EMOP login & authentication instructions

(revised: July 2024)

We're excited to get you back into EMOP so you can use it regularly in your work. If you experience something different than these directions, we appreciate you emailing us (with steps and/or screenshots) so we can update this tutorial. If you have any issues or questions, please email flemopsupport@pairin.com.

You can bookmark the website (https://www.floridaemop.com/) for future access after you've logged in the first time. You can also go to the Florida EMOP Help Center to find these EMOP login and authentication instructions.

Want more information on EMOP? Browse the EMOP Help Center resources, including an EMOP overview, a Tableau how-to guide, and an EMOP Login Help Guide.

Links to sections in this document:
- If you've logged into EMOP before: Follow these steps
- If you are logging into EMOP for the first time: Follow these steps
  - To authenticate by SMS/text
  - To authenticate with Microsoft Authenticator app

If you've logged into EMOP before: Follow these steps

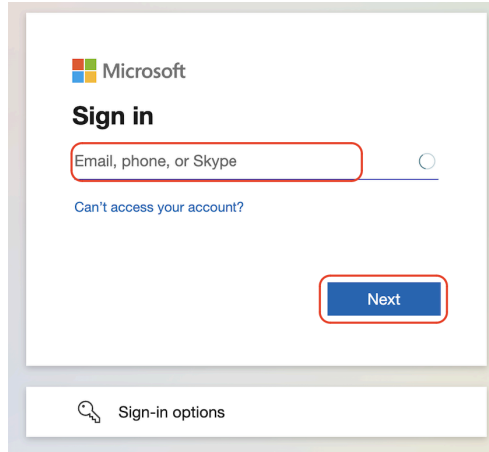Please follow the steps below or watch the two minute video tutorial to re-login and authenticate to access EMOP.

1. **Click this link** *or* **click into a dashboard from the EMOP homepage**.

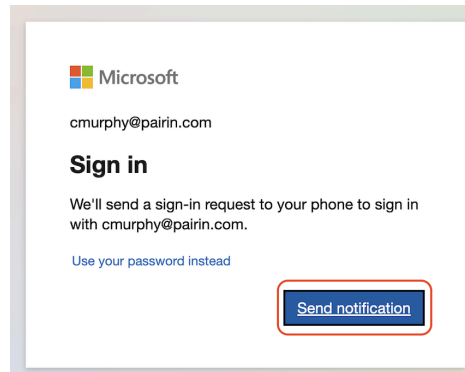2. You'll see a tableau sign in screen. **Click "Sign in to Tableau Cloud."**

3. **Enter your** Florida work **email address. Click "Next."**
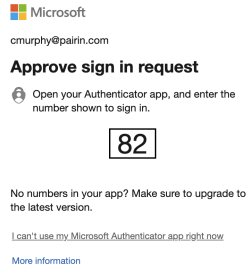
4. **Click "send notification"**

5. It will prompt you to **authenticate**. You may be prompted to authenticate once or twice.
   a. **If you use the Microsoft Authenticator app, open it.** It may ask you to enter a number or to select the correct number that is displayed on your screen.
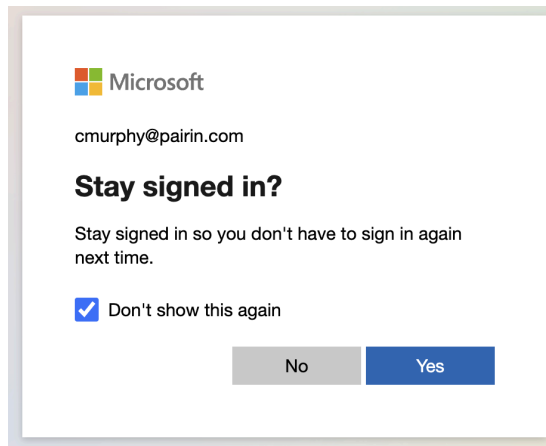   i. If it asks you to select the correct number, select the number displayed and click "Approve."
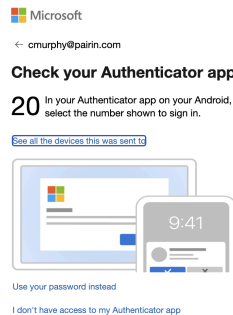
      ii. If it asks you to enter the number you see, enter that number into the app and click the check.

Microsoft
cmurphy@pairin.com

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

82

No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

More information

b. **If you use a different authentication method (e.g., SMS/text), follow the prompts to authenticate.**

6. You may receive a "Stay signed in" screen. **Click "Don't show this again" and "Yes"** if you'd like to stay logged in for a period of time without the need to authenticate.

Microsoft
cmurphy@pairin.com

Stay signed in?

Stay signed in so you don't have to sign in again next time.

☑ Don't show this again

No   Yes

7. You should now be logged in and routed to the EMOP dashboard for the link you clicked in step 1.

8. If you want to go to another EMOP dashboard, use the navigation links at the top to access a different dashboard.

If you are logging into EMOP for the first time: Follow these steps

You will follow similar steps as those above or in the video tutorial (linked above), but will be prompted to set up your authentication. You can use the Microsoft Authenticator app or choose "I want to set up a different method" to select to use your phone through SMS/Text.

1. You should have received an **email from "Microsoft Invitations on behalf of Florida Data" (invites@microsoft.com)** inviting you to the Education Meets Opportunity Platform (EMOP) with the **subject "Florida Data invited you to access applications within their organization."**
   - *Note: If you have an EMOP license, but have never logged in, this email probably was sent a while ago. Search for "invites@microsoft.com" to find it. If you need a new one sent to you, please email flemopsupport@pairin.com.*
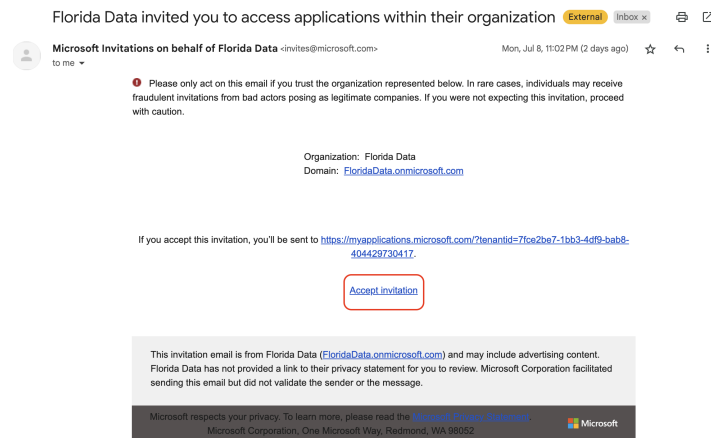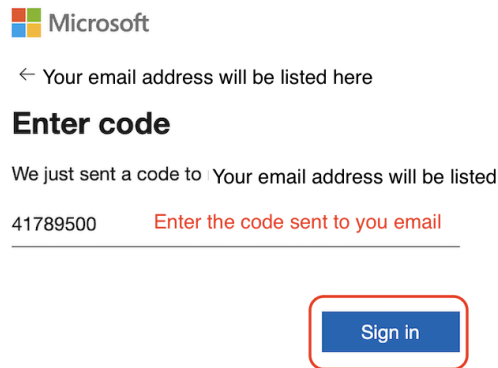

2. **Click "Accept invitation"** (please (only) click the "Accept invitation" link/button)

3. After clicking "Accept invitation" in the email, you may be routed to one of a few options:
   a. You may be routed to sign in. If so, **enter your** Florida work **email address**. **Click "Next."**
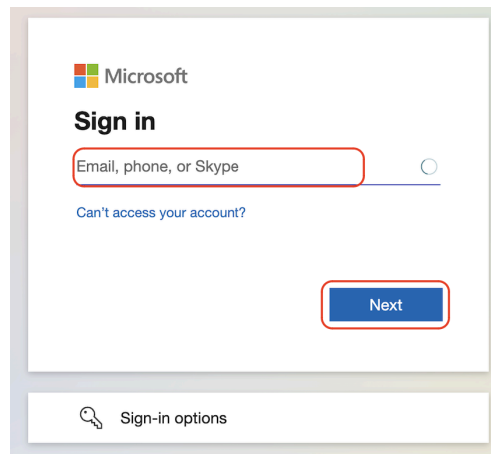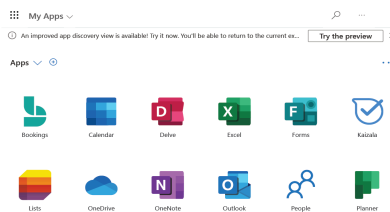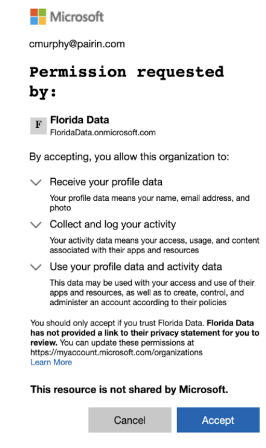
i. **Click "send notification"**
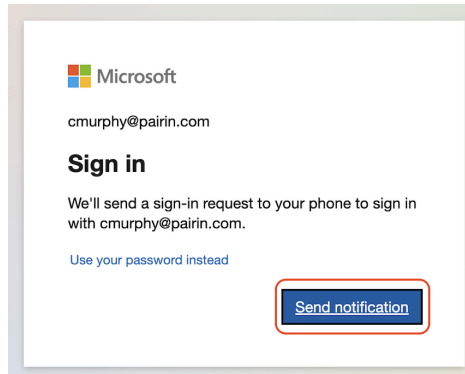
ii. It may send a code to your email address. **Enter the code. Click, "Sign in."**

b. You may be routed to the Microsoft applications screen (see example screenshot). If so, follow the steps below.

   i. **Go to floridaemop.com**
   ii. **Click into one of the dashboards** (e.g., Labor Market Insights) at the top of the homepage
   iii. You'll then be prompted through a series of **authentication steps**

b. You may be routed to click or take action to accept permissions, login to Microsoft, and/or follow the Microsoft Authentication steps for secure access
   i. You may receive a screen to **accept Microsoft permissions**. You must **click "Accept"** to gain access

Microsoft

cmurphy@pairin.com

Permission requested by:

F **Florida Data**
FloridaData.onmicrosoft.com

By accepting, you allow this organization to:

∨ Receive your profile data
  Your profile data means your name, email address, and photo

∨ Collect and log your activity
  Your activity data means your access, usage, and content associated with their apps and resources

∨ Use your profile data and activity data
  This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust Florida Data. **Florida Data has not provided a link to their privacy statement for you to review.** You can update these permissions at https://myaccount.microsoft.com/organizations
Learn More

This resource is not shared by Microsoft.

[Cancel] [Accept]

ii. You may be routed to **login to your Microsoft account** with your password

jay.menees@fldoe.org

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

[Next]
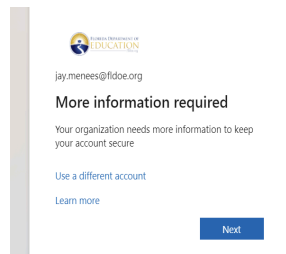
After the above, you should receive prompts to set up your authentication. You can authenticate with one of two methods:

- the **Microsoft Authenticator app (**by downloading the app to your phone and following prompts) or
- **SMS/text**

To authenticate by SMS/text:

If you're routed to the security info screen, follow the below. *If you're NOT routed to the security info screen, then click this to access it: https://aka.ms/MFASetup

1. **Click, "I want to set up a different method"**
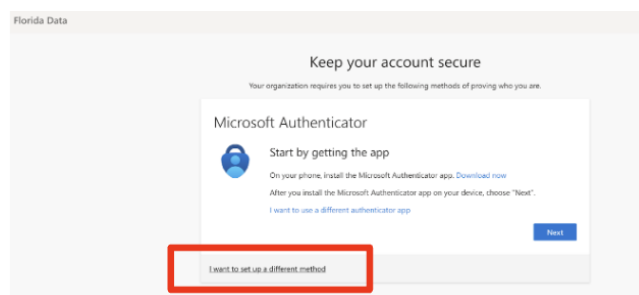
2. **Select "Add sign-in method."**
3. **Choose "Phone"** (for SMS /text authentication).
4. **Click "Add."**
5. On the Phone page, **type your phone number**. Then **choose Text me a code**, and **click "Next."**
6. **Type the code sent to you through text message** to your mobile device, and then **select "Next."** The page changes to show your success.
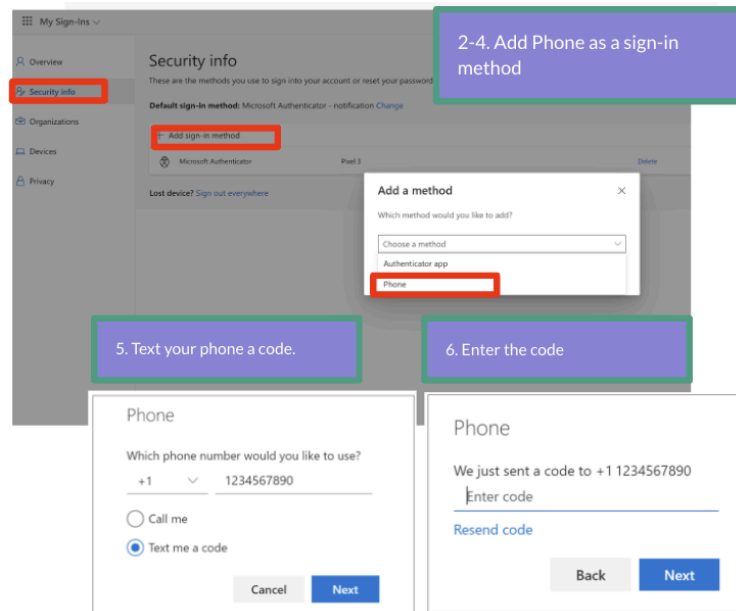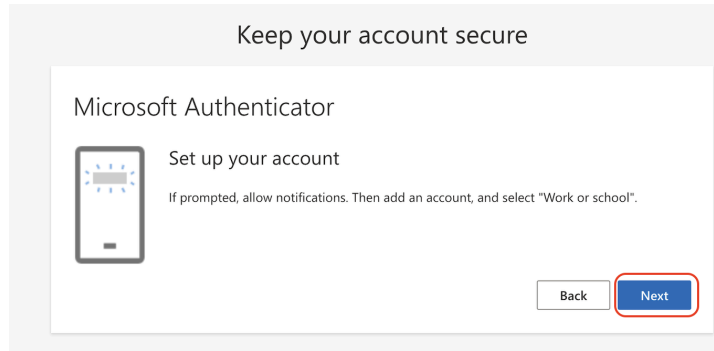

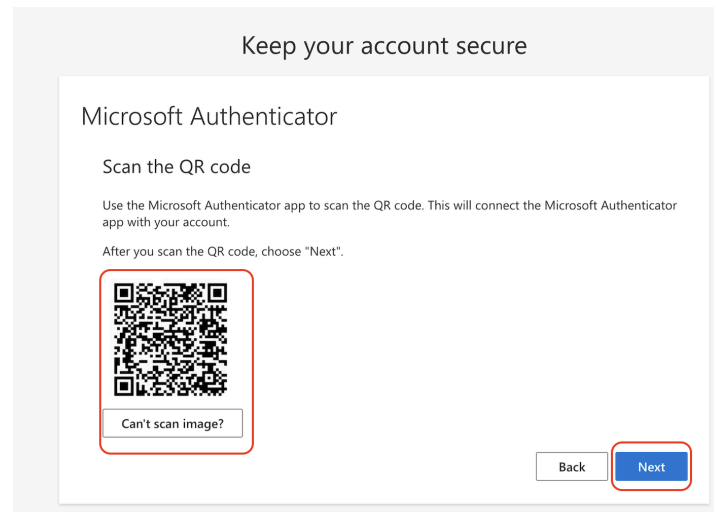To authenticate with <u>Microsoft Authenticator app</u>:

1. **Download the Microsoft Authenticator app** (on your phone or other device)
2. **Click "Next"**
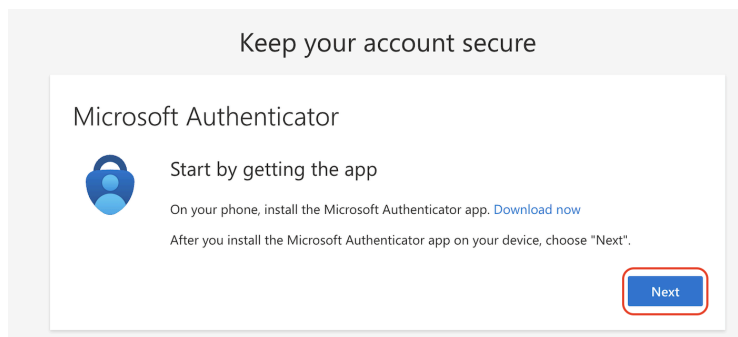
3. If prompted, **allow notifications.** Then **add an account, and select "Work or school"**

Keep your account secure

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   Next

4. **Scan the QR code with your phone in the Microsoft Authenticator app**
5. **Click "Next"**

Keep your account secure

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   Next

6. **Enter the Authentication number or code** when prompted in the Microsoft Authentication app on your phone. (If you don't want to use the app, you can select, "I want to set up a different method," and follow the SMS/text instructions above.)
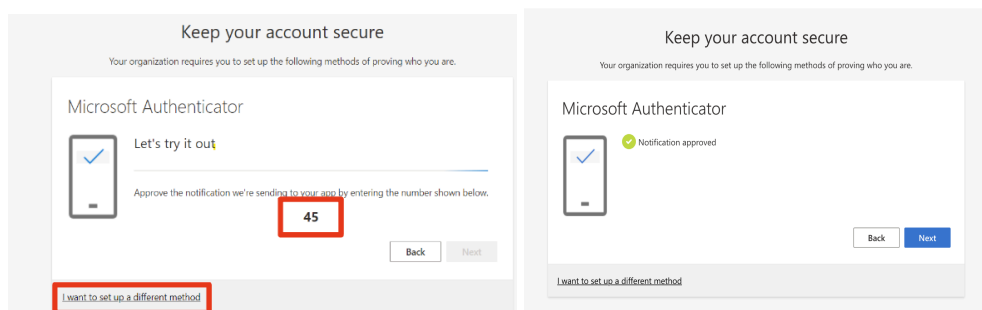
7. Once authenticated, you'll receive a "Success!" notification. Then, you may be prompted directly into the EMOP Tableau landing screen and can select a dashboard. If not, go to the homepage at https://www.floridaemop.com/ and click the dashboard you want to enter.

If you're then promoted to Sign in to Tableau Cloud, see the directions above for If you've logged into EMOP before: Follow these steps.