

Access to Early Childhood Professional Certificates (ECPC) Application via Single Sign-On (SSO) for DCF Users

1. Existing DCF Users (Do not have SSO access)

- 1.1 Access the application URL: https://web01.fldoe.org/ECPC_Certificate/
- 1.2 Click on the “NEW DCF USER” button on the Home page
- 1.3 Complete the SELF-REGISTRATION form and submit the form. You will receive an email for instructions about the username to use, link to the Password Registration Portal for setting up security questions, etc. *(If users do not set up their security questions, they will not be able to reset their passwords and will no longer be able to use the email IDs they completed the self-registration with)*
- 1.4 Once you receive SSO access, you can access the application URL:
https://web01.fldoe.org/ECPC_Certificate/
- 1.5 Click on the “CURRENT SSO USER” button on the Home page
- 1.6 Select the option “SSO Hosted Users” on the FDOE Single Sign-On page
- 1.7 Enter the username in the format “0-your email ID”. Use the email ID and password that was used to complete the Self-Registration form in step 1.3
- 1.8 View/Access the application’s Certificates page. If you have multiple user accounts under the same email ID, the ECPC Role page will display with all user accounts that correspond to your email ID

2. New DCF Users (Do not have SSO or Application access)

- 2.1 Access the application URL: https://web01.fldoe.org/ECPC_Certificate/
- 2.2 Click on the “NEW DCF USER” button on the Home page
- 2.3 Complete the SELF-REGISTRATION form and submit the form. You will receive an email for instructions about the username to use, link to the Password Registration Portal for setting up security questions, etc. *(If users do not set up their security questions, they will not be able to reset their passwords and will no longer be able to use the email IDs they completed the self-registration with)*
- 2.4 Contact the **DOE Education and Training State Supervisor** to have you added to the application (this is different than being added to SSO)
- 2.5 Once you receive SSO and Application access, you can access the application URL:
https://web01.fldoe.org/ECPC_Certificate/
- 2.6 Click on the “CURRENT SSO USER” button on the Home page
- 2.7 Select the option “SSO Hosted Users” on the FDOE Single Sign-On page
- 2.8 Enter the username in the format “0-your email ID”. Use the email ID and password that was used on the Self-Registration form in step 2.3
- 2.9 View/Access the application’s Certificates page. If you have multiple user accounts under the same email ID, the ECPC Role page will display with all user accounts that correspond to your email ID

3. Returning DCF Users (Have access to SSO and Application)

- 3.1 Access the application URL: https://web01.fldoe.org/ECPC_Certificate/
- 3.2 Click on the "CURRENT SSO USER" button on the Home page
- 3.3 Select the option "SSO Hosted Users" on the FDOE Single Sign-On page
- 3.4 Enter the username in the format "0-*your email ID*". Use the email ID and password that was used on the Self-Registration form
- 3.5 View/Access the application's Certificates page. If you have multiple user accounts under the same email ID, the ECPC Role page will display with all user accounts that correspond to your email ID