

IowaGrants Enrollment

[Phase I – Account Activation](#)

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Enrolling in
IowaGrants

Account Activation

Phase I – 1 of 8

The screenshot shows the Iowa Grants.gov homepage. At the top, it says "Welcome to IowaGrants.gov" and "Iowa's Funding Opportunity Search and Grant Management System". Below this, there are two main sections. The left section is titled "FUNDING OPPORTUNITIES OFFERED BY IOWA STATE AGENCIES" and contains a "Search Here" link and the text "You do not need to register for Search access." The right section is titled "ELECTRONIC GRANT MANAGEMENT SYSTEM" and contains the text "Iowa Grants.gov allows you to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for this purpose are required to register." Below this text are two links: "Returning Users Sign In Here" (highlighted with a black box) and "New Users Register Here (Registration Instructions)".

Welcome to IowaGrants.gov
Iowa's Funding Opportunity Search and Grant Management System

FUNDING OPPORTUNITIES OFFERED BY IOWA STATE AGENCIES
[Search Here](#)
You do not need to register for Search access.

ELECTRONIC GRANT MANAGEMENT SYSTEM
Iowa Grants.gov allows you to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for this purpose are required to register.

[Returning Users Sign In Here](#)

[New Users Register Here](#)
(Registration Instructions)

- 1 Login to IowaGrants
- 2 Click Returning Users Sign In Here

Account Activation

Phase I – 2 of 8

The screenshot shows the 'Enterprise A&A' account creation interface. At the top, there is a navigation bar with a logo and the text 'Enterprise A&A' and 'What Is A&A?'. Below this is a menu with four options: 'SIGN IN', 'CREATE AN ACCOUNT', 'FORGOT PASSWORD', and 'FORGOT ID'. The 'CREATE AN ACCOUNT' option is highlighted with a black box. Below the menu is a section titled 'Create an account for DOM Electronic Grant Management System here.' with a sub-header 'Sign up now to get credentials you can use for DOM Electronic Grant Management System and at other Enterprise A&A enabled sites.' This section contains two input fields: 'First Name:' and 'Last Name:'. The 'First Name' field is highlighted with a black box. Below these fields is a 'Register' button, also highlighted with a black box. Below the 'Register' button is a link 'Possibly have an account already?' and a paragraph of text. At the bottom of the page, there is a section titled 'Before Beginning:' with a bulleted list of requirements and contact information for the DAS-ITE Service Desk.

3 Click on Create An Account

4 Enter First and Last Name

5 Click Register

ACCOUNT REQUIREMENTS

- You must have a valid email address.
- The same PC and browser must be used **for your entire 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.

Account Activation

Phase I – 3 of 8

Single Sign On - DOM Electronic Grant Management System

Account Id:

First Name:

Last Name:

Email:

Confirm Email:

You are looking at SSO Registration Transaction Id: 4LNTJU

Enterprise A&A

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[Additional Terms, Privacy & Warranty Information](#)

6 Enter and confirm your email

7 Click Save Account Details

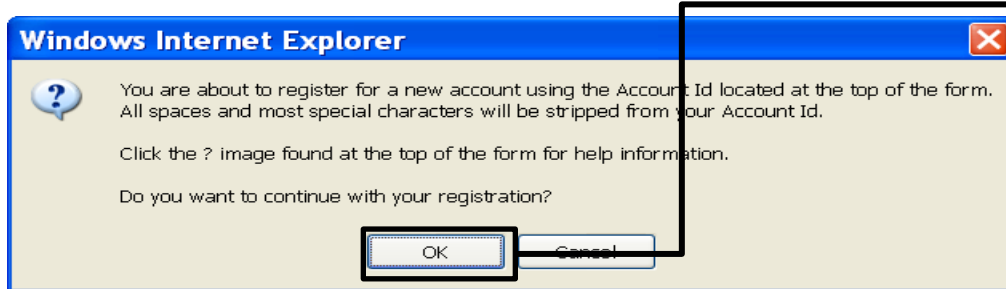
ACCOUNT ID

- Your Account ID will be generated for you.
- Your Account ID includes the @IOWAID
- If your Account ID is already taken then enter a different Account ID that you can easily remember.
- Go to **page 15** if your email is already associated with another account

Account Activation

Phase I – 4 of 8

YOU MAY RECEIVE THIS MESSAGE



8 Click OK to Continue

9 Read this message and then check your email

YOU WILL RECEIVE THIS MESSAGE

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.

You must complete this step in the process within 48 hours. If you do not, you will need to start the entire account activation process over.

Account Activation

Phase I – 5 of 8

> This email is a confirmation of the account you requested for DOM Electronic Grant Management System and provides steps (see below) on how to activate your account.

>

> Account Details Section:

> Account ID: [REDACTED]

> Your name: [REDACTED]

> EMail: [REDACTED]

>

> If you did not request this account or think this email was sent in error, please contact the DAS-ITE Service Desk (ITE.ServiceDesk@iowa.gov).

>

> Account Activation Process:

> Before you begin: If you start the activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the DAS-ITE Service Desk (ITE.ServiceDesk@iowa.gov) before you will be able to use it.

> Step 1. Click the following link: <https://entaa.iowa.gov/entaa/sso?regToken=1083919ffb19832ea72aec853f02449a> (If you get a message that says "Sorry the link you used is no longer valid..." see Help section below.)

> Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)

> Step 3. Enter your password and confirm it by entering it again. (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.)

> Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

>

> Help Section:

> Did you get the message "Sorry the link you used is no longer valid."? If so, the state of your account is in question and you will need to use the following steps to determine the account state.

> Step 1. Click the following link: https://entaa.iowa.gov/entaa/sso?appld=DOM_GMS&callingApp=https://www.iowagrants.gov/login.do&tab=forgotid

> Step 2. Enter your email address and then press the "Retrieve A&A Id" button.

> *If you get the message "Sorry, could not find your account..." and you are sure you entered your email correctly then your account did not get created and you will need to press the "Create An Account" tab and start the registration process over.

> *If you get the message "We have sent an email reminder to (YourEmail.Address@Domain) with your Account Id." then your account was created and you need to go back to your email and check for a new message from this system.

10 Click to activate your account

ACCOUNT ACTIVATION

- This email will come from entaa.noreply@iowa.gov
- You must be on the same computer and using the same browser as when you started the account activation process
- You must complete the four steps outlined in this email **within 72 hours** or you will have to restart the entire process
- Go to page 23 if you receive an error message

Account Activation

Phase I – 6 of 8

Self Service Password Change - DOM Electronic Grant Management System

Identity Baseline for [REDACTED]

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:
- Select Question -
Answer 2: [] Confirm: []

Question 3 (Create your own question.):
[]
Answer 3: [] Confirm: []

Save Identity Baseline

11 Select three questions and provide answers that you can easily remember.

ACCOUNT GUIDELINES

- Choose questions and answers that you know well, but that others don't.
- Avoid special characters
- Keep your answers simple
- You must create your own third question.

12 Click Save Identity Baseline

Account Activation

Phase I – 8 of 8

Self Service Password Change - State of Iowa Common Logon

You must change your password.

Password Change for [redacted]

Enter new password:

Confirm new password:

Password Rules:
Passwords should contain a minimum of 8 alphanumeric characters (a mix of upper and lower case) including at least one special character. Note: You may not use pieces of your name or e-mail address in your password.

You are looking at SSO Initialize Account Transaction Id: 7X5EX0

Enterprise A&A

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13 Create a password

PASSWORD GUIDELINES

- Between 8 and 12 letters
- Upper and Lower case
- Include at least one number
- Include at least one symbols
- Cannot include your name
- Cannot include your email

14 Click Save New Password

Phase I is complete.

IowaGrants Enrollment

✓ [Phase I – Account Activation](#)

[Phase II – Registration](#)

[Troubleshoot](#)

Enrolling in
IowaGrants

Registration Phase II – 1 of 4

Enterprise A&A What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Sign into DOM Electronic Grant Management System here.

Enter your Account Id and password to sign into DOM Electronic Grant Management System.

Account Id:

Password:

[Sign In](#) [Account Details](#)

Account Id Examples:

- Public User Account Format*
- *firstname.lastname@iowaid*
- State Employee Account Formats*
- *firstname.lastname@iowa.gov*
- *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

Contact the DAS-ITE Service Desk if you need personal assistance.
Email: ITE.Servicedesk@iowa.gov Phone: 515-281-5703 or 1-800-532-1174

15 Go to iowagrants.gov and click on returning user

16 Sign in using the account you just created

17 Click Sign In

Registration

Phase II – 2 of 4

Organization Information

Legal Name of Organization

Iowa Campus Compact

Organization Type:

Non-Profit Organization

Tax ID:

Website:

DUNS:

Address:

Leave Blank

Phone:

515-235-4681

Fax:

18 Enter "Iowa Campus Compact" and select "Non-Profit"

19 Leave Blank

Enter Iowa Campus Compact's phone number: **515-235-4681**

Registration Phase II – 2 of 4

Information

Your Name*
First Name Middle Name Last Name

Title:

Email*

Confirm Email*

Address*

City **State/Province** **Postal Code/Zip**

Phone*
Phone Ext.

Fax

20 Complete all required information

21 Choose **AmeriCorps** as your Program Area of Interest

Choose the Program Area you are most likely to apply for or the one you are currently associated with. Your selection helps us in approving applications to respond to opportunities in other Program Areas. **There is no need to register more than once.**

Program Area of Interest*

Agency

Do not change the agency information

Registration

Phase II – 3 of 4

SUCCESS!

- ❑ You will receive these messages when you have successfully registered for IowaGrants!

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.

Date: Fri, 30 Aug 2013 01:14:12 -0400

From: iowagrants@dullestech.com

To: [REDACTED]

Subject: IowaGrants.gov Registration

Dear [REDACTED]

Thank you very much for registering with IowaGrants.gov. You will be notified via email when your registration is confirmed.

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.

Registration

Phase II – 4 of 4

Date: Fri, 30 Aug 2013 10:43:46 -0400
From: iowagrants@dullestech.com
To: [REDACTED]
Subject: IowaGrants.gov Registration

Dear [REDACTED]

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.

WAITING FOR REGISTRATION

- Although you have registered, you do not yet have access to your timesheets
- Your account is being approved by IowaGrants. Once approved your program director will open your timesheets
- This process can take up to 72 hours
- If it has been longer please contact your supervisor or contact the program director
- This email is not notification that you have access to your timesheets
- You will receive a separate email from the program director when your timesheets are open

IowaGrants Enrollment

Once you have completed your enrollment into IowaGrants you may wish to review the tutorials on how to use IowaGrants.

- [Member Timesheet Tutorial](#)
- [Supervisor Timesheet Tutorial](#)

✓ [Phase I – Account Activation](#)

✓ [Phase II – Registration](#)

[Troubleshoot](#)

COMPLETE Enrolling in
IowaGrants

IowaGrants **troubleshoot**

[My email is already associated with another account](#)

[My activation link is no longer valid](#)

[I used IowaGrants for another AmeriCorps program](#)

WHAT THIS MEANS

- ❑ You may already have an IowaGrants account associated with your email address
- ❑ If this is the case then you will need to retrieve your password. The next few pages will help you with that process.
- ❑ If this is not the case then you will need to create an account using another email address.

RETRIEVING YOUR ACCOUNT ID

22 Go to Iowagrants.gov

23 Click on Returning User

24 Click on Forgot ID

25 Enter your Email Address

26 Click on Retrieve A&A ID


Enterprise A&A What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Retrieve your Account Id for DOM Electronic Grant Management System here.

Enter your email address to receive a reminder about your Account Id.

Email Address:

[Retrieve A&A Id](#) 

Contact the DAS-ITE Service Desk if you need personal assistance.
Email: ITE.Servicedesk@iowa.gov Phone: 515-281-5703 or 1-800-532-1174

RETRIEVING YOUR ACCOUNT ID

27 If an account exists then you will receive this message.

28 Check your email for your Account ID.

If you know your password continue to slide 10.

If you do not remember your password then follow the instructions on the next slide.

Enterprise A&A [What Is A&A?](#)

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

We have sent an email reminder to kristin.honz@iowa.gov with your Account Id.

Sign into DOM Electronic Grant Management System here.

Enter your Account Id and password to sign into DOM Electronic Grant Management System.

Account Id:

Password:

[Sign In](#) [Account Details](#)

RETRIEVING YOUR PASSWORD

29 Click on Forgot Password

30 Enter your Account ID

31 Click Retrieve Password

The screenshot shows the 'Enterprise A&A' login page. At the top, there are navigation links: 'SIGN IN', 'CREATE AN ACCOUNT', 'FORGOT PASSWORD', and 'FORGOT ID'. The 'FORGOT PASSWORD' link is highlighted with a black box and a line pointing to step 29. Below the navigation is a section titled 'Retrieve your Password for DOM Electronic Grant Management System here.' followed by the instruction 'Enter your Account Id to see your personal security baseline questions.' There is an input field labeled 'Account Id:' with a black box around it and a line pointing to step 30. Below the input field is a 'Retrieve Password' button with a question mark icon, highlighted with a black box and a line pointing to step 31. At the bottom, there is contact information for the DAS-ITE Service Desk.

Enterprise A&A [What Is A&A?](#)

[SIGN IN](#) [CREATE AN ACCOUNT](#) **[FORGOT PASSWORD](#)** [FORGOT ID](#)

Retrieve your Password for DOM Electronic Grant Management System here.

Enter your Account Id to see your personal security baseline questions.

Account Id:

[Retrieve Password](#) ?

Contact the DAS-ITE Service Desk if you need personal assistance.
Email: ITE.ServiceDesk@iowa.gov Phone: 515-281-5703 or 1-800-532-1174

RETRIEVING YOUR PASSWORD

The screenshot shows a web page titled "Self Service Password Change - DOM Electronic Grant Management System". Below the title is a sub-header "Identity Baseline for krhonz.test@iowaid". The main content area contains an introductory paragraph: "On this page, answer your identity baseline questions. This is a set of questions that you established when you created 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." Below this are three questions, each with an "Answer" label and a text input field. The questions are: "Question 1: What was the name of your childhood pet?", "Question 2: Who is your favorite cartoon character?", and "Question 3: What is your favorite pop?". At the bottom of the form are two buttons: "Continue" and "Cancel". A link labeled "here" is located at the bottom of the page, below the introductory paragraph.

Self Service Password Change - DOM Electronic Grant Management System

Identity Baseline for krhonz.test@iowaid

On this page, answer your *identity baseline* questions. This is a set of questions that you established when you created 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: What was the name of your childhood pet?
Answer 1:

Question 2: Who is your favorite cartoon character?
Answer 2:

Question 3: What is your favorite pop?
Answer 3:

If you do not remember your baseline questions you can click [here](#) to begin the baseline questions reset process.

32 Enter your answers to your identity baseline questions

33 Click on Continue

34 Forgot your answers? Click this link and an email will be sent to you with instructions. Read and follow those instructions carefully in order to reset your baseline questions and answers.

RESETTING YOUR PASSWORD

Self Service Password Change - DOM Electronic Grant Management System

Password Change for [REDACTED]

Enter new password: [REDACTED]

Confirm new password: [REDACTED]

Password Rules:

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.

Save New Password Cancel

You are looking at SSO Change Password Transaction Id: YHTA0U

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[Additional Terms, Privacy & Warranty Information](#)

35 Create and confirm your new password

PASSWORD GUIDELINES

- Between 8 and 12 letters
- Upper and Lower case
- Include at least one number
- Include at least one symbols
- Cannot include your name
- Cannot include your email

36 Click Save New Password

37 Proceed to slide 10 to continue registering for IowaGrants

IowaGrants **troubleshoot**

✓ [My email is already associated with another account](#)

[My activation link is no longer valid](#)

[I used IowaGrants for another AmeriCorps program](#)

IowaGrants

My activation is no longer valid

> This email is a confirmation of the account you requested for DOM Electronic Grant Management System and provides steps (see below) on how to activate your account.

>

> Account Details Section:

> Account ID: [REDACTED]

> Your name: [REDACTED]

> EMail: [REDACTED]

>

> If you did not request this account or think this email was sent in error, please contact the DAS-ITE Service Desk (ITE.ServiceDesk@iowa.gov).

>

> Account Activation Process:

> Before you begin: If you start the activation process by clicking the Step 1 link you must complete all 4 steps immediately. If you close your browser or have any other activity that keeps you from completing all 4 steps your account will be created, but will require you to contact the DAS-ITE Service Desk (ITE.ServiceDesk@iowa.gov) before you will be able to use it.

> Step 1. Click the following link: <https://entaa.iowa.gov/entaa/sso?regToken=1083919ffb19832ea72aec853f02449a> (If you get a message that says "Sorry the link you used is no longer valid..." see Help section below.)

> Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)

> Step 3. Enter your password and confirm it by entering it again. 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.)

> Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

>

> Help Section:

> Did you get the message "Sorry the link you used is no longer valid."? If so, the state of your account is in question and you will need to use the following steps to determine the account state.

> Step 1. Click the following link: https://entaa.iowa.gov/entaa/sso?appld=DOM_GMS&callingApp=https://www.iowagrants.gov/login.do&tab=forgotid

> Step 2. Enter your email address and then press the "Retrieve A&A Id" button.

> *If you get the message "Sorry, could not find your account..." and you are sure you entered your email correctly then your account did not get created and you will need to press the "Create Account" tab and start the registration process over.

> *If you get the message "We have sent an email reminder to (YourEmail.Address@Domain) with your Account Id." then your account was created and you need to go back to your email and check for a new message from this system.

WHAT THIS MEANS

- ❑ Your account was purged from the system because you did not click the link provided within 72 hours.
- ❑ The help section contains instructions which will help you address this issue without having to completely restart the process.
- ❑ The following page will list those instructions in a larger print.

HELP SECTION

> Help Section:

> Did you get the message "Sorry the link you used is no longer valid."? If so, the state of your account is in question and you will need to use the following steps to determine the account state.

> Step 1. Click the following link. https://entaa.iowa.gov/entaa/sso?appId=DOM_GMS&callingApp=https://www.iowagrants.gov/login.do&tab=forgotid

> Step 2. Enter your email address and then press the "Retrieve A&A Id" button.

> *If you get the message "Sorry, could not find your account..." and you are sure you entered your email correctly then your account did not get created and you will need to press the "Create An Account" tab and start the registration process over.

> *If you get the message "We have sent an email reminder to ([YourEmail.Address@Domain](#)) with your Account Id." then your account was created and you need to go back to your email and check for a new message from this system.

IowaGrants troubleshoot

- ✓ [My email is already associated with another account](#)
- ✓ [My activation link is no longer valid](#)

[I used IowaGrants for another AmeriCorps program](#)

- ✓ If you have used IowaGrants for another AmeriCorps program other than ICAP please re-register for IowaGrants starting at [phase II](#).