Career and Technical Education

GET THERE

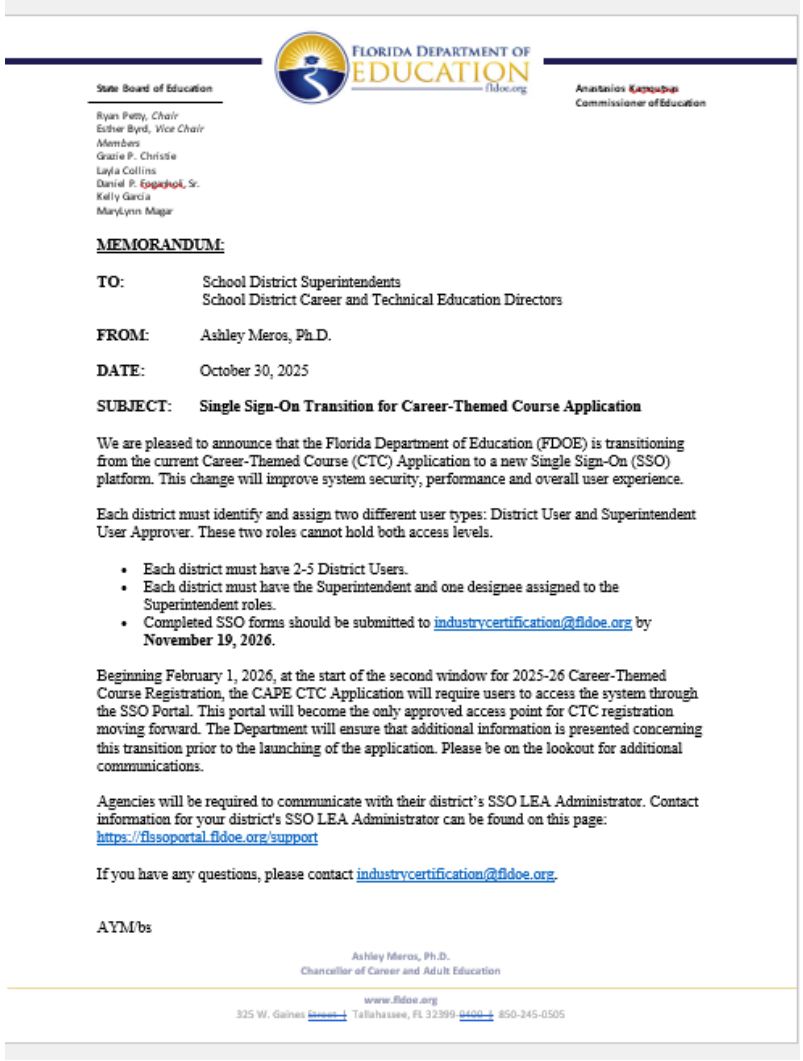
Florida's Workforce Education Initiative

Single Sign-On for Career-Themed Course Registration Training

January 27, 2026

Florida Department of Education
Career and Adult Education

Single Sign-On User Overview



FLORIDA DEPARTMENT OF EDUCATION
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MEMORANDUM:

TO: School District Superintendents
School District Career and Technical Education Directors

FROM: Ashley Meros, Ph.D.

DATE: October 30, 2025

SUBJECT: **Single Sign-On Transition for Career-Themed Course Application**

We are pleased to announce that the Florida Department of Education (FDOE) is transitioning from the current Career-Themed Course (CTC) Application to a new Single Sign-On (SSO) platform. This change will improve system security, performance and overall user experience.

Each district must identify and assign two different user types: District User and Superintendent User Approver. These two roles cannot hold both access levels.

- Each district must have 2-5 District Users.
- Each district must have the Superintendent and one designee assigned to the Superintendent roles.
- Completed SSO forms should be submitted to industrycertification@fldoe.org by **November 19, 2026.**

Beginning February 1, 2026, at the start of the second window for 2025-26 Career-Themed Course Registration, the CAPE CTC Application will require users to access the system through the SSO Portal. This portal will become the only approved access point for CTC registration moving forward. The Department will ensure that additional information is presented concerning this transition prior to the launching of the application. Please be on the lookout for additional communications.

Agencies will be required to communicate with their district's SSO LEA Administrator. Contact information for your district's SSO LEA Administrator can be found on this page: https://flssoportal.fldoe.org/support

If you have any questions, please contact industrycertification@fldoe.org.

AYM/bs

Ashley Meros, Ph.D.
Chancellor of Career and Adult Education

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- Each district **MUST** identify and assign two different user types:
  - District User
  - Superintendent User/User approver
- District User and Superintendent User/Approver roles must be assigned to separate individuals. Individuals may not hold access to both user levels.
- District User access: minimum of two users; maximum of five users.
- Superintendent User/User Approver access: Superintendent plus one designee.
- District User and Superintendent User/Approvers that were identified in the initial bulk upload should contact their LEA should they encounter any issues.

How to Request Single Sign-On Access

New Users (Districts/Superintendents)

New district users will need to contact their Local Education Agency (LEA) to be added to the security group that grants access to the **Workforce Education Academy and Career Themed (CAPE)** application.

- **Step 1:** Contact your LEA personnel to set up your Single Sign-On (SSO) account.
  LEA contact information is available at the following link: https://flssoportal.fldoe.org/support

- **Step 2:** Confirm with your LEA that your account has access to the Workforce Education Academy and Career-Themed (CAPE) application.

- **Step 3:** Submit the following information to **industrycertification@fldoe.org**
  - District name
  - User's first and last name
  - User's email address
  - Requested access level (i.e., District User, Superintendent user/User approver)

The Department will send a confirmation email after access setup is completed, and the user will be able to access the application.

How to Request Single Sign-On Access Removal

User Removal (Districts/Superintendents)

- Districts are responsible for notifying the Department when a District User or Superintendent User/Approver is no longer employed with the district.
- Notification should be submitted within 30 days of the individual's separation from the district.
- The request should be submitted by the CTE Director or authorized District Representative.

How to Submit a User Removal Request

- The notification of removal email should be sent to the CAPE Team at industrycertfication@fldoe.org with the following information:
  - District name
  - User's first and last name
  - User's email address

The Department will send a confirmation email after User is removed from the system.

New Sign-On Experience

The CTC application can be accessed through the **Workforce Education Academy and Career-Themed (CAPE)** Application homepage linked below:

Workforce Education Academy and Career Themed (CAPE) application

- Select your district from the list provided.
- Users will then be directed to the verification or authentication page to continue.

SSO Verification and Authentication

The system will automatically identify users and route them to the verification page for authentication.

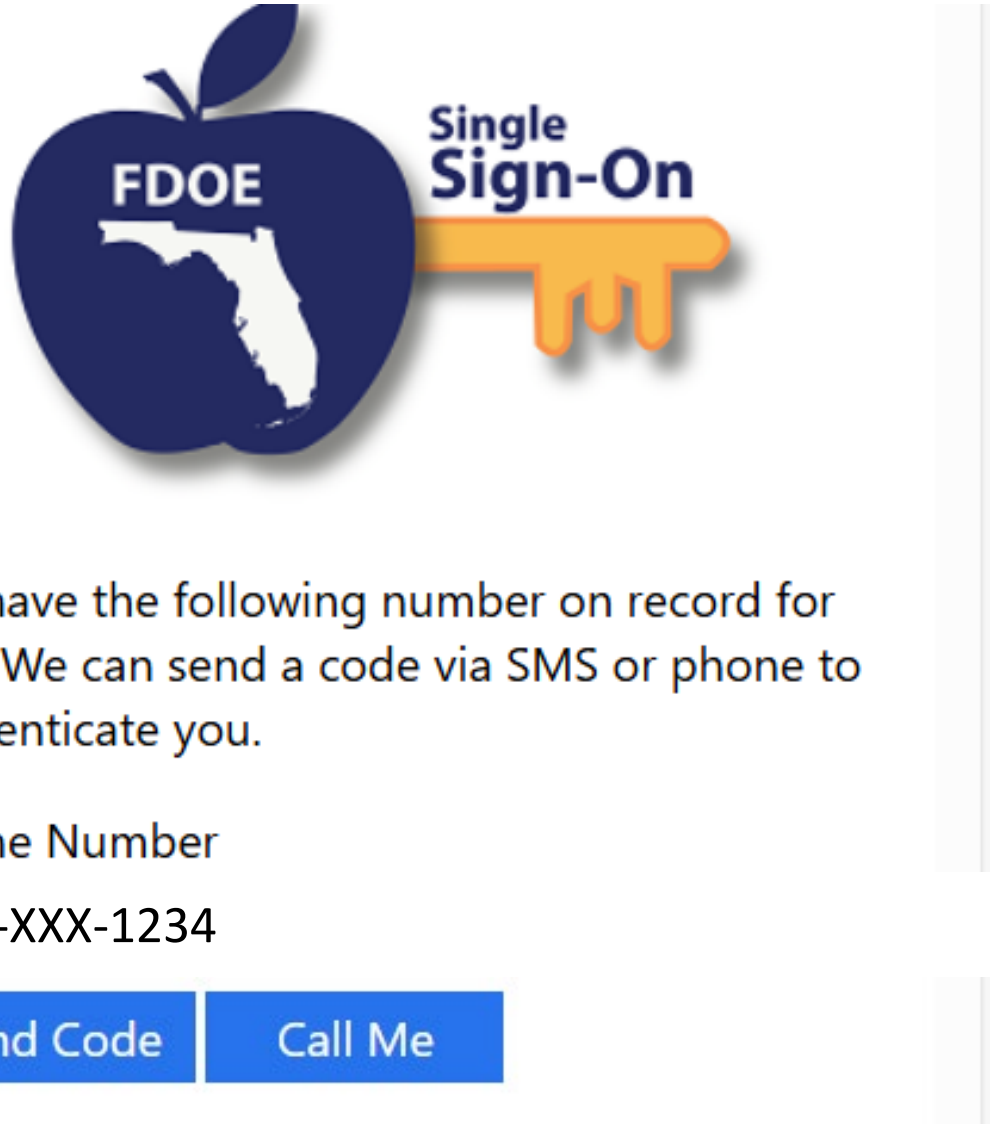
If a user has not been granted access to the application, the following error message will appear:

"You are not authorized to access the application. Please email industrycertification@fldoe.org for assistance."

Users may authenticate using one of the following options:

- Send Code (text message)
- Call Me (automated phone call)

After receiving the verification code, users must enter the code into the system to be directed to the CTC application homepage.



CTC Registration Application

- There is no change in the functionality of the application.
- No changes have been made to CTC registration windows, processes or submission requirements.
- Districts should continue following existing CAPE guidance.

Important Reminders

- District User and Superintendent User/Approvers that were identified in the initial user upload should contact their LEA should they encounter any issues with the login process.
- The Department will no longer provide manual corrections for CTC registration errors.
- Users are responsible for ensuring that any recommended edits provided by the Department are corrected within the application.
- CTC registration is not complete until the Superintendent User/Approver has certified the registered courses using their application login.
- All CTC registrations must be submitted through the new SSO system.
- Window #2 opens February 1, 2026, and closes on the first business day of March (March 2,2026).

CAPE Team Contact Information

- CAPE Industry Certification Mailbox for inquiries: Industrycertification@fldoe.org

- Staff:
  - Brittany Salaam, CAPE Industry Certification Manager
  - Abigail Varnadoe, CAPE Program Specialist