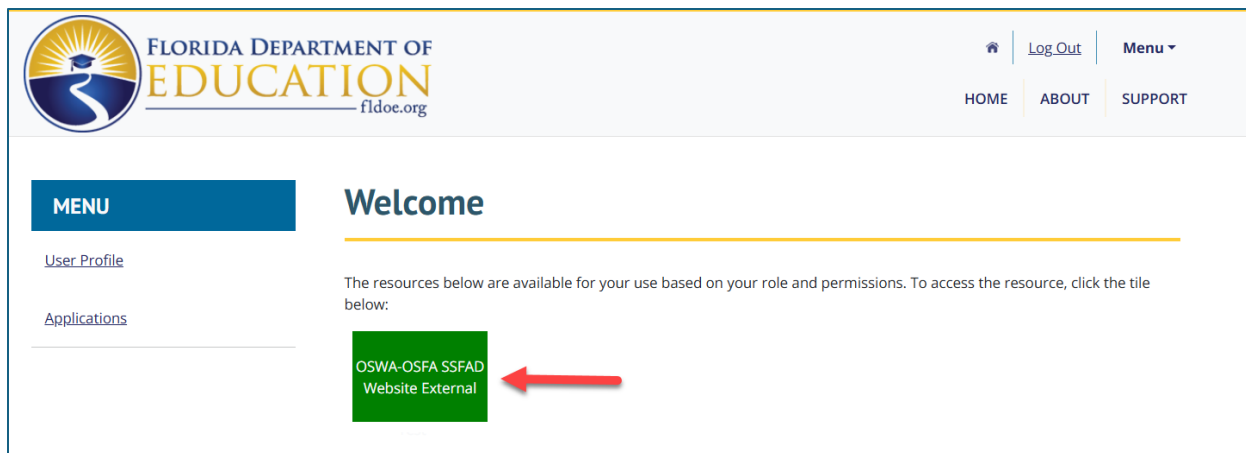
Note: The selection you make will hold for all future sign in attempts. For instance, if you selected email for your multi-factor authentication, any time you attempt to log in to your SSFAD account, you will receive your one-time verification code as an email.

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

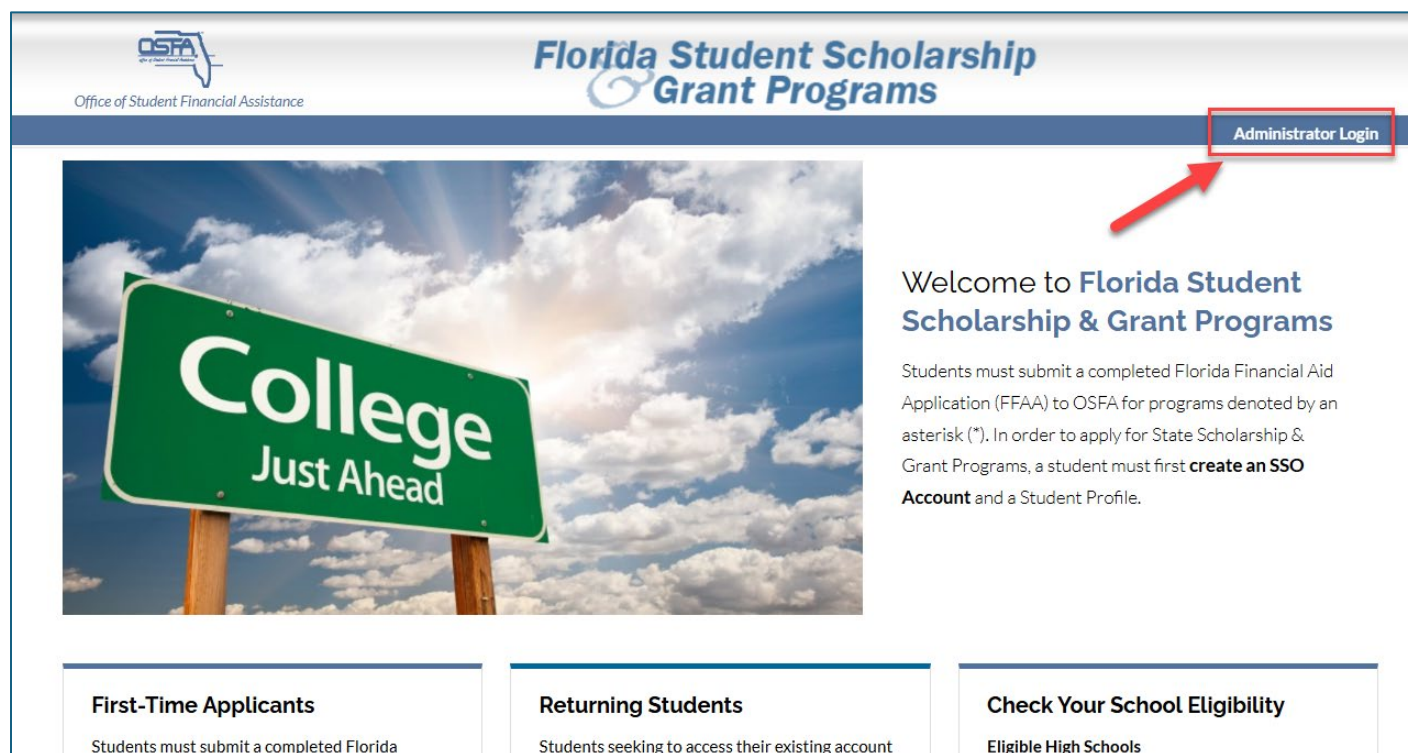
Input the code and select **Verify Code**.



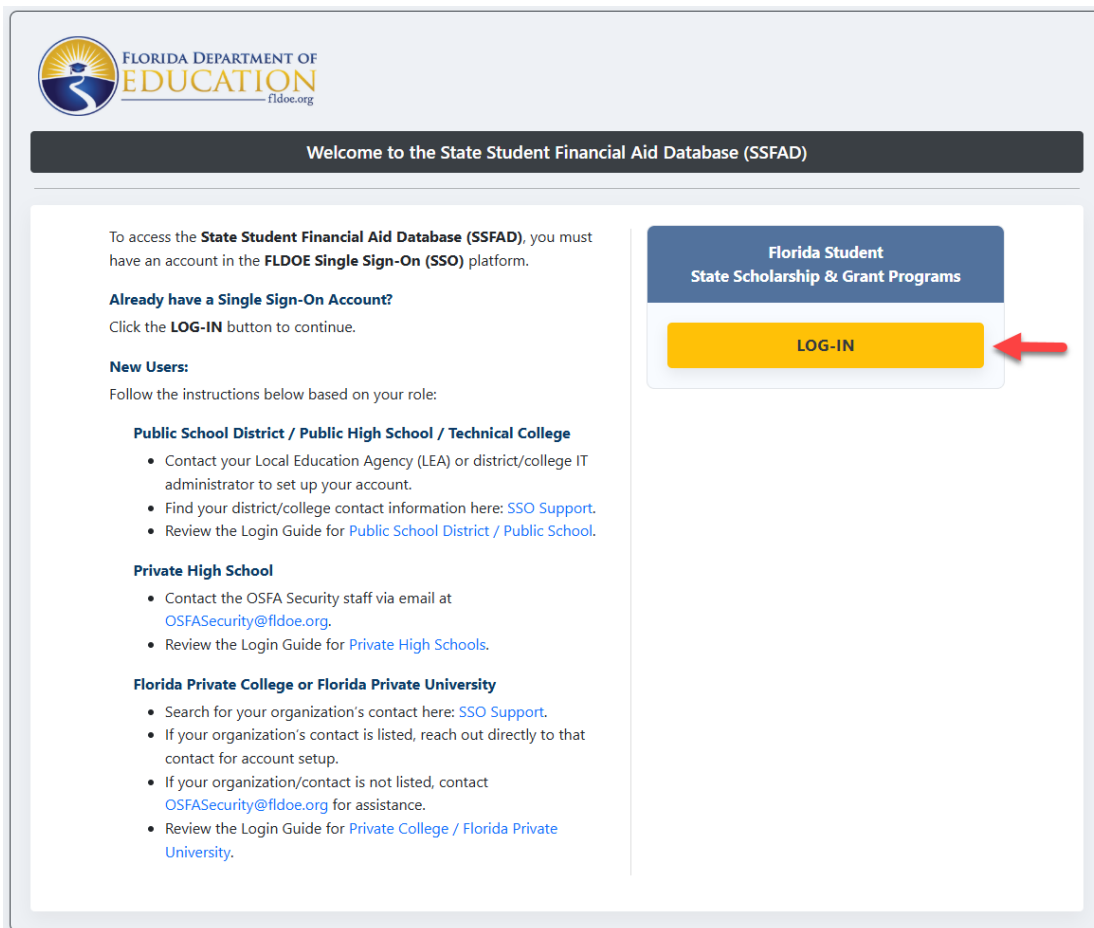
The Welcome – Applications page will be displayed, select the tile named **OSWA-OSFA SSFAD Website External**.



The OSFA Website Home page will be presented. Select the **Administrator Login** link at the top right corner.



The OSFA Website splash page will be displayed, select **LOG-IN**.

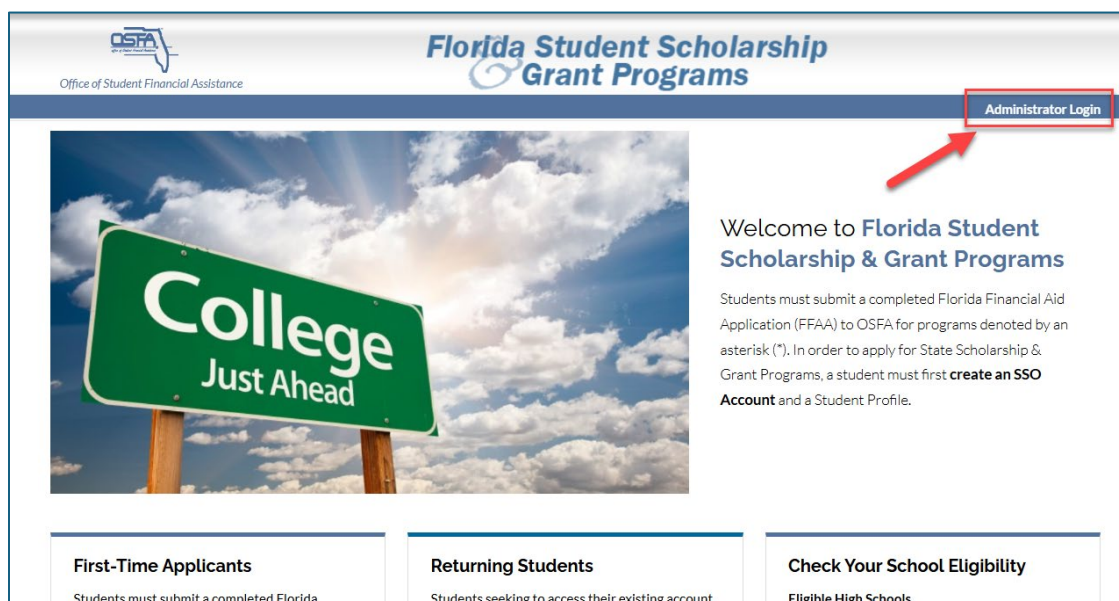


Accessing OSFA Website through Application URL

Navigate directly to the OSFA Website URL:

<https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home>

Select the **Administrator Login** link at the top right corner of the Home page



Select the **LOG-IN** button on the OSFA Website splash page.

Welcome to the State Student Financial Aid Database (SSFAD)

To access the **State Student Financial Aid Database (SSFAD)**, you must have an account in the **FLDOE Single Sign-On (SSO)** platform.

Already have a Single Sign-On Account?

Click the **LOG-IN** button to continue.

New Users:

Follow the instructions below based on your role:

Public School District / Public High School / Technical College

- Contact your Local Education Agency (LEA) or district/college IT administrator to set up your account.
- Find your district/college contact information here: [SSO Support](#).
- Review the Login Guide for [Public School District / Public School](#).

Private High School

- Contact the OSFA Security staff via email at OSFASecurity@fldoe.org.
- Review the Login Guide for [Private High Schools](#).

Florida Private College or Florida Private University

- Search for your organization's contact here: [SSO Support](#).
- If your organization's contact is listed, reach out directly to that contact for account setup.
- If your organization/contact is not listed, contact OSFASecurity@fldoe.org for assistance.
- Review the Login Guide for [Private College / Florida Private University](#).

Florida Student
State Scholarship & Grant Programs

LOG-IN

The following page is displayed:



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



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

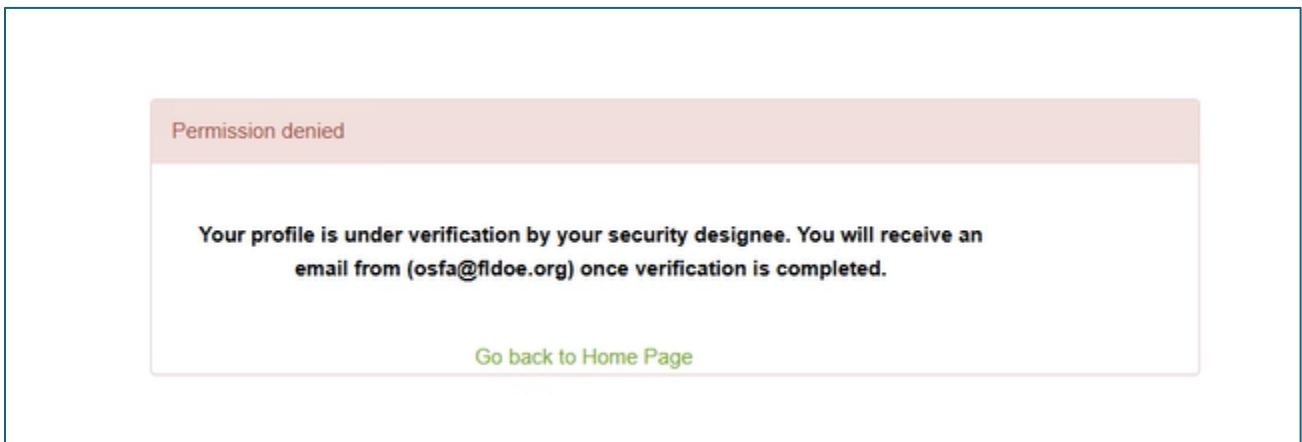
Select **your organization** or **Hosted / Self-Registered login** when prompted.

- If your school district or organization is listed:
 - Select Your School District/Organization.
 - Enter the **Username** and **Password** associated with your district network credentials, then proceed to log in.
- If your school district or organization is not listed:
 - Select Hosted / Self-Registered Login.
 - Enter your username and select **Sign In**.

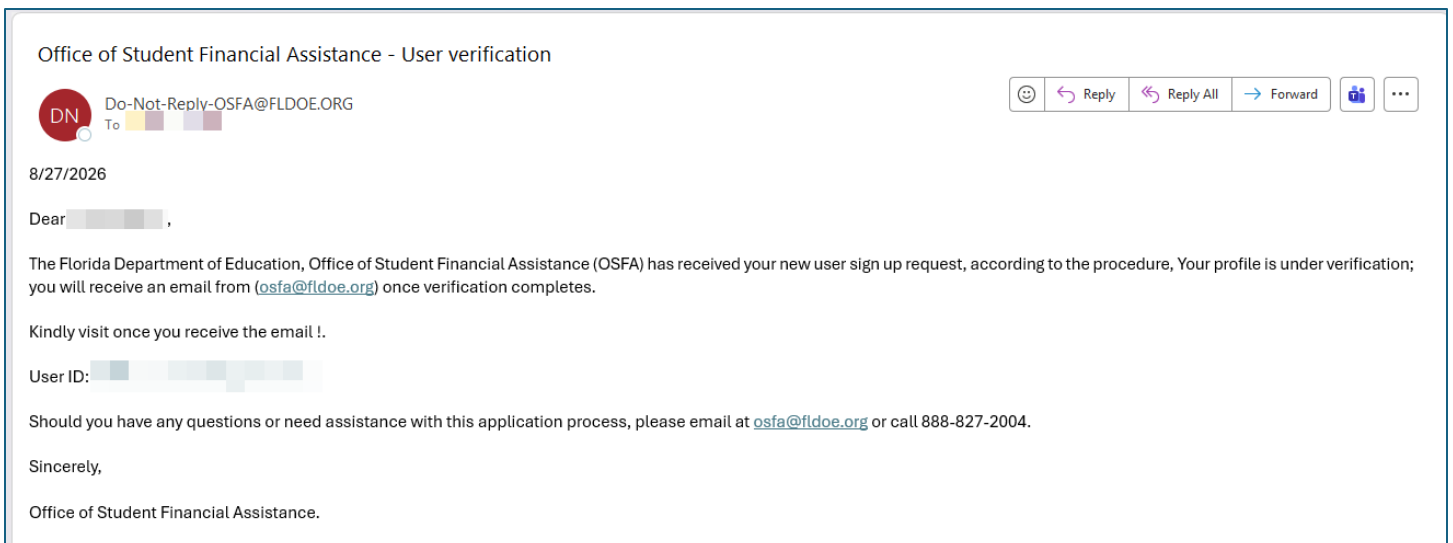
Upon your first login after your Single Sign-On (SSO) account is created, you are required to choose your preferred method of multi-factor authentication (MFA). See the [Establishing Multi-Factor Authentication \(MFA\)](#) section above for instructions on how to select our preferred method.

Account Verification

After logging into the OSFA Website application through Single Sign-On (SSO) the first time, users may receive a message that their account is under verification.

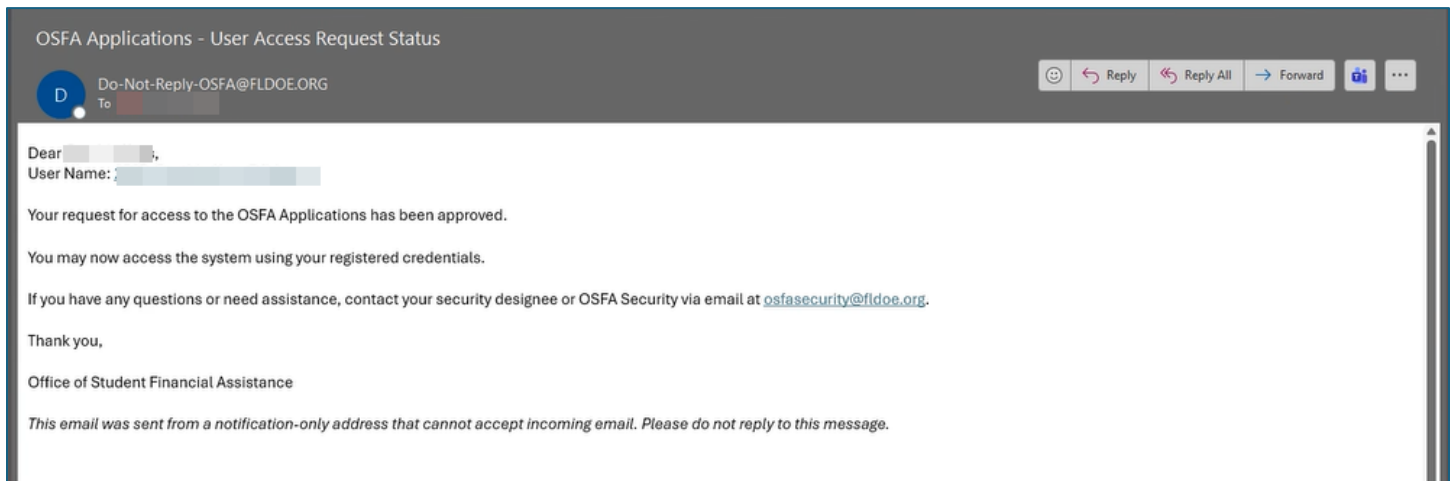


An email will be sent confirming verification is required:

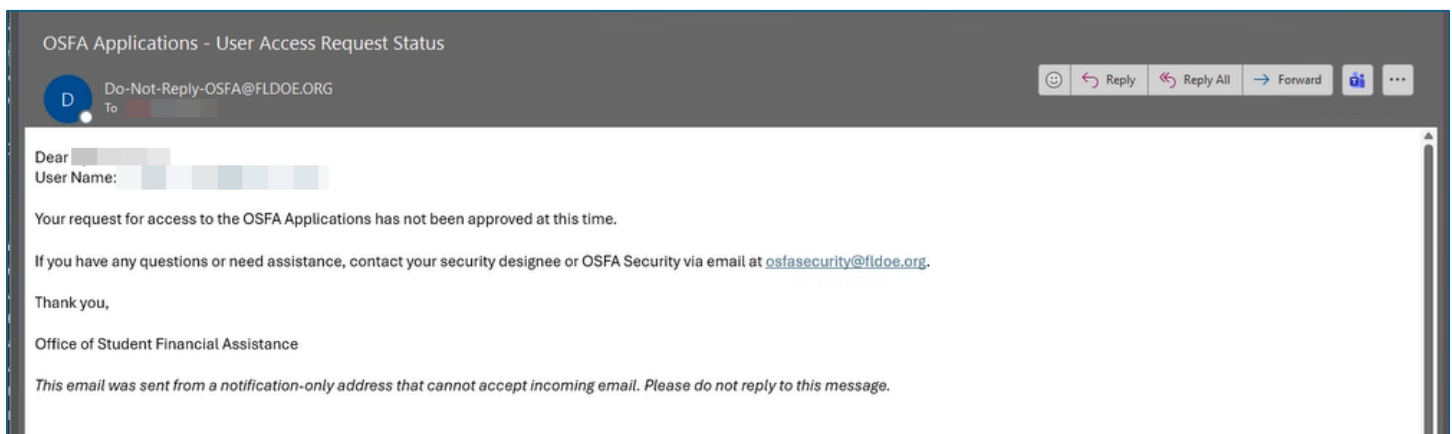


Once the account is reviewed, an email will be sent to notify the user that the account was approved or denied.

- Access approved email:



- Access denied email:



If your account has been approved, return to the SSO Portal <https://flssportal.fldoe.org/> and access the OSFA Website application or go directly to the application URL:

<https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home>

If your account is denied, contact your security designee for more information.

How to Get Help

Districts, Public High Schools, and Technical Colleges: For help with your username, password, or login issues, contact your SSO Local Education Agency (LEA) Administrator.

You can search for contact information of your institutions Organization Helpdesk support on this page:

<https://flssportal.fldoe.org/support>.