Access to Florida Online Course Catalog (FOCC) application via Single Sign-On (SSO) for Providers

1. Existing Providers (Do not have SSO access)

1.1 Access the application URL: http://web06.fldoe.org/coursecatalogadmin/Default.aspx

1.2 Click on the 'NEW PROVIDER' 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 password and will no longer be able to use the email id they completed the self-registration with*.)

1.4 Once you receive SSO access, you can access the application URL: http://web06.fldoe.org/coursecatalogadmin/Default.aspx

1.5 Click on the 'EXISTING PROVIDER' 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 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 Provider (Do not have SSO and Application access)

2.1 Access the application URL: http://web06.fldoe.org/coursecatalogadmin/Default.aspx

2.2 Click on the 'NEW PROVIDER' 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 password and will no longer be able to use the email id they completed the self-registration with*).

2.4 Contact the FOCC District Admin or FOCC Admin to have you added to the application (database user table).

2.5 Once you receive SSO and Application access, you can access the application URL: http://web06.fldoe.org/coursecatalogadmin/Default.aspx

2.6 Click on the 'EXISITING PROVIDER' 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 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 Providers (Have access to SSO and Application)

3.1 Access the application URL: http://web06.fldoe.org/coursecatalogadmin/Default.aspx

3.2 Click on the 'EXISTING PROVIDER' 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 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.