

If you have NOT printed your approved COE from the Early Learning Coalition, please follow the steps below:

If you made your account AFTER March 23, 2025, skip to step 5.

1. Go to the coalition portal page:

<https://familyservices.floridaearlylearning.com/>



- Top right, Click 
- Click 
- Enter email address you used to make the original account
- Click 

2. Go to your email account

- Find the email
 - from: **Microsoft on behalf of FloridaSSO**
<msonlineservicesteam@microsoftonline.com>
 - subject: FloridaSSO account email verification code
- Get the verification code from the email. It should look like this: **(Your code is: xxxxxx)**

3. Go back to the Single Sign-On page

- Enter the verification code and Click 
- Fill in first and last name and give a new password.
- Check the agreement box.
- Click 

4. Go back to your email account

- Find the email
 - from: **DONOTREPLY@fldoe.org**
 - Subject: FLDOE SSO Login for *your name*
- Get your new username.
It should look like this: **(Your username is: 0-emailname@emailaddress.com)**



5. Go **back** to the coalition portal page:

<https://familyservices.floridaearlylearning.com/>

- Top right, Click 
- Click 
- Enter **new** username and Click 
- Enter **new** password and Click 
- Make sure your phone number is correct. Click  
- Enter the code and Click 
- Make sure your COE is  for **EACH** child.
- Click  for **EACH** child.

Once you have the COE downloaded, we can print it for you at Spencer Bibbs.