

Access to Florida Online Course Catalog (FOCC) application via Single Sign-On (SSO) for District Admin and District Users

1. Existing District Admin Users (Already in SSO)

- 1.1 Access the application URL: <http://web06.fldoe.org/coursecatalogadmin/Default.aspx>
- 1.2 Click on the 'ADMIN/DISTRICT 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.
- 1.5 View/Access the application's Welcome page. If you have multiple user accounts under the same email id, the 'Course Catalog Users' page will display with all user accounts that correspond to your email id.

2. New District Admin Users

- 2.1 Contact your District LEA for access to SSO.
- 2.2 Contact the FOCC District Admin or FOCC Admin to have you added to the application (database user table).
- 2.3 Once you receive SSO and Application access, you can access the application URL: <http://web06.fldoe.org/coursecatalogadmin/Default.aspx>
- 2.4 Click on the 'ADMIN/DISTRICT USER' button on the Home page.
- 2.5 Select your district option on the FDOE Single Sign-On page.
- 2.6 Enter your Active Directory Username and Password.
- 2.7 View/Access the application's Welcome page. If you have multiple user accounts under the same email id, the 'Course Catalog Users' page will display with all user accounts that correspond to your email id.

3. Returning District Admin Users

- 3.1 Access the application URL: <http://web06.fldoe.org/coursecatalogadmin/Default.aspx>
- 3.2 Click on the 'ADMIN/DISTRICT USER' button on the Home page.
- 3.3 View/Access the application's Welcome page. If you have multiple user accounts under the same email id, the 'Course Catalog Users' page will display with all user accounts that correspond to your email id.