

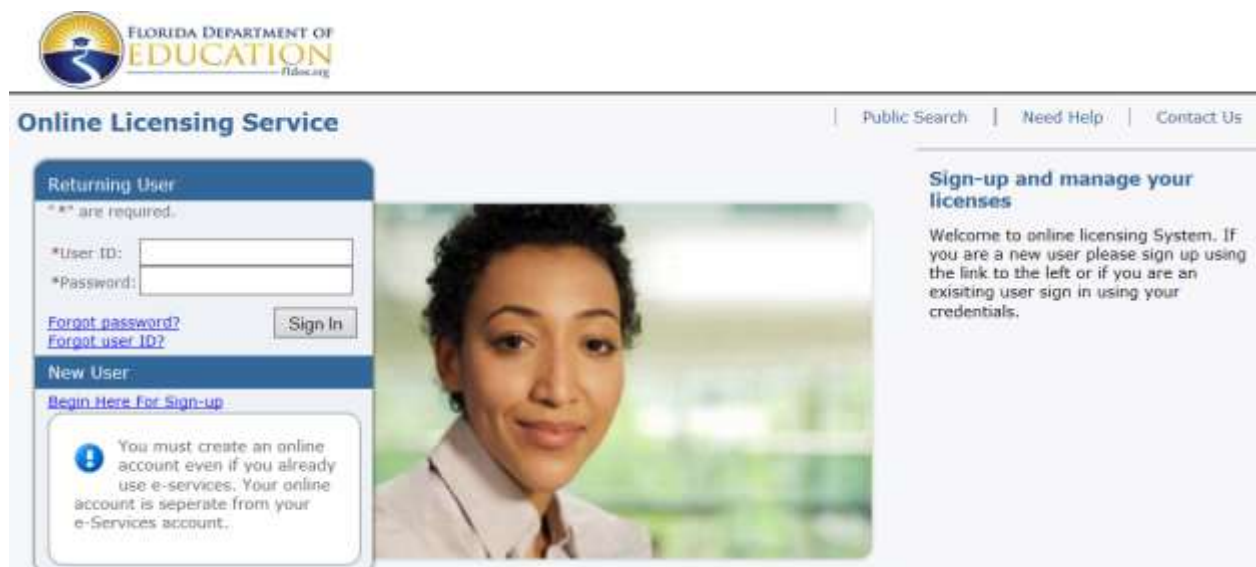
Creating an Educator Account and Onboarding

Because the Bureau of Educator Certification has launched a new online application system those who have applied online in the past—or those who wish to submit an application for certification for the first time— must complete this process.

- Information required to set up an account:
 - Name
 - Valid Email address
- Information required to onboard an existing online account
 - Date of Birth
 - Social Security Number

❖ New Account Setup and Initial Onboarding Process

1. Access the online certification website at <https://flcertify.fldoe.org/datamart/login.do>



The screenshot shows the Florida Department of Education Online Licensing Service login page. At the top left is the Florida Department of Education logo. The page title is "Online Licensing Service". On the right, there are links for "Public Search", "Need Help", and "Contact Us". The main content area is divided into two sections: "Returning User" and "New User". The "Returning User" section has fields for "*User ID:" and "*Password:", with a "Sign In" button and links for "Forgot password?" and "Forgot user ID?". The "New User" section has a link "Begin Here For Sign-up" and a message: "You must create an online account even if you already use e-services. Your online account is separate from your e-Services account." A large photo of a woman is visible in the background.

2. You must click the link under New User – “**Begin Here for Sign Up**”.



This is a close-up of the "New User" section from the screenshot. It features a blue header with the text "New User". Below the header is a blue link that says "Begin Here For Sign-up". Underneath the link is a message box with a blue exclamation mark icon and the text: "You must create an online account even if you already use e-services. Your online account is separate from your e-Services account."

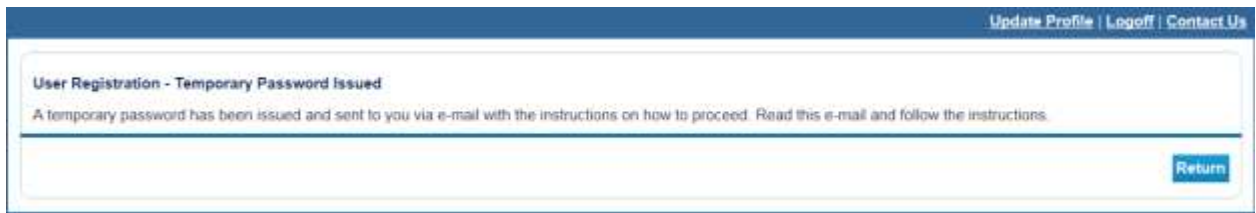
- You must complete all of the required fields for user registration and then click **“Next”**. We highly recommend that you check the **“use email address as user id”** box and that you click **“Yes”** for email communication. You are able, however, to choose the user id that you prefer. The department will now issue all correspondence via email.

The screenshot shows a web form titled "User Registration" with a blue header bar containing "Update Profile | Logoff | Contact Us". Below the title, there are instructions: "Enter your details and press 'Next'. Press 'Previous' to return to the previous screen. Press 'Cancel' to cancel this registration and return to the main menu." The form is divided into several sections: "Account Owner Contact Information" with fields for First Name, Second Name, and Last Name; "Account Login" with fields for Email, Confirm Email, a checkbox for "Use email address as user id", and a User ID field; "Password Recovery" with a dropdown for "Secret Question" and a text field for "Secret Answer"; and "Communication" with radio buttons for "Yes" (selected) and "No". "Next" and "Cancel" buttons are at the bottom right.

- After clicking **“Next”** you will preview registration details. Click **“Save”** to continue the registration process. Click **“Edit”** if you must correct any of the entries displayed.

The screenshot shows a web form titled "Preview Registration" with a blue header bar containing "Update Profile | Logoff | Contact Us". Below the title, there are instructions: "Press 'Save' to save the registration. Press 'Edit' to modify your registration details. Press 'Cancel' to cancel this registration and return to the main menu." The form displays the registration details in a list format: First Name (empty field), Second Name (empty field), Last Name (aaron), Email (aaronsh@mailinator.com), Userid (aaronsh@mailinator.com), Secret Question (Where were you born?), Secret Answer (San Diego), and Email Communication (Yes). "Save", "Edit", and "Cancel" buttons are at the bottom right.

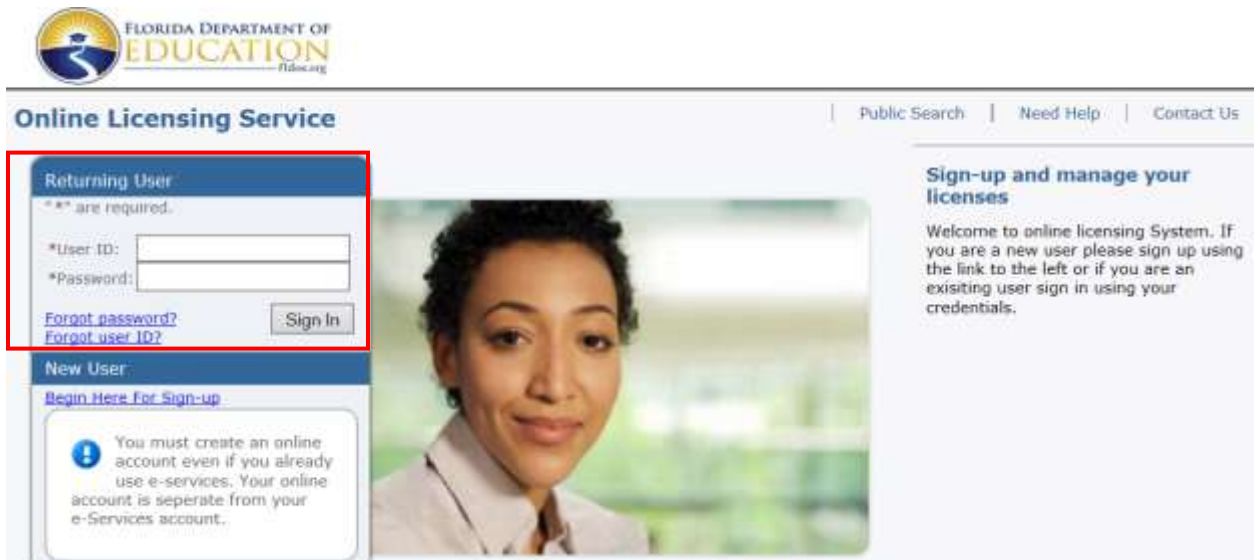
- You will receive a confirmation email at the address you provided that will include a temporary password. Click **Return** to be redirected to the login page. You will then have to log in using the user id that you created and the temporary password that was emailed to you.



- The email issued from the system will provide the Temporary Password. An example of part of that email is shown below:

Thank you for registering for an online account. Please complete your registration by logging on to your account at:
<http://id-dd-jboss-07:8380/datamart/login.do>.
Your temporary password is provided below.
Please note that your online password is case sensitive.
PASSWORD: xHNMFnw4
*** Note: This is an automated email. Do NOT reply to this message.

- Once you have clicked **Return** you will be taken back to the log in page at <https://flcertify.fldoe.org/> you will need to enter your User ID and the temporary password provided to you and then click **Sign In**.

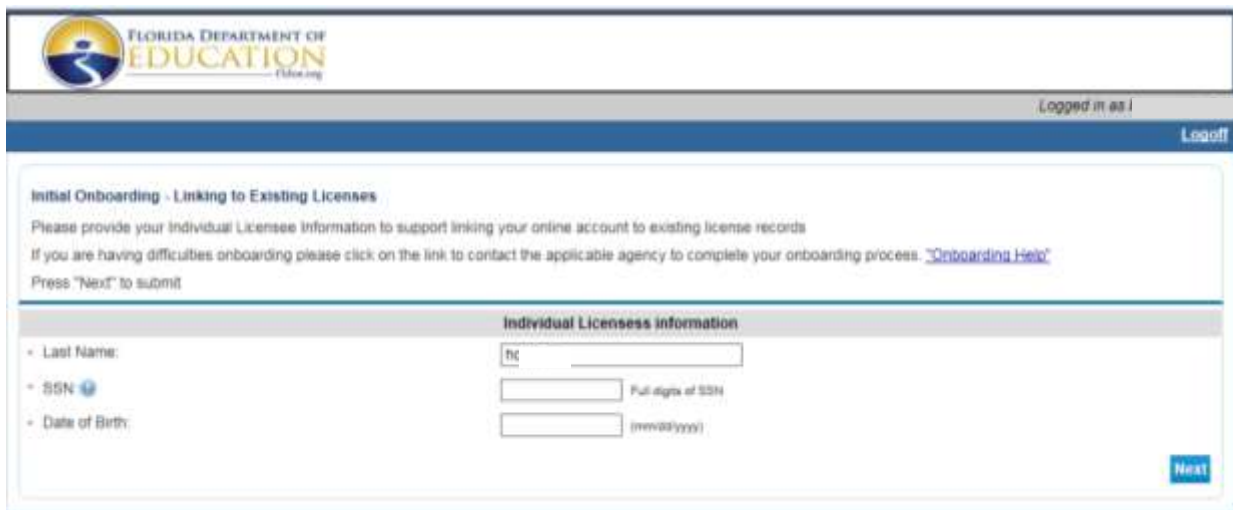


- Once you have logged in you will be prompted to change your password. Enter the temporary password provided as the “old password” and then enter your new password and confirm that password. You must click “**Save**” to proceed to initial onboarding.



The screenshot shows the Florida Department of Education website. At the top left is the logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". At the top right, it says "Logged in as:" followed by a "Logout" link. The main content area is titled "Update Default Registration Information" and contains the following text: "Enter your new password and press 'Save'." and "Your new password must contain the following:" followed by a bulleted list: "• a minimum of (8) characters", "• must not be the same as your user id", and "• must not be a variation of your user id". Below this list are three input fields labeled "Old Password:", "New Password:", and "Confirm Password:". A blue "Save" button is located in the bottom right corner of the form area.

- You will be taken to the following screen. The last name is automatically populated. **Do not make any updates to the name shown in the last name field. If your name has changed since you last applied, you must update that information in an application.** You must make sure to enter your social security number and date of birth. Click “**Next**” to continue.



The screenshot shows the Florida Department of Education website. At the top left is the logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". At the top right, it says "Logged in as:" followed by a "Logout" link. The main content area is titled "Initial Onboarding - Linking to Existing Licenses" and contains the following text: "Please provide your Individual Licensee Information to support linking your online account to existing license records" and "If you are having difficulties onboarding please click on the link to contact the applicable agency to complete your onboarding process. [Onboarding Help](#)". Below this text is the instruction "Press 'Next' to submit". The form area is titled "Individual Licensee Information" and contains three input fields: "Last Name:" with the value "frc" already entered, "SSN:" with a "Full digits of SSN" label, and "Date of Birth:" with a "(mm/dd/yyyy)" label. A blue "Next" button is located in the bottom right corner of the form area.

After you click “**next**” the system will search for existing licenses. You will see one of the following screens:

10. You will see “**Initial Onboarding – No Matching License Found**” if the system was not able to match the information you entered to a file in our system. Click “**Next**” to continue on to the Quick Start Menu to view the information on file and/or begin a new application.

The screenshot shows the Florida Department of Education website interface. At the top left is the logo with the text 'FLORIDA DEPARTMENT OF EDUCATION' and 'fldoe.org'. On the top right, it says 'Logged in as |' followed by a 'Logout' link. The main content area has a title 'Initial Onboarding - No matching License Found' and the following text: 'No licenses were found which matched the provided values. If you are having difficulties onboarding please click on the link to contact the applicable agency to complete your onboarding process. ["Onboarding Help"](#) Click on "Previous" to re-enter your matching criteria and search again for matching licenses. Click on "Next" to accept no matches found is your expected result'. At the bottom right of the content area are two buttons: 'Previous' and 'Next'.

11. You will see “**Initial Onboarding –Matching License Results**” if your information is found. Your name will be listed, your License Types (Educator Certification, Athletic Coaching, etc.) will be shown, as will your License Status and your License number. Select “**I Confirm . . .**” and then click “**Next**”.

If you have never been issued a license and only held an Official Statement of Status of Eligibility, the license number will not be displayed. Only your name and “Indiv/Org Number” will be displayed along with the License Type that you applied for. You may contact our office to confirm that this record is yours if you would like, but there should be no issues if the SSN and date of birth were entered correctly on the previous screen.

The screenshot shows the Florida Department of Education website interface. At the top left is the logo with the text 'FLORIDA DEPARTMENT OF EDUCATION' and 'fldoe.org'. On the top right, it says 'Logged in as hopper, |' followed by a 'Logout' link. The main content area has a title 'Initial Onboarding - Matching License Results' and the following text: 'Please review the resulting records below. Note an asterisk (*) next to the License Type, indicates that the License Type is not currently enabled for online transactions. If you are having difficulties onboarding please click on the link to contact the applicable agency to complete your onboarding process. ["Onboarding Help"](#) Please select one of the radio button options below and click on "Next" to complete your registration'. Below this is a table with the following data:

Name	Indiv/Org Number	License Type	License Status	License Number
HOPPER, []	[]	Educator Certification	Certified	[]

Below the table, it says '- Select one of the following:' followed by two radio button options:

- confirm the above license(s) is/are associated with me
- The above license(s) is/are not associated with me

 At the bottom right of the content area is a 'Next' button.

After you have completed the onboarding process you will be routed to the Quick Start Menu. If you see “Initial Onboarding – No Matching License Found” your Quick Start Menu will look like this:

The screenshot shows the Florida Department of Education's Quick Start Menu. At the top left is the logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". On the top right, it says "Logged in as:" followed by a user name and links for "Update Profile", "Logoff", and "Contact Us". The main content area is titled "Quick Start Menu" and includes the instruction: "To start choose an option and you will return to this Quick Start menu after you have finished." Below this, there are three main sections: "Start a New Application" with a dropdown for "<Select Board>" and a "Choose Application" dropdown with a "Select" button; "Additional Activities" with buttons for "Authorized Representative", "Add Licenses To Registration", and "View Exam Results", each with a "Select" button. On the right side, there is a "License Information" box that says "No License Information Available".

If you see “Initial Onboarding –Matching License Results” and confirm the information, your Quick Start Menu will be similar to the screen below. The page will show each License Type (Educator Certificate, Athletic Coaching, and/or Speech Language Impaired, or Exchange Teacher).

The screenshot shows the Florida Department of Education's Quick Start Menu with matching license results. The top header and navigation links are the same as in the previous screenshot. The "Quick Start Menu" section has the same instruction. The "Start a New Application" section is identical. The "Additional Activities" section now includes a "View Documents" button with a search input field. The "Manage your license information" section is new, featuring two rows: "5 Year Athletic Coaching #91" and "5 Year Renewable Professional #9", each with a "Choose Application" dropdown and a "Select" button. On the right, the "License Information" box now displays two entries: "License Number: #91 License Type: 5 Year Athletic Coaching" and "License Number: #9 License Type: 5 Year Renewable Professional", each with a "Show Details" button.