

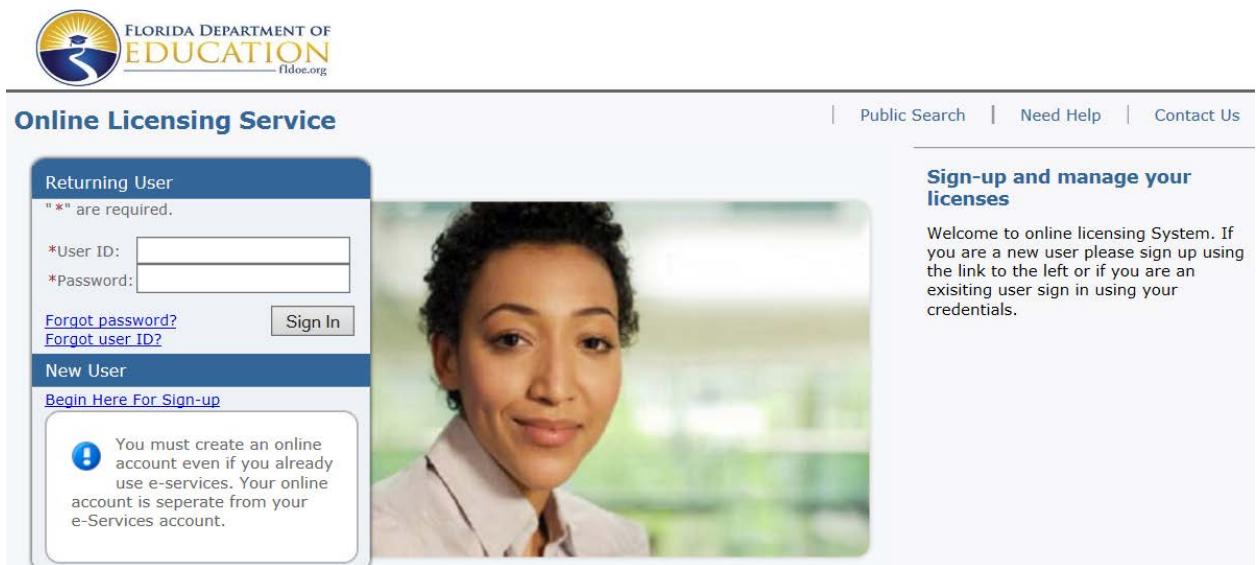
Creating an Educator Account and Onboarding

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

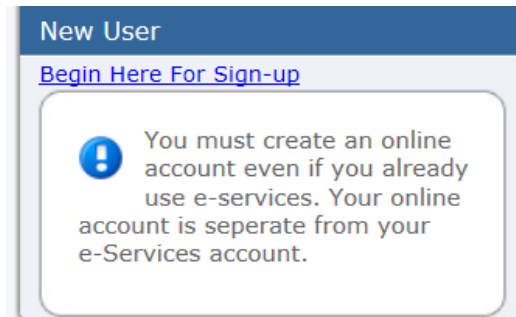
❖ New Account Setup and Initial Onboarding Process

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



The screenshot shows the 'Online Licensing Service' login page for the Florida Department of Education. The page has a header with the FDOE logo and navigation links: '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 includes fields for 'User ID' and 'Password', with links for 'Forgot password?' and 'Forgot user ID?', and a 'Sign In' button. The 'New User' section features a blue box with an 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.' Below this text is a blue link that says 'Begin Here For Sign-up'. To the right of the login forms is a large image of a woman and a section titled 'Sign-up and manage your licenses' with a welcome message and instructions for new and existing users.

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 previous screenshot. It shows 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 white box with a blue border. Inside this box is a blue exclamation mark icon followed by 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.'

3. 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.

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

User Registration
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.

Account Owner Contact Information
* First Name:
Second Name:
* Last Name:

Account Login
* Email: (e.g. name@domain.com)
* Confirm Email:
Use email address as user id: ☐
* User ID:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)
* Secret Question:
* Secret Answer:

Communication
Email Communication: ☒ Yes ☐ No

[Next](#) [Cancel](#)

4. 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.

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Preview Registration
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.

First Name:	<input type="text"/>
Second Name:	
Last Name:	aarons
Email:	aaronsh@mailinator.com
UserId:	aaronsh@mailinator.com
Secret Question:	Where were you born?
Secret Answer:	San Diego
Email Communication:	Yes

[Save](#) [Edit](#) [Cancel](#)

5. 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.

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

User Registration - Temporary Password Issued
A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

[Return](#)

6. 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.

7. 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"**.



Online Licensing Service

[Public Search](#) | [Need Help](#) | [Contact Us](#)

Returning User
" *" are required.
*User ID:
*Password:
[Forgot password?](#) [Forgot user ID?](#)

New User
[Begin Here For Sign-up](#)

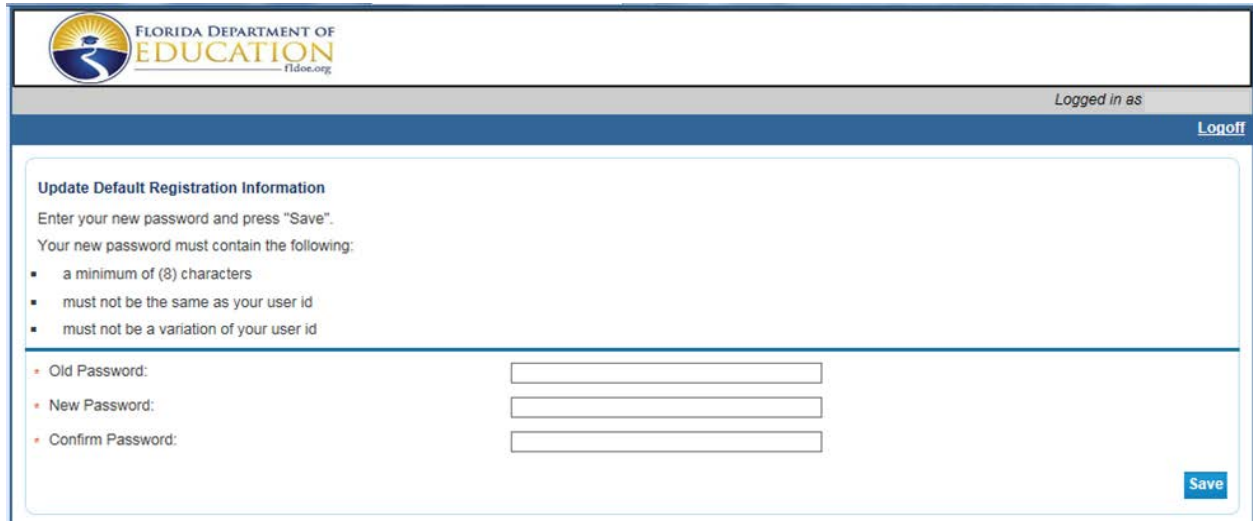
You must create an online account even if you already use e-services. Your online account is separate from your e-Services account.



Sign-up and manage your licenses

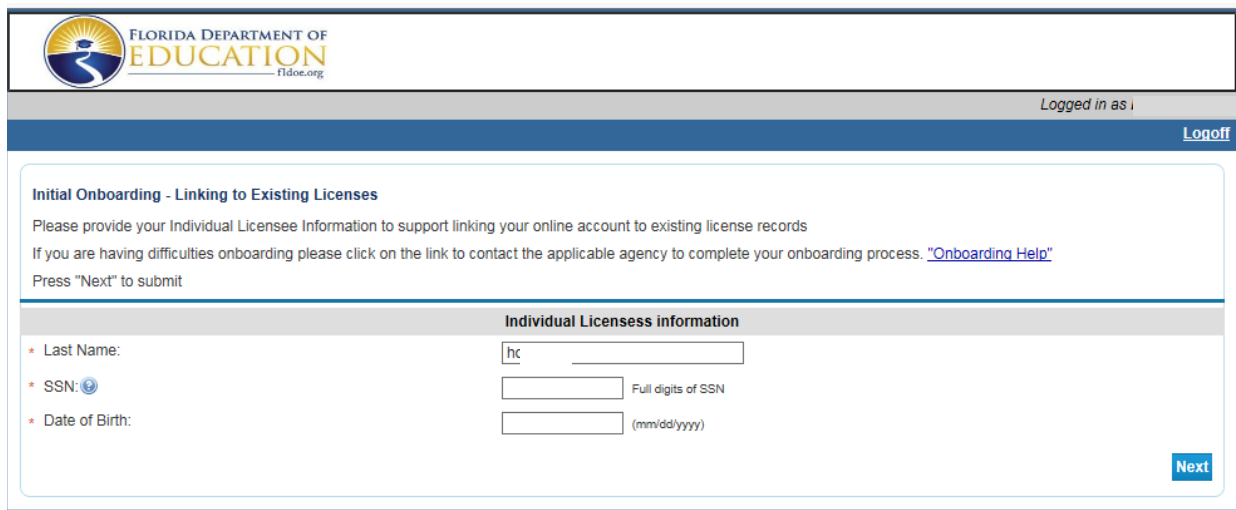
Welcome to online licensing System. If you are a new user please sign up using the link to the left or if you are an existing user sign in using your credentials.

8. 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 header with the logo and "FLORIDA DEPARTMENT OF EDUCATION" text. Below the header, it says "Logged in as" followed by a "Logout" link. The main content area is titled "Update Default Registration Information". It instructs the user to "Enter your new password and press 'Save'." and lists requirements for the new password: a minimum of 8 characters, not the same as the user ID, and not a variation of the user ID. There are three input fields labeled "Old Password:", "New Password:", and "Confirm Password:". A blue "Save" button is located at the bottom right of the form.


9. 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 header with the logo and "FLORIDA DEPARTMENT OF EDUCATION" text. Below the header, it says "Logged in as" followed by a "Logout" link. The main content area is titled "Initial Onboarding - Linking to Existing Licenses". It instructs the user to "Please provide your Individual Licensee Information to support linking your online account to existing license records" and provides a link to "Onboarding Help". It also says "Press 'Next' to submit". Below this, there is a section titled "Individual Licensee information" with three input fields: "Last Name:" (pre-filled with "hc"), "SSN:" (with a dropdown arrow), and "Date of Birth:" (with a dropdown arrow). The "SSN" and "Date of Birth" fields have labels "Full digits of SSN" and "(mm/dd/yyyy)" respectively. A blue "Next" button is located at the bottom right of the form.

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.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Logged in as i

Logoff

Initial Onboarding - No matching License Found

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

PreviousNext

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.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Logged in as hopper, i

Logoff

Initial Onboarding - Matching License Results

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

Name	Indv/Org Number	License Type	License Status	License Number
HOPPER, <input type="text"/>	<input type="text"/>	Educator Certification	Certified	<input type="text"/>

* Select one of the following:

☒ confirm the above license(s) is/are associated with me

☐ The above license(s) is/are not associated with me

Next

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 Quick Start Menu. At the top, the logo and name 'FLORIDA DEPARTMENT OF EDUCATION fdoe.org' are displayed. Below the header, a 'Logged in as' status bar includes links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Quick Start Menu' and includes a sub-header: 'To start choose an option and you will return to this Quick Start menu after you have finished.' On the right side, a 'License Information' box states 'No License Information Available'. The main menu is divided into two sections: 'Start a New Application' and 'Additional Activities'. Under 'Start a New Application', there is a dropdown for '<Select Board>' and a 'Choose Application' dropdown with a 'Select' button. Under 'Additional Activities', there are three options: 'Authorized Representative', 'Add Licenses To Registration', and 'View Exam Results', each with a 'Select' button.

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 Quick Start Menu with matching license results. The header and navigation bar are identical to the previous screenshot. The 'Quick Start Menu' section includes the same sub-header. On the right, the 'License Information' box now displays two entries: 'License Number: #9' and 'License Type: 5 Year Athletic Coaching', and 'License Number: #9' and 'License Type: 5 Year Renewable Professional', each with a 'Show Details' button. The main menu is divided into 'Manage your license information', 'Start a New Application', and 'Additional Activities'. Under 'Manage your license information', there are two rows: '5 Year Athletic Coaching #9' and '5 Year Renewable Professional #9', each with a 'Choose Application' dropdown and a 'Select' button. Under 'Start a New Application', there is a dropdown for '<Select Board>' and a 'Choose Application' dropdown with a 'Select' button. Under 'Additional Activities', there are five options: 'Authorized Representative', 'View Documents' (with a text input field and a checkmark icon), 'Add Licenses To Registration', and 'View Exam Results', each with a 'Select' button.