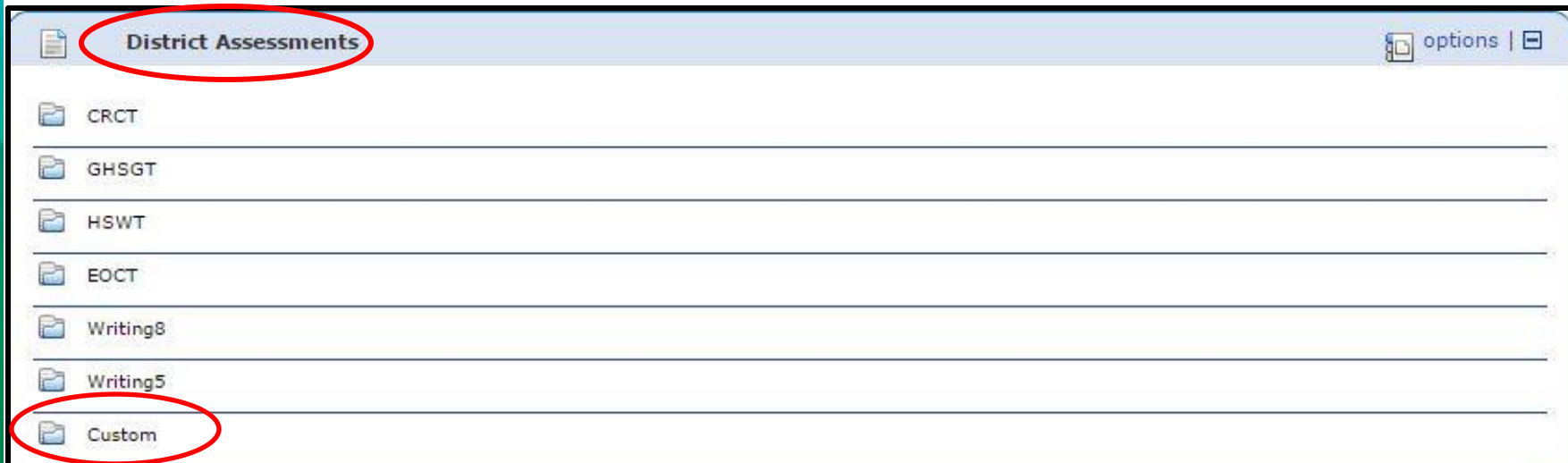


# Helping Educators Obtain Unique GaDOE FIP Online Learning Access Codes from the District's Test Coordinator

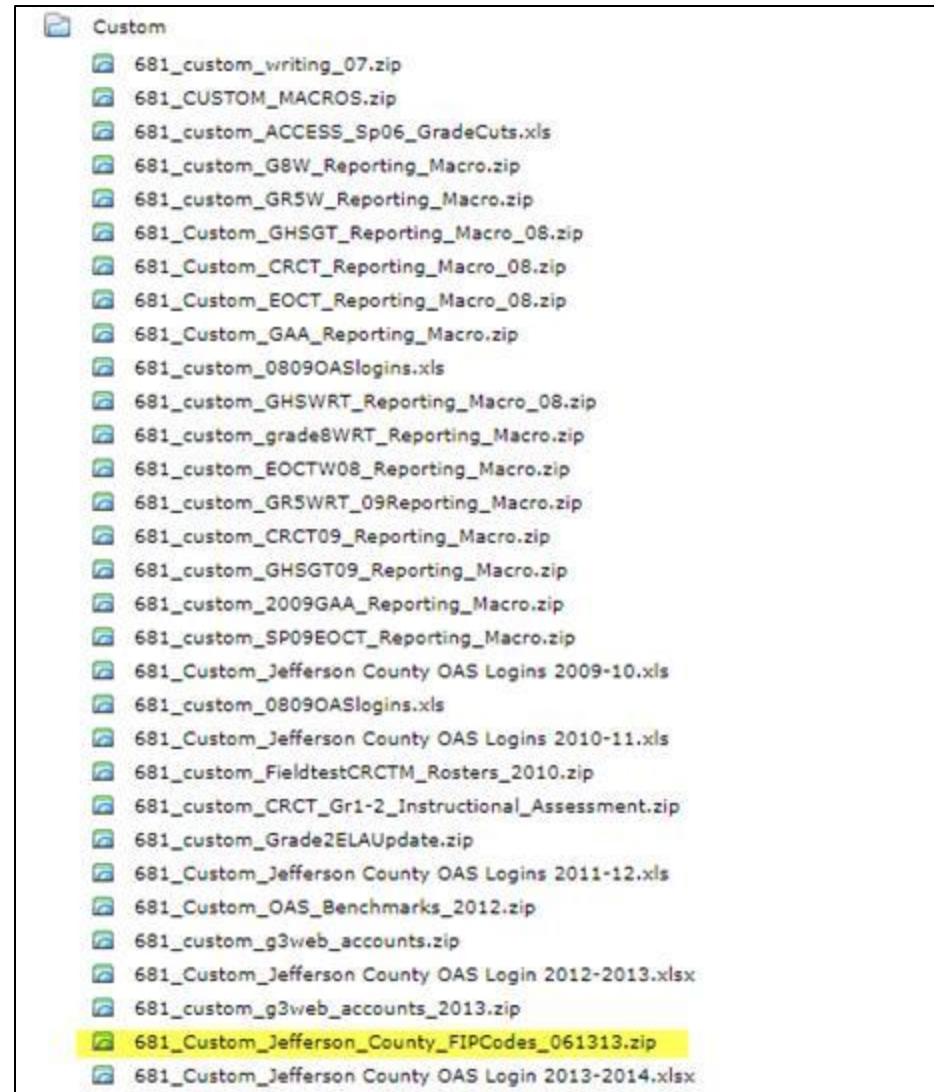
<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GeorgiaFIP.aspx>

# Directions for District Test Coordinators to Locate FIP Codes

- District Test Coordinators have school-unique FIP online learning access codes in their MyGaDOE Portal Account. More information can be found in the *Student Assessment Handbook*.
- In the MyGaDOE Portal, go to District Assessments. Go to the “Custom Folder.” Scroll near the bottom for a portal notification that contains zip files of FIP *Administrative* and *Learner Access Codes*.



# Location of FIP Codes in My GaDOE Account of District Test Coordinator



# Two Types of FIP Access Codes

(FIP portal populates when accounts are created with the appropriate role-based access code and the educator's district email address)

- FIP access codes are **unique** to each district and each school.
- FIP access codes include the three-digit state identifier code for the district and the four-digit state identifier code for the school.
- **Administrative Access Codes** end with “-P” (999-0575-B81-P)
- **Administrative** accounts allow the leader to take FIP courses and access the “Management and Reports” tab that IS NOT available FIP **Learner** accounts.
- **Learner Access Codes** end with “-FP” (999-0575-FP). **Learner codes go to teachers and coaches**
- Central Office has a FIP Administrative Access Code, and a Learner Access Code.

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