



How to Create a New Account

Log on to www.prepareiowa.com

Below the Announcements section will be a list of options

Select "**Create New Account**"

Page One - Enter your information to create a new user profile, click the *next* button at the bottom of the page

Page Two – To Add your Manager --- **(Optional)**

- Enter the name and click "*Search*"
- new screen opens – to select - *click the button* next to the name you want to add
- click "*Next*"

Page Three - This next page is for the organizational unit – You will see a button next to Prepare Iowa – this will expand the field

- Click the **empty** box next to Prepare Iowa (you will get a √ mark) --*There is no need to expand this section unless you are associated with one of the sub-groups/organizations listed.*

Page Four – this screen adds your job title – the field next to search text should be left *blank* Click "*Search*" select the one that best describes your job.

Scroll to bottom click "*Create*" Your new account will be added to the Prepare Iowa Learning Management System (LMS).

You will receive a confirmation email advising you that you have been successfully added to the system.