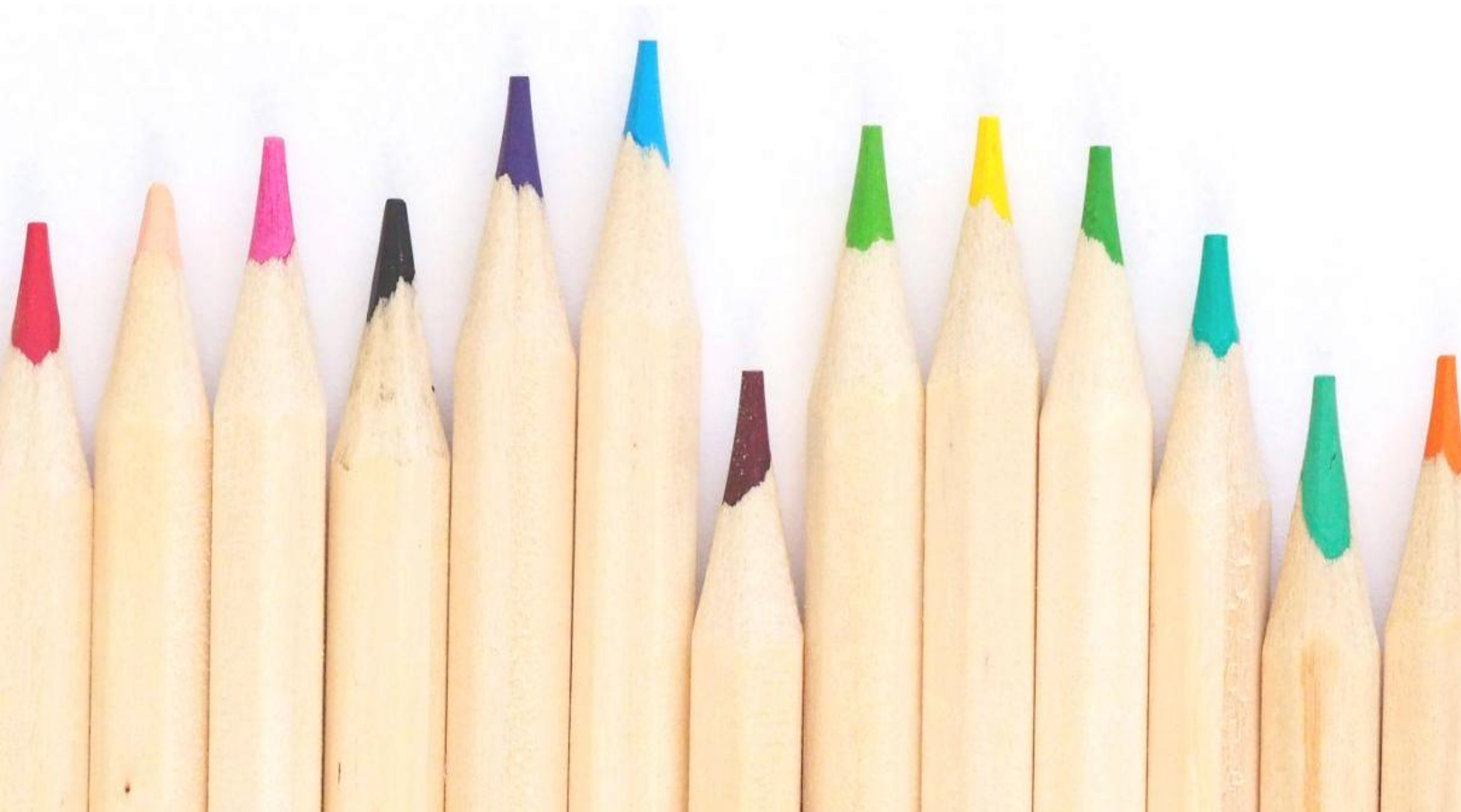




FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

My Florida Schools Handbook for Early Learning and Child Care Providers



My Florida Schools Handbook

Table of Contents

Creating Your Account	3
Resetting Your Password	5
Customizing Your Listing	8
Saving Your Changes	8
Program Listing	9
Photos and Media Gallery	12
Accepting New Enrollments	9
Number of Children Served	9
Languages Supported	10
Website or Social Media Links	11
Potty Training Required?	11
Daily Schedule and Calendar	12
SR CLASS [®] Score, VPK CLASS [®] SCORE, and Inspection Report	14
Tours	15
Managing Tour Requests	16
Setting up Single-Occurrence Tours	15
Setting Up Recurring Tours	16
Canceling Tours	17
Parent Reviews	20
Family Messaging	20
Staff Management	17
Adding Staff Members	18
Making Staff Changes	19
Updating Pre-Populated School Data	22
Additional Resources and Support	22

Welcome to My Florida Schools! The Florida Department of Education (FDOE) has created a searchable online directory of more than 12,000 early learning and childcare providers in the state. Providers can drive parent traffic to their program listings by providing additional information, allowing families to make well-informed decisions about care.

We are excited that you are joining the Florida Department of Education in improving family access to educational choices. This guide will provide you with step-by-step instructions for claiming your listing and some best practices so you can get the most out of the platform.

Creating Your Account

The first thing you will need to do is create a **My Florida Schools** account. These steps will guide you through claiming your listing and creating your account.

1. If your contact information is registered with the Florida Department of Education (FLDOE), you will receive an email with instructions for claiming your provider listing. Open the email and select the **Accept invitation** link/button in the email. *If you have not received this email or have trouble accessing your account, please contact My Florida Schools at myfloridaschools@fldoe.org.*



You're invited!

Hi [Provider user name],

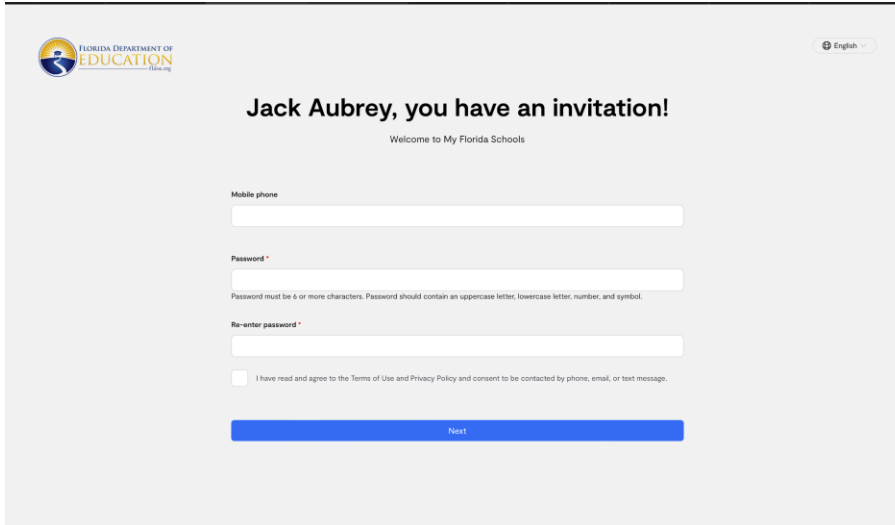
[Network Actor or Provider] has invited you to sign up for a My Florida Schools account. Accept the invite to start updating your website and managing tours.

Florida Department of Education

Accept invitation

2. You will be directed to a welcome page for **My Florida Schools**. Enter your mobile phone number (optional) and create a password. After you review the **Terms of Use** and

Privacy Policy, check the box indicating you have read and agree to these policies, then select **Next**.



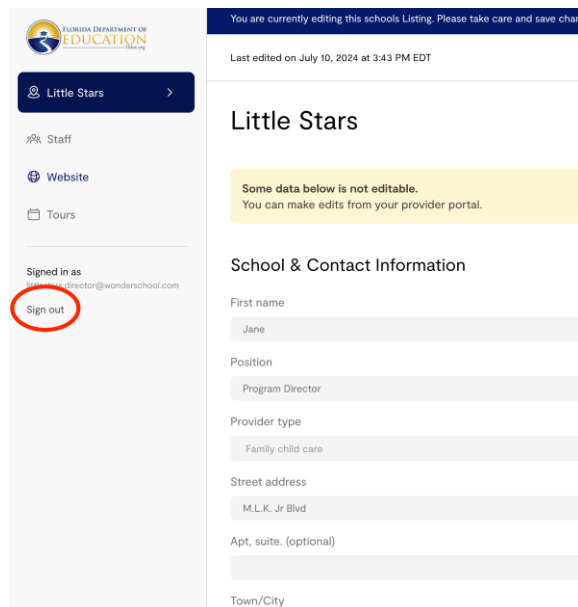
The screenshot shows a web page titled "Jack Aubrey, you have an invitation!" with the subtitle "Welcome to My Florida Schools". The page includes a Florida Department of Education logo in the top left and a language selector in the top right. The main content area contains a "Mobile phone" input field, a "Password" field with a red asterisk and a note that passwords must be 6+ characters with an uppercase letter, lowercase letter, number, and symbol, and a "Re-enter password" field. Below these fields is a checkbox for "I have read and agree to the Terms of Use and Privacy Policy and consent to be contacted by phone, email, or text message." A blue "Next" button is at the bottom.

It's just that simple! For future logins, you will use the email on file with FDOE and this password to access your account.

Resetting Your Password

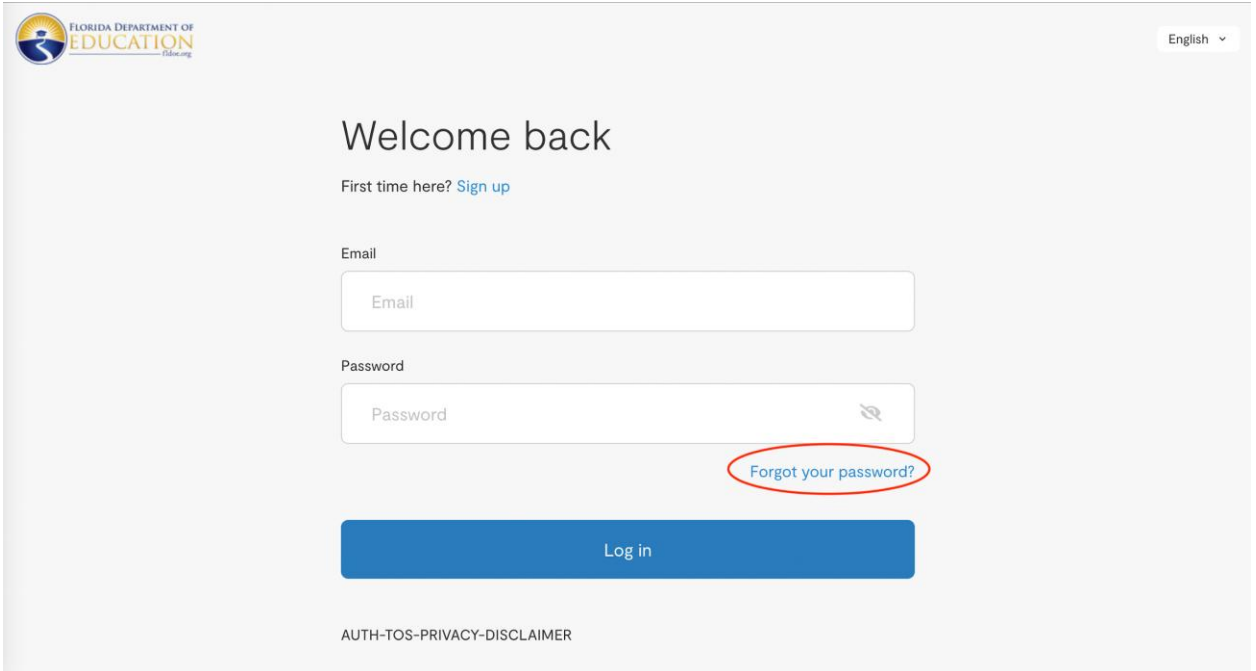
Resetting your password is easy:

1. If you need to reset your password but are still signed in, first log out of your **My Florida Schools** account.



The screenshot shows a user profile page for "Little Stars". At the top, a blue banner reads "You are currently editing this school's Listing. Please take care and save changes." Below this, it says "Last edited on July 10, 2024 at 3:43 PM EDT". The page title is "Little Stars". A yellow warning box states "Some data below is not editable. You can make edits from your provider portal." The "School & Contact Information" section includes fields for "First name" (Jane), "Position" (Program Director), "Provider type" (Family child care), "Street address" (M.L.K. Jr Blvd), "Apt. suite, (optional)", and "Town/City". On the left sidebar, the user is signed in as "Program Director@wonderschool.com" and a "Sign out" button is circled in red.

2. You will be redirected to the login screen. Alternatively, you can navigate directly to the [My Florida Schools login screen](#). Directly beneath the fields for username and password, select **Forgot your password?**



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English ▾

Welcome back

First time here? [Sign up](#)

Email

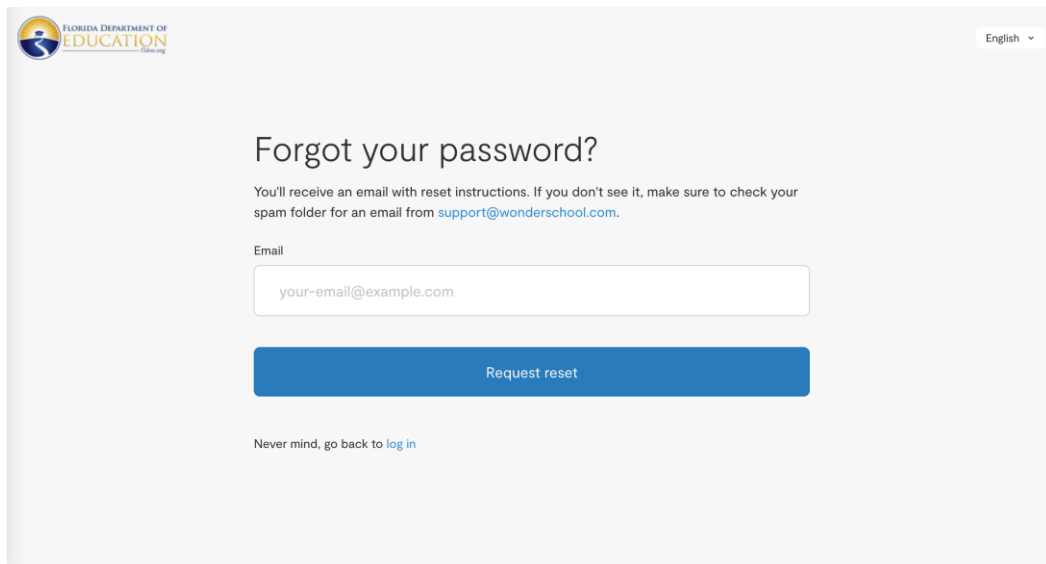
Password

 
[Forgot your password?](#)

Log in

[AUTH-TOS-PRIVACY-DISCLAIMER](#)

3. In the new window, enter your email address and select **Request reset** to request a link to reset your password.



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fldoe.org

English ▾

Forgot your password?

You'll receive an email with reset instructions. If you don't see it, make sure to check your spam folder for an email from support@wonderschool.com.

Email

Request reset

Never mind, go back to [log in](#)

- When you receive the email, follow the link to the password reset page. Enter your new password and save. You will be redirected to the login screen to sign in with your new password. If you need more help logging in or resetting your password, please reach out to our team at myfloridaschools@fldoe.org.

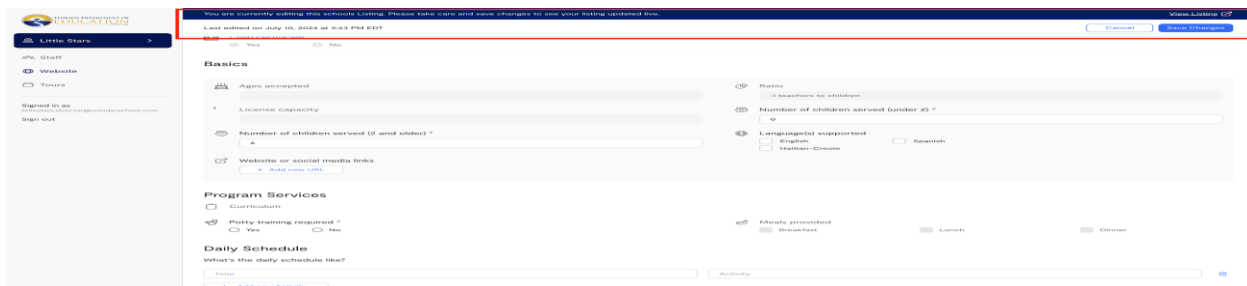
Customizing Your Listing

Customizing your listing is easy and can be done at any time from your **My Florida Schools** dashboard. After logging into your account, you can edit listing details, including hours of operation, program offerings, languages offered, and more.

Because some of your program's information is pre-populated with data provided by the FDOE Division of Early Learning, you may need to update your provider profile in the [Early Learning Provider Services Portal](#). Once your updated information is submitted, it will be reviewed and approved by your local Early Learning Coalition.

Saving Your Changes

Please note that any time you add something to or change your listing, you **MUST** select **Save Changes** in the upper right corner of the page for those updates to appear in your public listing. To discard changes or exit without saving, select **Cancel**. As you are building or updating your listing, you can see how your current listing looks by selecting **View Listing** in the bar at the top of the page.



The screenshot displays the 'Edit Listing' interface. At the top, a blue status bar reads: "You are currently editing this school's Listing. Please take care and save changes to see your listing updated live." Below this, a navigation bar includes "Cancel" and "Save Changes" buttons. The main content area is divided into three sections:

- Basics:** Contains fields for "Ages accepted", "License capacity", "Number of children served (2 and older)", and "Website or social media links".
- Program Services:** Includes "Curriculum", "Potty training required" (Yes/No), and "Meals provided" (Breakfast, Lunch, Dinner).
- Daily Schedule:** Features a text input for "What's the daily schedule like?" and an "Activity" field.

A left sidebar shows the user is signed in as "Little Stars" and provides navigation options like "Home", "Website", and "Sign out".

[View Listing](#) 

Cancel

Save Changes

Program Listing

Parents and guardians will use this information to find the perfect fit for their children, so it is important to keep it accurate and up to date. You are able to provide the following information about your program:

- Photos and Media Gallery
- Accepting New Enrollments
- Number of Children Served
- Languages Supported
- Website and Social Media Links
- Potty Training Required
- Daily Schedule
- Calendar

If you need to change any other information in your listing, contact FDOE at myfloridaschools@fldoe.org.

Accepting New Enrollments

This is a toggle selection to indicate whether or not you are accepting new enrollments. With this toggle selected, you'll be prompted to enter the number of open spots in your program for various age ranges.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT [Cancel](#) [Save Changes](#)

Tuesday	7:30am	5:30pm
Wednesday	7:30am	5:30pm
Thursday	7:30am	5:30pm
Friday	7:30am	5:30pm

Are you accepting any new enrollments? *

What age groups and how many spots are you looking to fill? * [+ Add age group](#)

Range start Range end Spots [✕](#)

Range start Range end Spots [✕](#)

Pay schedules
Monthly

Child certificate
 Yes No

Basics

Number of Children Served

Here, you will input the number of children *currently enrolled* in your program. There are different selections for children under the age of 2 and those aged 2 years old and older.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT [Cancel](#) [Save Changes](#)

Child certificate
 Yes No

Basics

Ages accepted	Ratio :1 teachers to children
License capacity	<input type="text" value="0"/> Number of children served (under 2) *
Number of children served (2 and older) *	Language(s) supported <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Haitian-Creole

Website or social media links
[+ Add new URL](#)

Program Services

Curriculum

Potty training required *
 Yes No

Meals provided
 Breakfast Lunch Dinner

Daily Schedule

What's the daily schedule like?

Time	Activity
------	----------

Languages Supported

In this section, you can select “English,” “Spanish,” or “Haitian-Creole.” You will be able to select more than one language.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes

Little Stars

Staff

Website

Tours

Signed in as
littlestars.director@wonderschool.com
Sign out

Yes No

Basics

Ages accepted

Ratio
3:1 teachers to children

License capacity

Number of children served (under 2) *

Number of children served (2 and older) *

Language(s) supported

English Spanish
 Haitian-Creole

Website or social media links

+ Add new URL

Program Services

Curriculum

Potty training required *

Yes No

Meals provided

Breakfast Lunch Dinner

Daily Schedule

What's the daily schedule like?

Time

Activity

+ Add new Activity

Website or Social Media Links

In this section, you can provide a direct link to your external website if you have one. Be sure to start your entry with `https://` and then your web address. It may be helpful to copy the website address directly from the address bar of your web browser and paste it into this field. If you have a social media presence, you can also provide direct links to your accounts.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes

Little Stars

Staff

Website

Tours

Signed in as
littlestars.director@wonderschool.com
Sign out

6-60 months

3:1 teachers to children

License capacity

Number of children served (under 2) *

Number of children served (2 and older) *

Language(s) supported

English Spanish
 Haitian-Creole

Website or social media links

<https://littlestarsrising.com>

<https://facebook/littlestarsrising.com>

+ Add new URL

Program Services

Potty Training Required?

This is a simple yes/no selection indicating whether you require children to be potty trained before they can attend your program.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes

Child certificate
 Yes No

Basics

Ages accepted

Ratio
:1 teachers to children

License capacity

Number of children served (under 2) *
0

Number of children served (2 and older) *
6

Website or social media links
[+ Add new URL](#)

Language(s) supported
 English Spanish
 Haitian-Creole

Program Services

Curriculum

Potty training required *
 Yes No

Meals provided
 Breakfast Lunch Dinner

Daily Schedule

What's the daily schedule like?

Time Activity

[+ Add new Activity](#)

Photos and Media Gallery

Photos help families connect with your program before they ever walk through the door. Your listing now displays a featured image on the program preview cards families see in search results, and a full media gallery on your detail page.

To add, replace, or remove images, navigate to the Photos section of your dashboard. You can upload multiple images and reorder them so the strongest photo appears first.

Photo tips: choose bright, well-lit shots of your space; include indoor and outdoor areas; avoid photos that show identifiable children unless you have written parental consent. After uploading, don't forget to select Save Changes for your new images to appear on your public listing.

Daily Schedule and Calendar

Here, you will input a typical daily schedule for parents to see. Remember, the more details you provide, the more informed parents will be. If your program offers a unique element, you can use this section to show it. Calendar inputs are available to show your program holidays and special events. You can use this section to indicate the days you may not be operating.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes

Little Stars

Staff Website Tours

Signed in as littlestars.director@wonderschool.com Sign out

Program Services


Curriculum

Potty training required * Yes No

Meals provided Breakfast Lunch Dinner

Daily Schedule


What's the daily schedule like?

Time Activity 

[+ Add new Activity](#)

Calendar

What's the holiday calendar for your program this year?

Date Holiday 

[+ Add new Holiday](#)

SR CLASS Score

Florida School Readiness

SR CLASS (Program Assessment) Composite Score

No information yet

VPK CLASS Score

Florida VPK

VPK CLASS (Program Assessment)

1. To add items to the Daily Schedule, select **Add new Activity**. Enter the time and activity in the indicated boxes. The daily schedule will automatically publish in chronological order. To delete an item, simply select the trash can icon to the right of any activity. Remember to save your changes!

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes















Little Stars

Staff Website Tours

Signed in as littlestars.director@wonderschool.com Sign out

Daily Schedule

What's the daily schedule like?

7:30am	Morning Drop Off + Open Exploration	
8:00am	Breakfast	
8:30am	Morning Meeting	
9:00am	Choice Time	
10:00am	Toileting Time + Morning Snack	
10:30am	Outside Time	
11:45am	Transition inside for Lunch	
12:00pm	Lunch	
12:30pm	Nap/Rest Time	
3:00pm	Toileting Time + Afternoon Snack	
3:30pm	Center Exploration	
4:15pm	Outside Time	
5:00pm	Closing Circle	
5:15pm	Independent Play and Pickup	

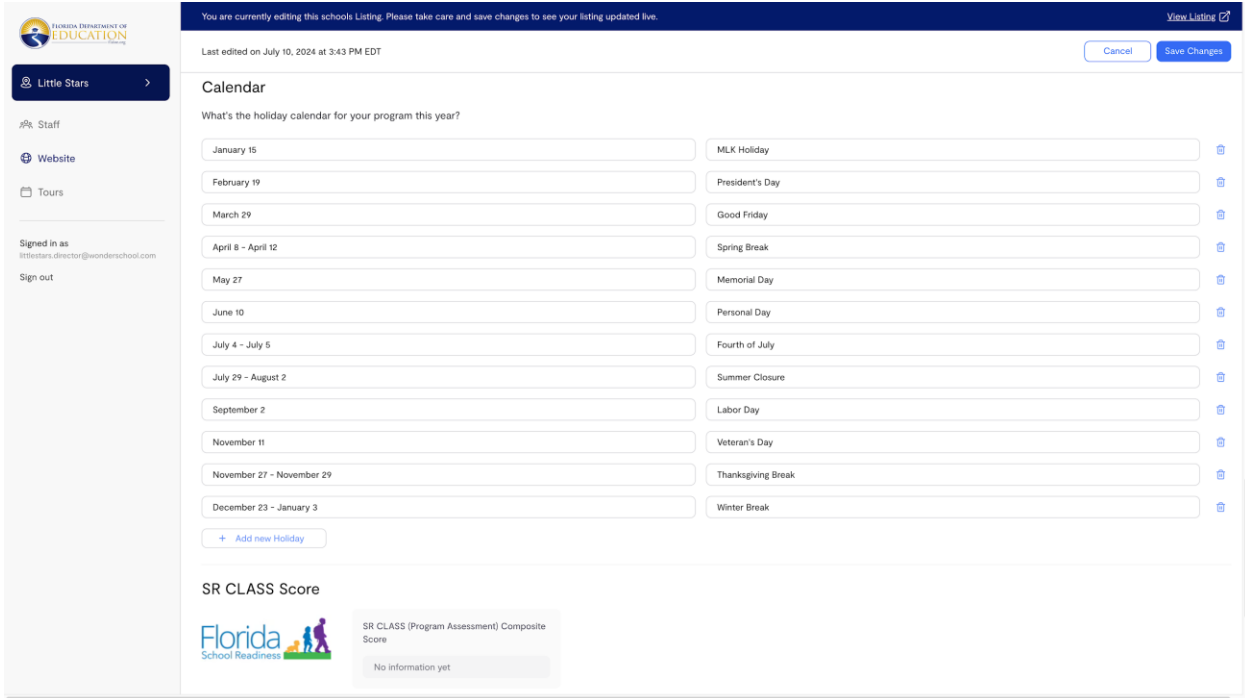
[+ Add new Activity](#)

Calendar

What's the holiday calendar for your program this year?

2. The process for editing your school's holiday calendar looks very similar. To add dates to your calendar, select **Add new Holiday**. To edit an event's date, select the date field and select a new date (or range of dates) on the calendar. To edit the name of an event,

select the name field and change the text. To delete an event, select the trash can icon to the right of the event.



You are currently editing this school's Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT [Cancel](#) [Save Changes](#)


Calendar

What's the holiday calendar for your program this year?

January 15	MLK Holiday	
February 19	President's Day	
March 29	Good Friday	
April 8 - April 12	Spring Break	
May 27	Memorial Day	
June 10	Personal Day	
July 4 - July 5	Fourth of July	
July 29 - August 2	Summer Closure	
September 2	Labor Day	
November 11	Veteran's Day	
November 27 - November 29	Thanksgiving Break	
December 23 - January 3	Winter Break	

[+ Add new Holiday](#)

SR CLASS Score

 SR CLASS (Program Assessment) Composite Score
No information yet

- You can verify your changes by first saving your changes with **Save Changes** in the upper right corner of your screen.

[View Listing](#) 

Cancel

Save Changes

- When your changes have been saved, select **View Listing**. Your updated listing will open separately so you can see the parent view.

Daily Schedule

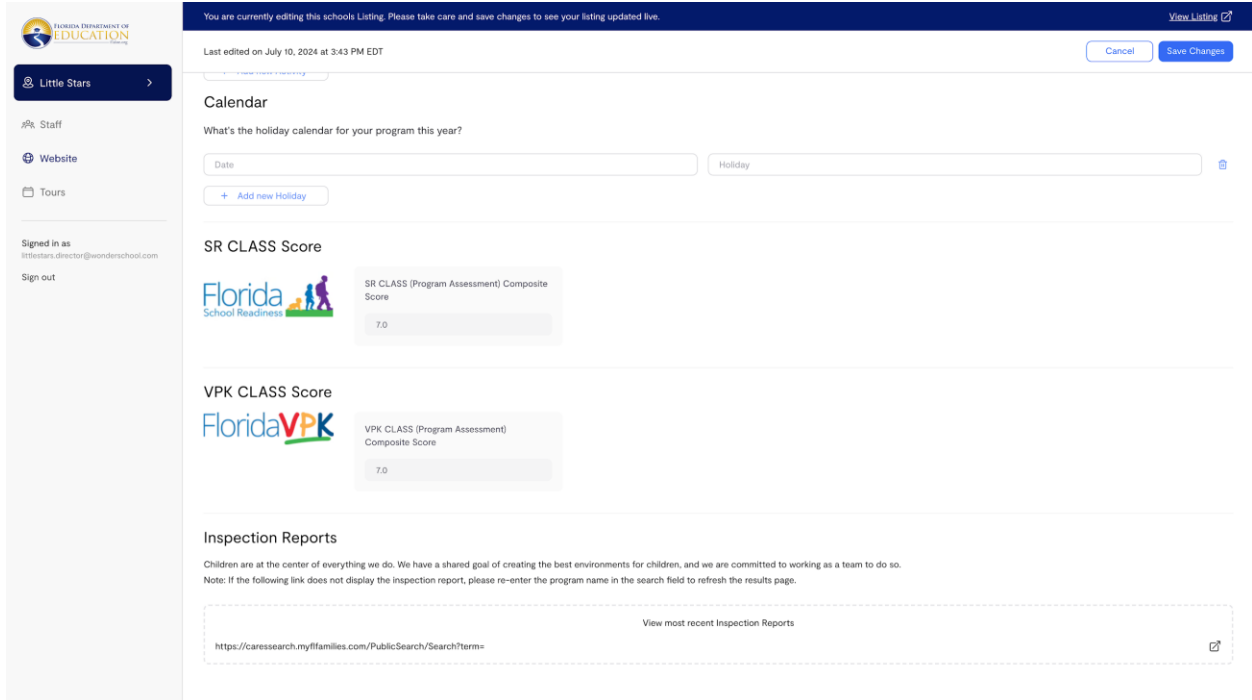
7:30am	Morning Drop Off + Open Exploration
8:00am	Breakfast
8:30am	Morning Meeting
9:00am	Choice Time
10:00am	Toileting Time + Morning Snack
10:30am	Outside Time
11:45am	Transition inside for Lunch
12:00pm	Lunch
12:30pm	Nap/Rest Time
3:00pm	Toileting Time + Afternoon Snack
3:30pm	Center Exploration
4:15pm	Outside Time
5:00pm	Closing Circle
5:15pm	Independent Play and Pickup

2024 Calendar

January 15	MLK Holiday
February 19	President's Day
March 29	Good Friday
April 8 - April 12	Spring Break
May 27	Memorial Day
June 10	Personal Day
July 4 - July 5	Fourth of July
July 29 - August 2	Summer Closure
September 2	Labor Day
November 11	Veteran's Day
November 27 - November 29	Thanksgiving Break

SR CLASS® Score, VPK CLASS® SCORE, and Inspection Report

The FDOE collects information regarding your school or center's School Readiness Classroom Assessment Scoring System (SR CLASS®) Score, Voluntary Prekindergarten (VPK CLASS®) Score, and State Inspection Report. The information in this section of your listing can only be edited by FDOE.



You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)


Last edited on July 10, 2024 at 3:43 PM EDT [Cancel](#) [Save Changes](#)

Calendar
What's the holiday calendar for your program this year?


Date Holiday

[+ Add new Holiday](#)

SR CLASS Score

 SR CLASS (Program Assessment) Composite Score
7.0

VPK CLASS Score

 VPK CLASS (Program Assessment) Composite Score
7.0

Inspection Reports
Children are at the center of everything we do. We have a shared goal of creating the best environments for children, and we are committed to working as a team to do so.
Note: If the following link does not display the inspection report, please re-enter the program name in the search field to refresh the results page.

<https://caresearch.myflfamilies.com/PublicSearch/Search?term=> [View most recent Inspection Reports](#)

Congratulations! You have successfully customized the listing for your program!

Tours

Offering tours is a great way to provide a look into your school and get to know prospective students and their families. You can set up a one-time tour, like an open house or special event, or tours that happen regularly on a given day and time.

Families can also request a tour directly from your listing using the new Request a tour button. You choose how requests are handled: availability-based mode lets families self-book into time slots you have set, and request-only mode sends each request to you for review and approval. From your dashboard, you'll see all incoming tour requests and your upcoming confirmed tours in one place.

Managing Tour Requests

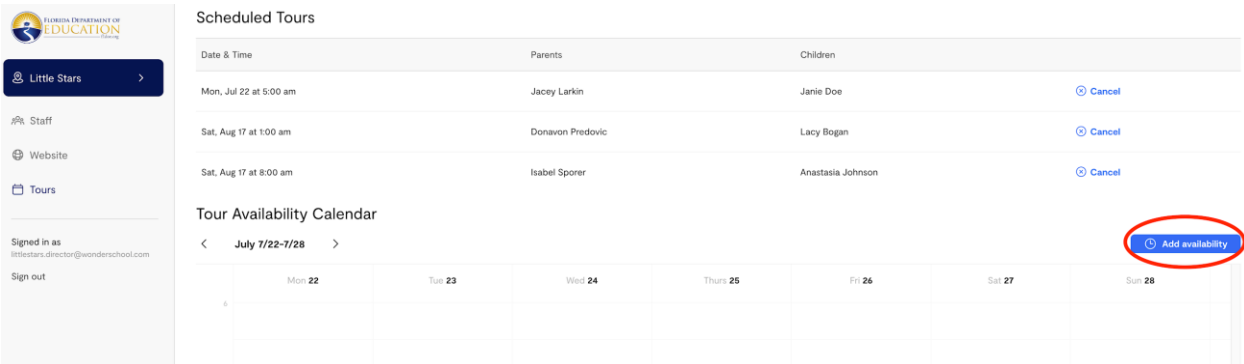
All incoming tour requests appear in the Tours section of your dashboard. From there, you can review the family's details, approve, decline, or propose a new time. You can also see every upcoming confirmed tour at a glance so you can prepare in advance.

Choose the mode that fits how you like to work: availability-based mode is best if you have predictable open hours and want families to self-book; request-only mode is best if you'd rather review each request before confirming.

When you take action on a request, the family receives an automated confirmation by email and SMS, plus reminders before the tour.

Setting up Single-Occurrence Tours

1. Navigate to the **Tours** section in the sidebar on the left of your screen. From there, select **Add Availability** with the blue button at the top right of the calendar to input dates and times.



Scheduled Tours

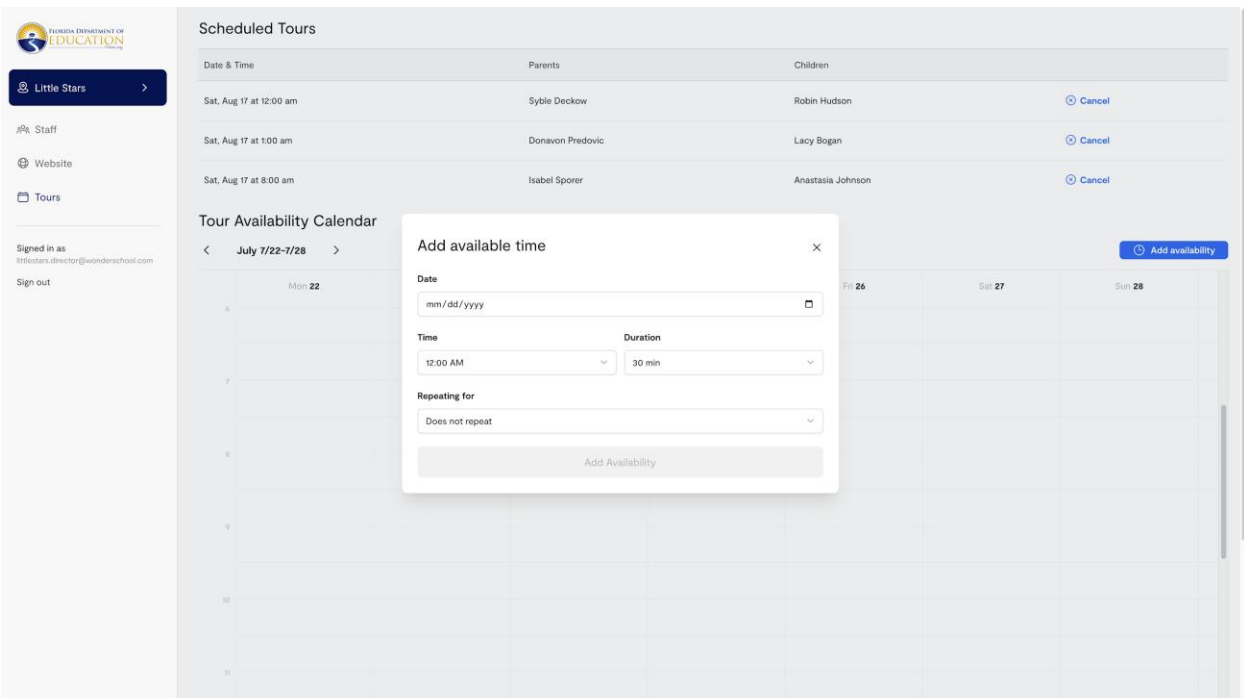
Date & Time	Parents	Children	
Mon, Jul 22 at 5:00 am	Jacey Larkin	Janie Doe	Cancel
Sat, Aug 17 at 1:00 am	Donavon Predovic	Lacy Bogan	Cancel
Sat, Aug 17 at 8:00 am	Isabel Sporer	Anastasia Johnson	Cancel

Tour Availability Calendar

< July 22-28 >

[Add availability](#)

2. In the field labeled **Repeating for**, select **Does not repeat**



Scheduled Tours

Date & Time	Parents	Children	
Sat, Aug 17 at 12:00 am	Syble Deckow	Robin Hudson	Cancel
Sat, Aug 17 at 1:00 am	Donavon Predovic	Lacy Bogan	Cancel
Sat, Aug 17 at 8:00 am	Isabel Sporer	Anastasia Johnson	Cancel

Tour Availability Calendar

< July 22-28 >

[Add availability](#)

Add available time

Date:

Time:

Duration:

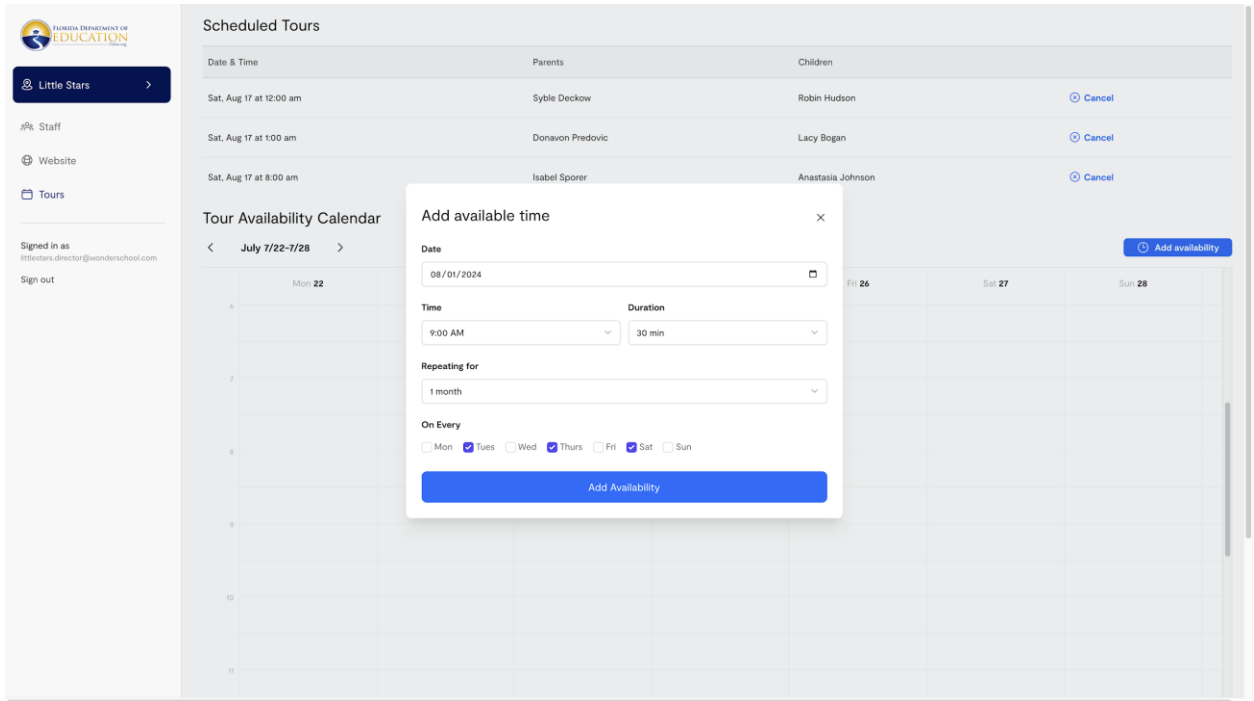
Repeating for:

[Add Availability](#)




3. When the date and time are correct, select **Add Availability**.

Setting Up Recurring Tours

1. To create a recurring tour schedule, select a time frame from one to six months in this field. From there, you will be able to select days of the week. You can change this availability and schedule any time.
2. When the dates, days, and times are correct, select **Add Availability**.



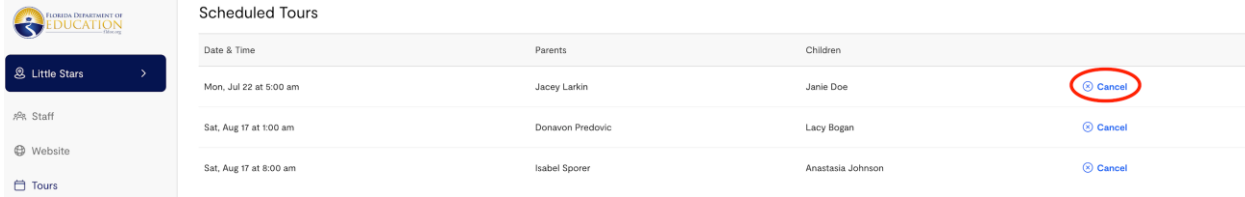
The screenshot shows the 'Scheduled Tours' interface. On the left is a sidebar with navigation options: 'Little Stars', 'Staff', 'Website', and 'Tours'. The main area displays a table of scheduled tours with columns for 'Date & Time', 'Parents', and 'Children'. Three tours are listed for Saturday, August 17th at 12:00 am, 1:00 am, and 8:00 am. A modal window titled 'Add available time' is open, allowing the user to set a date (08/01/2024), time (9:00 AM), duration (30 min), and repeating frequency (1 month). The 'On Every' section shows checkboxes for days of the week, with 'Tues' and 'Sat' selected. An 'Add Availability' button is at the bottom of the modal.

Date & Time	Parents	Children	
Sat, Aug 17 at 12:00 am	Syble Deckow	Robin Hudson	
Sat, Aug 17 at 1:00 am	Donavon Predovic	Lacy Bogan	
Sat, Aug 17 at 8:00 am	Isabel Sporer	Anastasia Johnson	

3. When a tour is confirmed through your listing, both you and the family receive an automated confirmation by email and SMS, plus reminders before the tour to reduce no-shows. You'll also see the family's contact information so you can reach out through the platform's secure messaging if you'd like to personally welcome them or share additional information.

Canceling Tours

1. To cancel a tour, simply select **Cancel** to the right of the scheduled tour, indicated with a circled x. The parent or caregiver will receive an email notification, and they will be invited to reschedule. Though the parent or caregiver will receive an email from My Florida Schools, you may also reach out to them through the platform's secure messaging — keeping all of your conversations with families in one organized inbox.



Date & Time	Parents	Children	
Mon, Jul 22 at 5:00 am	Jacey Larkin	Janie Doe	Cancel
Sat, Aug 17 at 1:00 am	Donavon Predovic	Lacy Bogan	Cancel
Sat, Aug 17 at 8:00 am	Isabel Sporer	Anastasia Johnson	Cancel

Parent Reviews

Reviews from real families help your reputation grow and give prospective parents a fuller picture of your program. Families who engage with your listing through the finder are invited to share their experience after their visit or enrollment.

Your listing displays an overall star rating along with individual reviews. The average rating reflects the experiences families have had with your program, and the individual reviews give parents the detail they're looking for.

You'll receive an email notification any time a new review is posted on your profile, so you can stay informed and respond when appropriate.

All parents see review guidelines before submitting, which helps keep feedback constructive and useful. If you believe a review violates the guidelines, you can flag it for review from your dashboard.

Tips: respond thoughtfully when you can, treat every review as a chance to learn, and let great feedback inform how you describe your program elsewhere.

Family Messaging

The My Florida Schools Portal now includes secure, two-way messaging between families and providers. Families can reach out to you directly without sharing personal contact information up front, and every conversation lives in one organized inbox.

To access your messages, select Messages in the sidebar of your dashboard. From there, you can view all of your conversations, reply to families, and search across past messages.

You'll receive a notification any time a family sends a new message, and families are notified when you reply. This keeps the conversation moving without requiring either side to share personal phone numbers or email addresses.

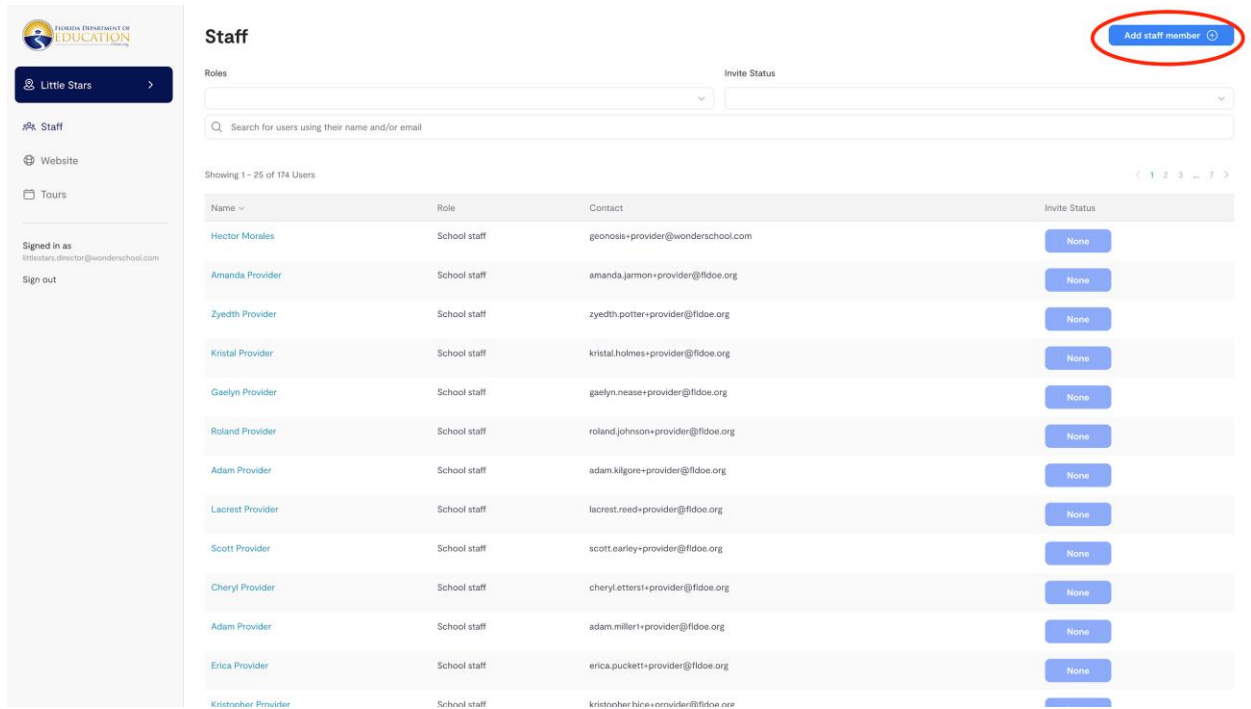
Best practices: respond promptly when you can, keep messages friendly and informative, and use the inbox to follow up after tour requests or new reviews so every family interaction stays in one place.

Staff Management

In addition to the primary provider, you can add additional staff members to your program listing. Each user must accept an invitation and create an account to gain access to your listing. You will enter each staff member's name and email address, and the system will automatically send them an invitation to create their own account. All staff members will have access to edit your listing, including managing staff members, updating program information, and more.

Adding Staff Members

1. From your **Dashboard**, Select **Staff**. In the top right corner, select the button **Add New Staff Member**.



The screenshot shows the 'Staff' management page. In the top right corner, there is a blue button labeled 'Add staff member' with a plus icon, which is circled in red. Below this, there are dropdown menus for 'Roles' and 'Invite Status', and a search bar for users. The main area displays a table of staff members with the following columns: Name, Role, Contact, and Invite Status. The table lists 14 staff members, all with the role 'School staff' and 'None' in the Invite Status column.

Name	Role	Contact	Invite Status
Hector Morales	School staff	geonosli+provider@wonderschool.com	None
Amanda Provider	School staff	amanda.jarmon+provider@fldoe.org	None
Zyedth Provider	School staff	zyedth.potter+provider@fldoe.org	None
Kristal Provider	School staff	kristal.holmes+provider@fldoe.org	None
Gaelyn Provider	School staff	gaelyn.nease+provider@fldoe.org	None
Roland Provider	School staff	roland.johnson+provider@fldoe.org	None
Adam Provider	School staff	adam.kilgore+provider@fldoe.org	None
Lacrest Provider	School staff	lacrest.reed+provider@fldoe.org	None
Scott Provider	School staff	scott.earley+provider@fldoe.org	None
Cheryl Provider	School staff	cheryl.letterst+provider@fldoe.org	None
Adam Provider	School staff	adam.miller+provider@fldoe.org	None
Erica Provider	School staff	erica.puckett+provider@fldoe.org	None
Kristina Provider	School staff	kristina.hernandez+provider@fldoe.org	None

2. A new window will display **New Account Setup**. Enter the staff member's name and contact information. When you are satisfied with the staff member's listing, select **Create Account and Send Invitation**.

User Management / New User

New Account Setup

Personal information

First name Middle name Last name

Contact information

Email Phone

As each staff member is added, they will receive an automated email inviting them to create their own account in **My Florida Schools**. You can resend these invitations from your dashboard by selecting **Staff** in the left sidebar, then searching for the staff member by name or email. You can also filter your search by using the field labeled **Invite status** and choosing **Sent**.

Staff

Invite Status

Showing 1 - 3 of 3 Users < 1 >

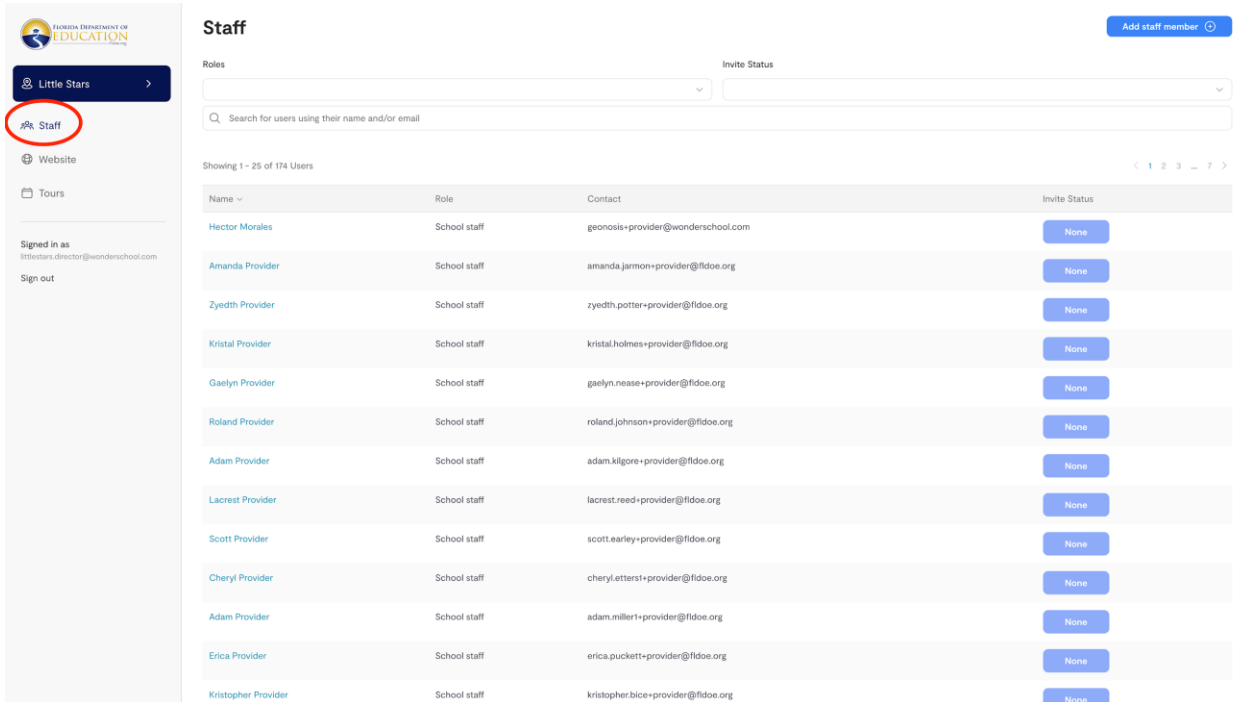
Name	Contact	Invite Status
Jane Doe	jane.doe@little.stars.com	<input type="button" value="Resend"/> Invited 8 days ago
Jane Doe (Deactivated)	jane.doe@littlestars.com	Deactivated user
Jane Williams	littlestars.director@wonderschool.com	Invite accepted

Showing 1 - 3 of 3 Users < 1 >

Making Staff Changes

Making changes to your staff is easy and can be done at any time by any authorized user.

1. If you need to change a staff member's name or contact information, log in to your **My Florida Schools** account, and from your **Dashboard**, select **Staff**.



Staff Add staff member

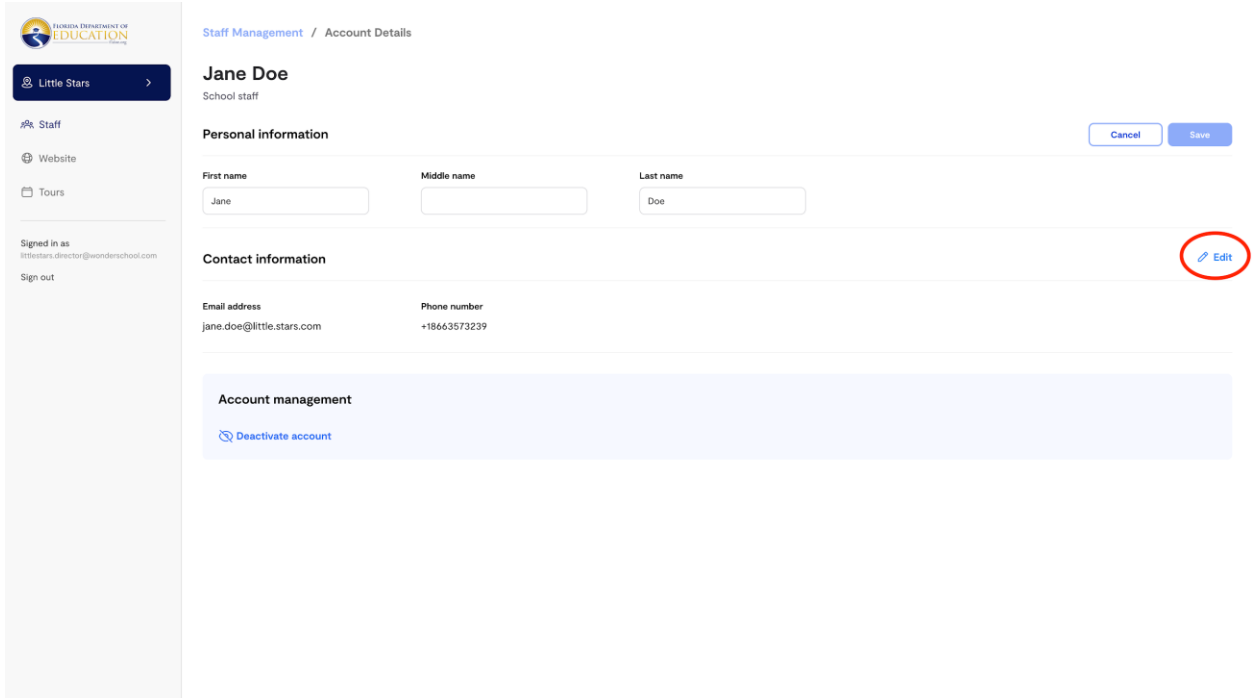
Roles Invite Status

Search for users using their name and/or email

Showing 1 - 25 of 174 Users < 1 2 3 ... 7 >

Name	Role	Contact	Invite Status
Hector Morales	School staff	geonosis+provider@wonderschool.com	None
Amanda Provider	School staff	amanda.jammon+provider@fldoe.org	None
Zyedth Provider	School staff	zyedth.potter+provider@fldoe.org	None
Kristal Provider	School staff	kristal.holmes+provider@fldoe.org	None
Gaelyn Provider	School staff	gaelyn.nease+provider@fldoe.org	None
Roland Provider	School staff	roland.johnson+provider@fldoe.org	None
Adam Provider	School staff	adam.kilgore+provider@fldoe.org	None
Lacrest Provider	School staff	lacrest.reed+provider@fldoe.org	None
Scott Provider	School staff	scott.earley+provider@fldoe.org	None
Cheryl Provider	School staff	cheryl.letterst+provider@fldoe.org	None
Adam Provider	School staff	adam.miller1+provider@fldoe.org	None
Erica Provider	School staff	erica.puckett+provider@fldoe.org	None
Kristopher Provider	School staff	kristopher.bice+provider@fldoe.org	None

- To edit staff name or contact information, Select a staff member's name. On the **Account Details** screen, select **Edit** (indicated by a pencil).



Jane Doe
School staff

Personal information Cancel Save

First name Middle name Last name

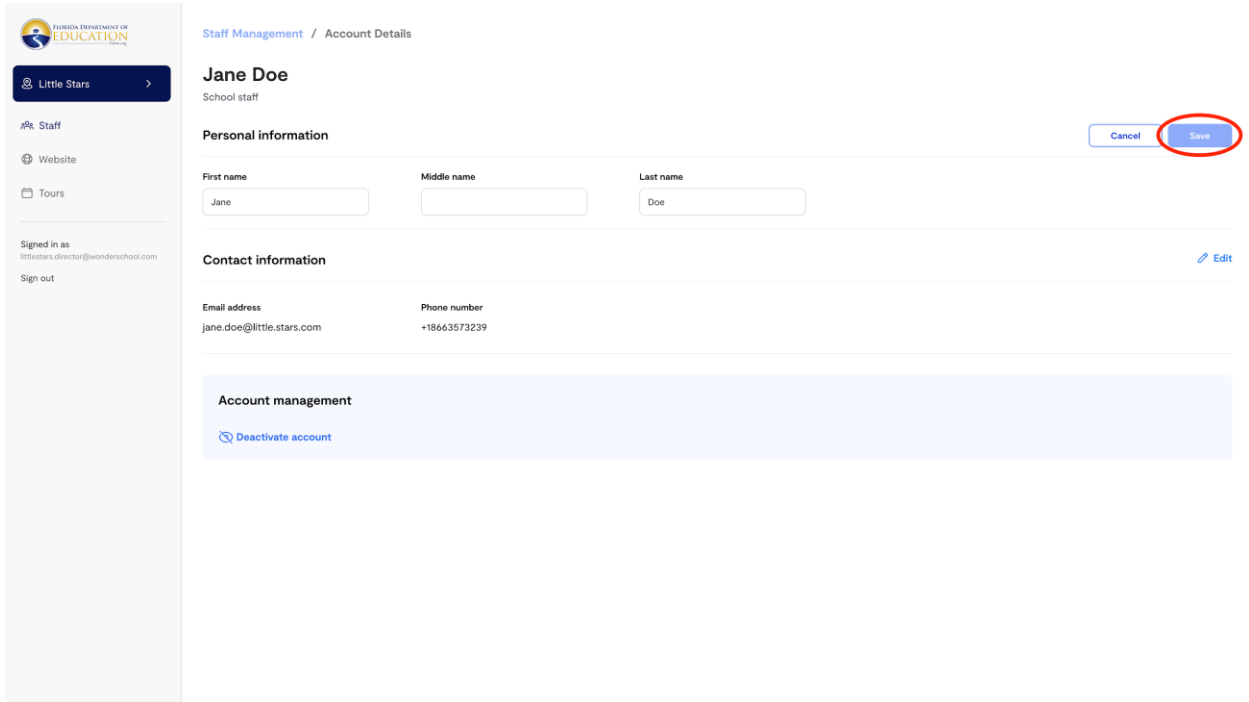
Contact information Edit

Email address Phone number

Account management

[Deactivate account](#)

- After you make any desired changes, select **Save**.



Staff Management / Account Details

Jane Doe
School staff

Personal information Cancel **Save**

First name	Middle name	Last name
Jane		Doe

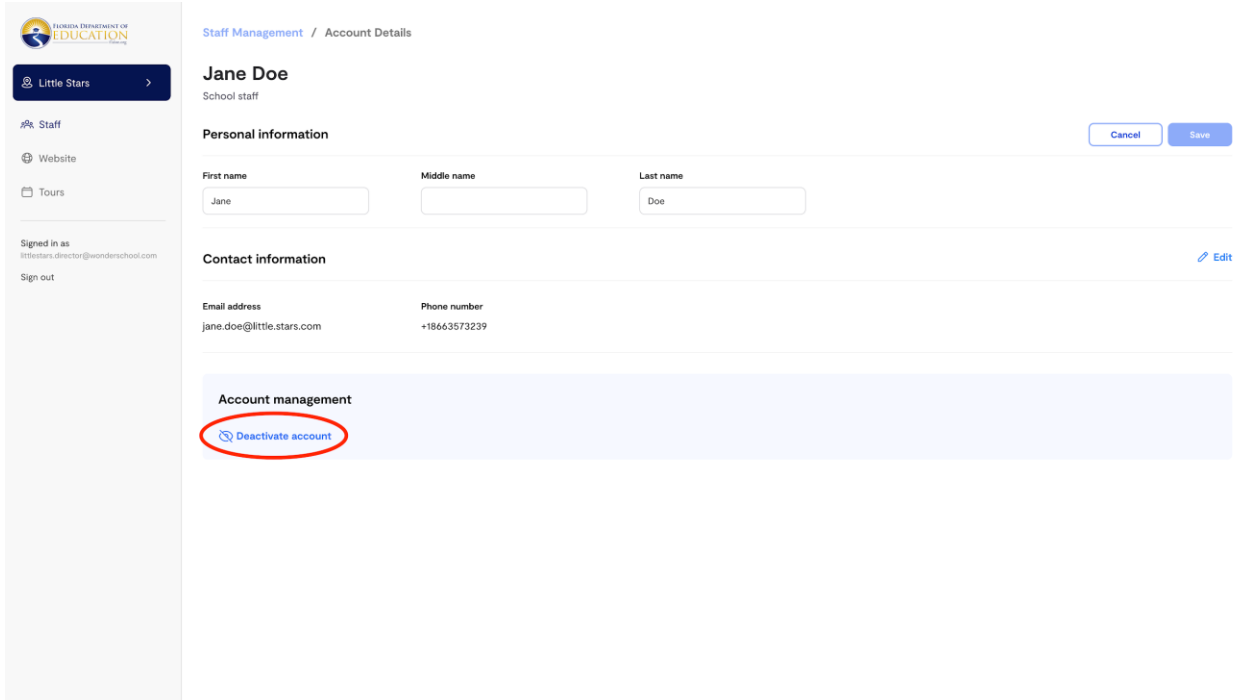
Contact information Edit

Email address	Phone number
jane.doe@little.stars.com	+18663573239

Account management

[Deactivate account](#)

- At the bottom of the page, you can activate or deactivate an individual staff member's account. Deactivating an account preserves the staff member's information but removes the user's access to your listing. Staff member accounts can be reactivated at a later date. You will be prompted to confirm your selection.



The screenshot displays the 'Account Details' page for a staff member named Jane Doe. The page is divided into several sections: 'Personal information' with input fields for first, middle, and last names; 'Contact information' with fields for email address and phone number; and 'Account management' which contains a 'Deactivate account' link. The 'Deactivate account' link is highlighted with a red circle. The left sidebar shows navigation options like 'Little Stars', 'Staff', 'Website', and 'Tours', along with the user's current session information.

Staff Management / Account Details

Jane Doe
School staff

Cancel Save

Personal information

First name Middle name Last name

Jane Doe

Contact information Edit

Email address Phone number

jane.doe@littlestars.com +18663573239

Account management

Deactivate account

Additional Resources and Support

If you need more help or information, you can visit [My Florida Schools](#) for helpful videos and FAQs (frequently asked questions). You can also contact our support team at myfloridaschools@fldoe.org.