

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

### **1. Existing District Users (Already in SSO)**

- 1.1 Access the application URL: [https://web01.fldoe.org/ECPC\\_Certificate/](https://web01.fldoe.org/ECPC_Certificate/)
- 1.2 Click on the “CURRENT SSO USER” button on the Home page
- 1.3 Select your District on the FDOE Single Sign-On page
- 1.4 Enter your Active Directory Username and Password
- 1.1 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 District Users**

- 2.1 Access the application URL: [https://web01.fldoe.org/ECPC\\_Certificate/](https://web01.fldoe.org/ECPC_Certificate/)
- 2.2 Click on the ‘NEW DISTRICT USER’ button on the Home Page
- 2.3 Search for your district SSO liaison (also known as your LEA) in the “Select your Organization” field
- 2.4 Find your school name and select “Submit”. Your school’s contact information will be displayed
- 2.5 Contact your District LEA to register you for access to SSO and the Application (must request both)
- 2.6 Contact the ECPC Admin to have you added to the application (different than SSO access)
- 2.7 Once you receive SSO and Application access, you can access the application URL: [https://web01.fldoe.org/ECPC\\_Certificate/](https://web01.fldoe.org/ECPC_Certificate/)
- 2.8 Click on the “CURRENT SSO USER” button on the Home page
- 2.9 Select your district option on the FDOE Single Sign-On page
- 2.10 Enter your Active Directory Username and Password
- 2.11 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 District Users**

- 3.1 Access the application URL: [https://web01.fldoe.org/ECPC\\_Certificate/](https://web01.fldoe.org/ECPC_Certificate/)
- 3.2 Click on the “CURRENT SSO USER” button on the Home page
- 3.3 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