Provider Agency Owner/Solo Receives Email From APD Online Applications User Account Service apd.apps.noreply@apdfl.onmicrosoft.com

Within 5 days of receiving email Provider clicks on link in email, and completes ALL steps within 20 minutes.

Provider logs into the User Management Portal https://apddirect.my.idaptive.app/

Enter Username and Password

Select second authentication factor Click Next

Respond to the second authentication

For more information about Multifactor Authentication and requesting staff access:
Multifactor Authentication - APD iConnect (myflorida.com)

Once Multifactor Authentication is completed, provider is logged in to the User Management Portal

Click on the ID PASS icon

Agency Owners who need to request access for staff will follow these steps

ID PASS

iConnect Or ID PASS?

iConnect

Agency Owners/Solo Providers who wish to access iConnect will follow these steps

Click on the APD Applications icon then click on the iConnect icon

Left column (ID PASS path)

Click on the ID PASS icon

↓

On the Site Navigation menu on the left choose Add Business Employee

↓

Fill in the information
Email address must be unique to employee – Cannot be shared
Click Next

↓

Add the employee's RESIDENCE address
Click Next

↓

On the next screen check "EVV User for the iConnect EVV Mobile Site Roles
AND
Service Provider Worker for iConnect Roles

Click Next

↓

On the next screen
Review and click
Submit

↓

Notify employee to be on the lookout from APD Online Applications User Account Service
apd.apps.noreply@apdfl.onmicrosoft.com

Top row

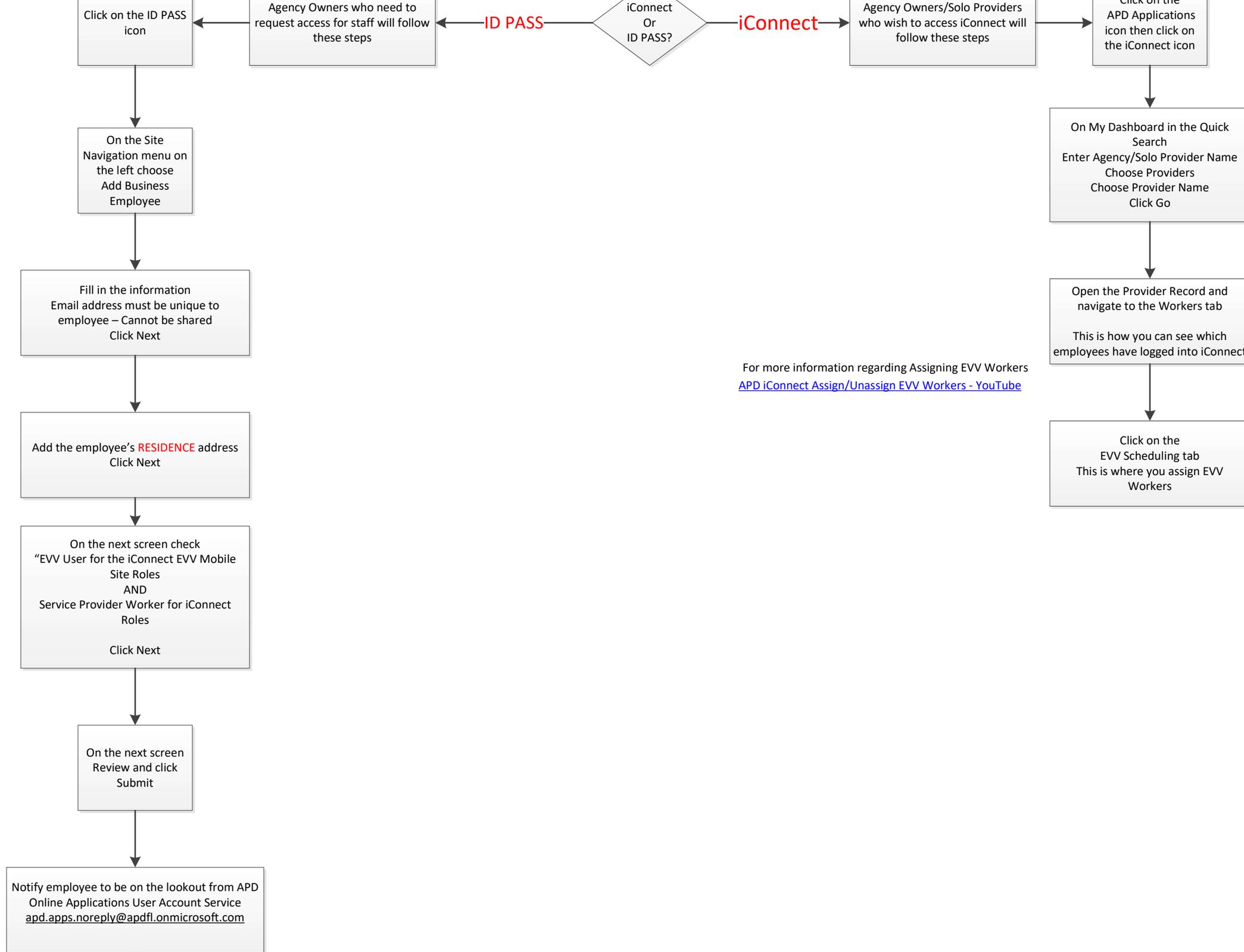Agency Owners who need to request access for staff will follow these steps

← ID PASS ← iConnect Or ID PASS? → iConnect →

Agency Owners/Solo Providers who wish to access iConnect will follow these steps

Click on the APD Applications icon then click on the iConnect icon

Right column (iConnect path)

On My Dashboard in the Quick Search
Enter Agency/Solo Provider Name
Choose Providers
Choose Provider Name
Click Go

↓

Open the Provider Record and navigate to the Workers tab

This is how you can see which employees have logged into iConnect

↓

Click on the
EVV Scheduling tab
This is where you assign EVV Workers

Center

For more information regarding Assigning EVV Workers
APD iConnect Assign/Unassign EVV Workers - YouTube

apd.apps.noreply@apdfl.onmicrosoft.com

Notify employee that after they have completed their ID PASS set-up, **they MUST login to iConnect so you can see their worker record**