Online Registration Guide
Using IowaGrants.gov

www.iowagrants.gov
Log onto www.iowagrants.gov
Registering with IowaGrants.gov

To enhance the security of IowaGrants.gov all persons requesting access are required to register with the State of Iowa’s secure portal, Authentication and Authorization System (A&A), prior to registering with the grant management system.
Registering – Step 1

To Register: Go to New Users Register Here. The instructions on this screen tell you what to do if you already have an A&A account.
Registering – Step 2

Enter first and last name – click on Register.

Read carefully before starting your registration!
Registering – Step 3

Rules to follow for registering:

- You must start and end the registration process within **72 hours** or you will have to repeat the registration request over.
- You must have a **valid email address**.
- The **SAME PC and Internet browser must be used** for your entire registration. (If you use the same PC but a different internet browser is used when you click the link in the e-mail, you will have to copy and paste the e-mail link directly into the browser that you used when you started the registration)
- Make sure your browser has Cookies and JavaScript enabled.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions.
- Create your password. (Reminder - **Passwords must be: At least 8 characters long (alphanumeric)**. Include at least one special character (e.g. !, @, #, $, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)
Complete the information – Take note of the Account ID. You will use this as your ID when you log into the system. Click on Save Account Details.
This screen will appear when you click on Save Account Details in the previous screen. Click OK to continue your registration.
Registering – Step 5

You will receive this e-mail soon after completing Step 4 of the registration. To continue registering click on the link in the e-mail.
Registering Step - 6

Complete the Identity Baseline and Save.
Read Carefully. You must follow the password rules or you will receive a message that you are already entered in AnA.

Create a Password and Save.
Registering – Step 8

Sign in with your Account ID (generally your firstname.lastname@iowaid – you can find it in the e-mail you received) and Password.
Complete the form and click on Register. Note: The e-mail address you enter here will be used for all system generated correspondence. It does not need to match the e-mail used when you registered with A&A.
Thank you for registering.

A notice has been sent to your email address.

Your registration has been submitted for approval. When you receive e-mail confirmation of approval you may return to the login screen and log in. If you do not receive confirmation of approval within 72 hours of submission please contact the Program Officer listed in the Funding Opportunity.

This screen notifies you that your registration has been submitted for approval.
Registering - Step 11

IowaGrants.gov Registration

From: send.iowamail@dulestechn.com
Sent: Tue 2/09/10 2:18 PM
To: screenshot100@hotmail.com

Dear Kathy Klinker5

Thank you very much for registering with IowaGrants.gov. Your registration has been confirmed and you are now able to access the IowaGrants.gov at http://www.iowagrants.gov.

If you have any questions or concerns please contact the Program Manager for the grant program you are interested in. You can find the Program Manager listed in the grant announcement in the Storefront https://www.iowagrants.gov/outsidestorefrontList.jsp.

Do not reply to this email.

This is the approval confirmation e-mail. Click on the link and register as a Returning User.
Scroll to the bottom of the Login page to enter the system as a Returning User.

If you have any questions regarding this guidance or want additional assistance, please contact the IDPH Iowa Grants Help Desk by email at IowaGrantsHelpDesk@idph.iowa.gov or by telephone at 866-520-8987.