

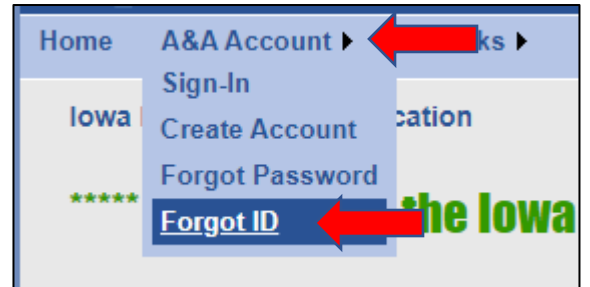
Creating an Iowa Ed Portal Account

1) Go to

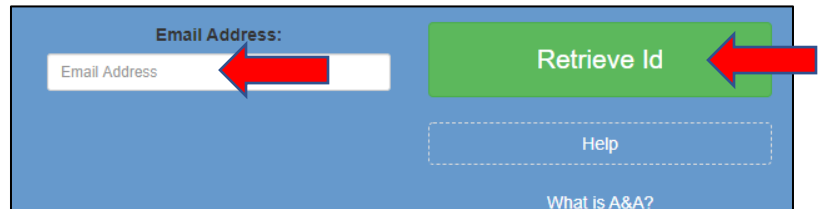
<https://portal.ed.iowa.gov/iowalandingpage/landing.aspx>



2) From the **A&A Account** drop-down menu, click **Forgot ID**.

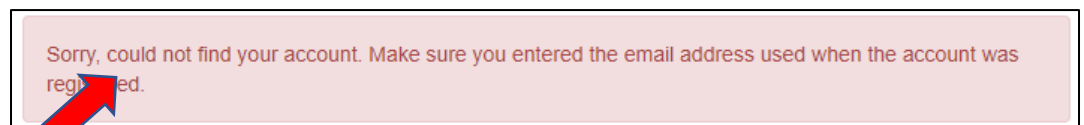


3) Enter your **Western Dubuque** email address. (Never use a personal email at the Department of Education site.)



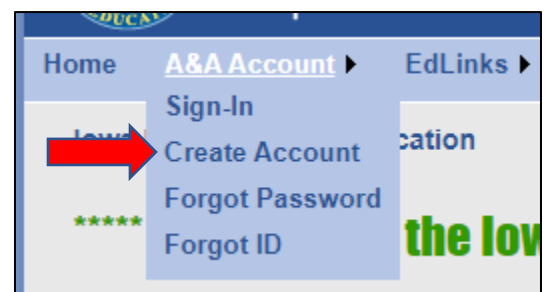
4) Click **Retrieve ID**.

5) You will receive an email message in your district email account if you have an active account. If you do not have an account associated with that email, it will inform you that your email is not associated with an account at the Iowa Ed Portal.



6) If you now know that you **do not** have an account associated with your district email, click **Create Account**.

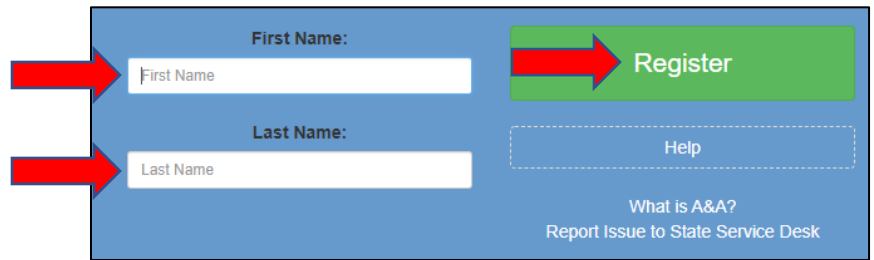
*(If you see the window that informs you that you have an email with the Iowa Ed Portal (above blue window), check your email for your Account Id. Then, if you don't remember it, go back to the Iowa Ed Portal home screen and select **Forgot Password** from the drop-down menu.)*



7) Enter your **First Name**.

8) Enter your **Last Name**.

9) Click **Register**.



The registration form has a blue background. At the top, there is a 'First Name:' label above a white input field. Below it is a 'Last Name:' label above another white input field. To the right of these fields is a green 'Register' button. Below the 'Last Name' field is a dashed 'Help' button. At the bottom right, there is a link 'What is A&A?' and a link 'Report Issue to State Service Desk'. Two red arrows point to the 'First Name' and 'Last Name' input fields, and another red arrow points to the 'Register' button.

10) Your **Account Id** should appear in the **Account Id:** text box. If not, it means that someone else in the state has the same name as you. If that is the case, you may need to add an initial after your First name in Step 7 (StanB for example).

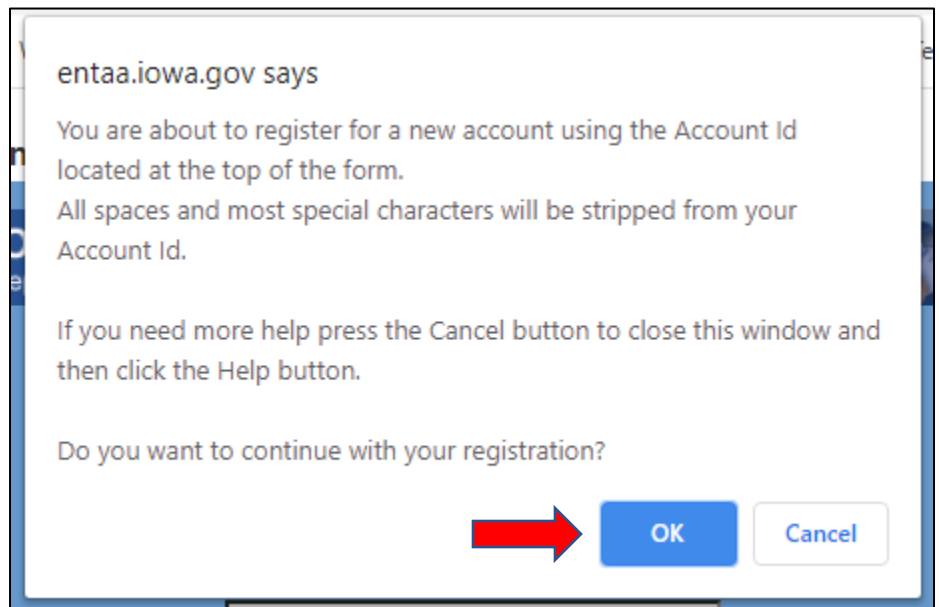
Enter your **district Email**, **Confirm** it, then click **Save Account Details**.

NOTE: Jot this Username in a location you can easily find in the future.



The 'Create Account' form has a blue header with the 'IOWA Department of Education' logo and a banner image of children. Below the header, there is an 'Account Id:' label above a white input field containing '@IOWAID'. Below that are 'First Name:' and 'Last Name:' labels above two white input fields, one containing 'E' and the other 'f'. Below these are 'Email:' and 'Confirm Email:' labels above two white input fields, both containing '@wdbqschools.org'. At the bottom, there are three buttons: a green 'Save Account Details' button, a white 'Cancel' button, and a dashed 'Help' button. Four red arrows point to the 'Account Id', 'Email', 'Confirm Email', and 'Save Account Details' fields/buttons.


11) Read the information that appears on the screen and then click **OK**.



The dialog box has a white background and a blue border. It contains the following text: 'entaa.iowa.gov says', 'You are about to register for a new account using the Account Id located at the top of the form.', 'All spaces and most special characters will be stripped from your Account Id.', 'If you need more help press the Cancel button to close this window and then click the Help button.', and 'Do you want to continue with your registration?'. At the bottom right, there are two buttons: a blue 'OK' button and a white 'Cancel' button. A red arrow points to the 'OK' button.

12) You must complete the registration process quickly. **A timed email has been sent to your district email account.** Read the email and **click on the required link** (it is a little more than half-way down the page). The email that is sent to you cannot be forwarded or sent to anyone else. Doing so will invalidate the account information and you will need to call the Iowa DE and have them unlock your account (that can be a very long process).

Registration Confirmation



An email has been sent to the email address you provided.
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

13) When you click the link in Step 12, you will be directed to the **Identity Baseline** window of the Portal. Answer all questions. Question 3 requires that you create your own question (with answers). You may want to jot your answers in a location you can locate later.

14) Once you have completed the Identity Baseline page, click **Save Identity Baseline.**

Identity Baseline

DOE - Education Portal

Identity Baseline for LIBBY.GANSEN@IOWAID

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:
-- Select Question --

Answer 1: **Confirm:**

Question 2:
What is your dad's middle name?

Answer 2: **Confirm:**

(Create your own questions)


Question 3:

Answer 3: **Confirm:**

Save Identity Baseline [Help](#)

Baseline Guidelines

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper deliver" for your first job.



15) You will be directed to a window that requires that you enter your new Iowa Ed Portal password. **Enter** your **new password** as well as **Confirm** your **new password**.

16) Click **Save New Password**.

NOTE: Jot this password in a location you can easily find in the future.

17) It is important that you login to your newly created account immediately (as per DE guidance). Use the username from Step 10 followed by @iowaid. For example, mine might be james.roberts@iowaid.

18) Enter the **username** you created in Step 15 > enter your **Password** > click **Sign in**.

19) From the **Administrative Organization** drop-down, select **Western Dubuque Comm School**. **WAIT!**

20) The **Organization Code** will automatically change to 6961...

21) **DO NOT COMPLETE ANY OTHER INFORMATION ON THIS PAGE!!!**

22) Click **Save** at the bottom of the page.



23) You will have completed the registration process when you see the **User Confirmation** window.

24) Click **Exit**.

25) Congratulations! You are now an Iowa Ed Portal account user.

IOWA
Department of Education

Logout

User Confirmation

User Confirmation

- You have successfully created the User Profile.
- The next step is to request roles for specific applications within the Iowa Education Portal.
- Once you have requested the roles and clicked the 'Done' button, you will be redirected to the Portal home page at that time:
 - Please log out of the portal at that time.
 - Your request(s) will be reviewed by the application's assigned Security Officer.
 - An Email will be sent to you for each of the requested roles, informing you of the request status (approved or denied).
 - You can expect the notification email(s) within a week.

[Request Role\(s\)](#) [Exit](#)

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