

lowagrants.gov Login Instructions

1. Are you a first-time lowagrants User?
2. Are you a current lowagrants user **BUT are logging in for the first time after December 11, 2022?** (Note: your @iowaid login and password are no longer valid; clear your browsing history so those credentials are not saved in the background)

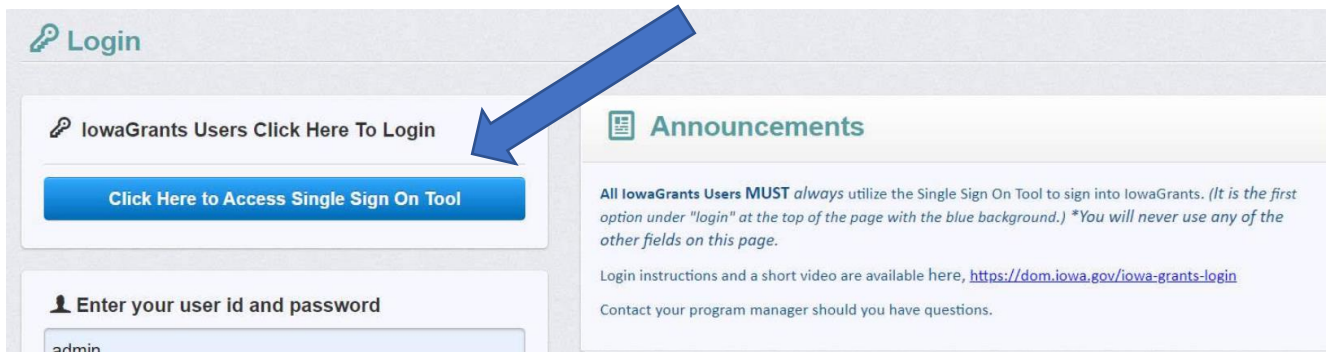
Follow these instructions:

SCREEN #1

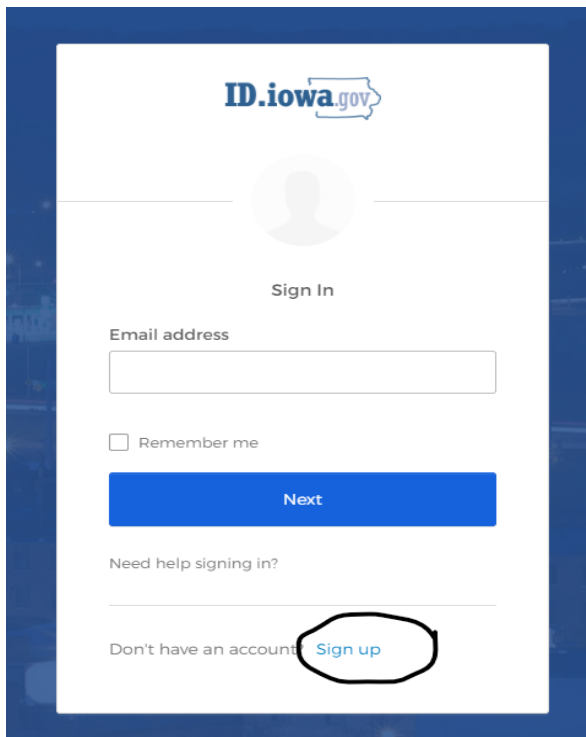
Go to www.iowagrants.gov

Click first Blue Button "**Click Here to Access Single Sign On Tool**".

**The single sign in tool is unique to IowaGrants—do not use the other login options listed on this page.*



SCREEN #2:



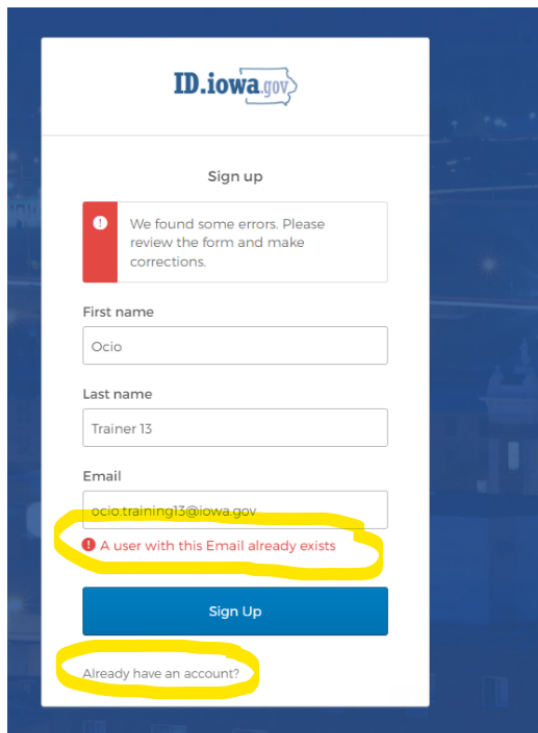
Go to the bottom of the window and Click **Sign Up**

SCREEN #3:



Enter your Name and your valid Email Address, and Click Sign Up

SCREEN #3A:



Note: If you receive this Red message, your email address is found, which means that you have already logged into the state's security system that sits behind lowagrants, called OKTA.

Click Already have an account? at the bottom of this screen.

On that screen, Enter the Same Email address, Click Next

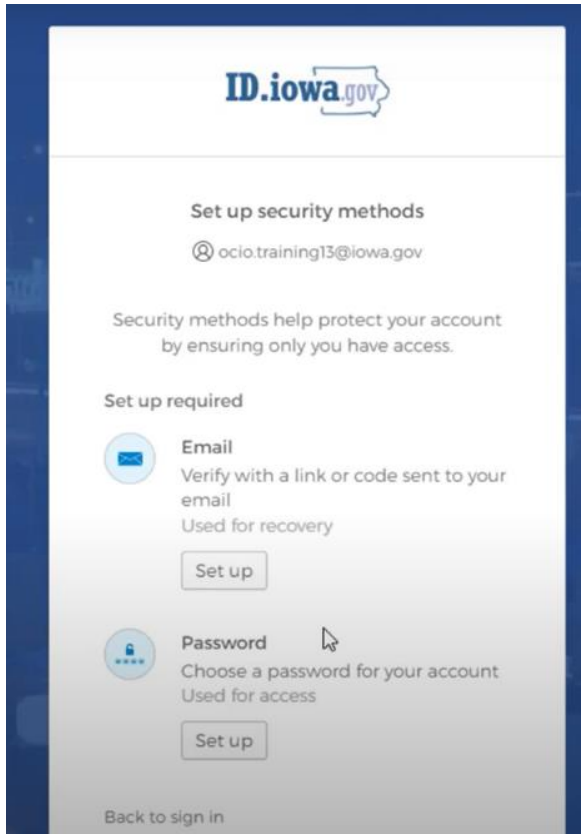
Enter your Password, Click Next (if you forgot your password, click Forgot Password at the bottom of that screen.

You will be sent directly to your lowagrants account.

You are finished with this one-time OKTA set up.

****IF YOU DO NOT GET THIS RED MESSAGE, CONTINUE**

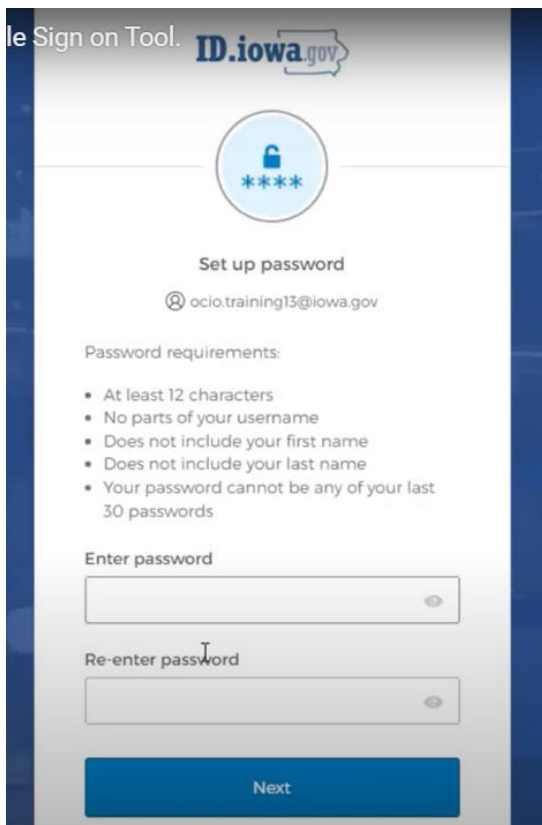
SCREEN #4:



Under Password, click Set Up



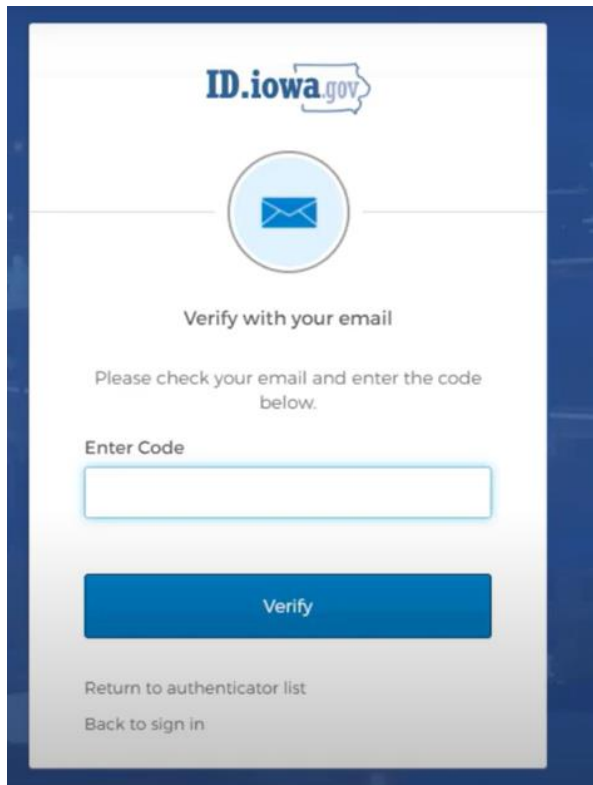
SCREEN #5:



Set your password, and re-enter it. Then Click **Next**
Passwords must be at least 12 characters and cannot contain part of your username, first name or last name.



SCREEN #6:

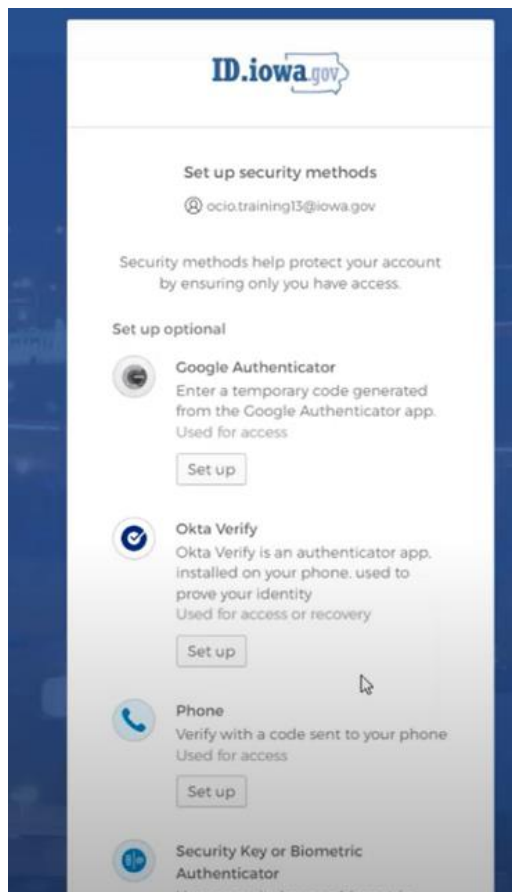


To verify your email address, go to your email inbox and find an email from admin@id.iowa.gov. (Check SPAM and other folders, if needed.)

Enter the 6-digit verification code in the email and Click Next.



SCREEN #7: OPTIONAL, but recommended



You will be directed to a screen to set up multi-factor identification. You can either set it up to receive an authentication on your phone or by email.

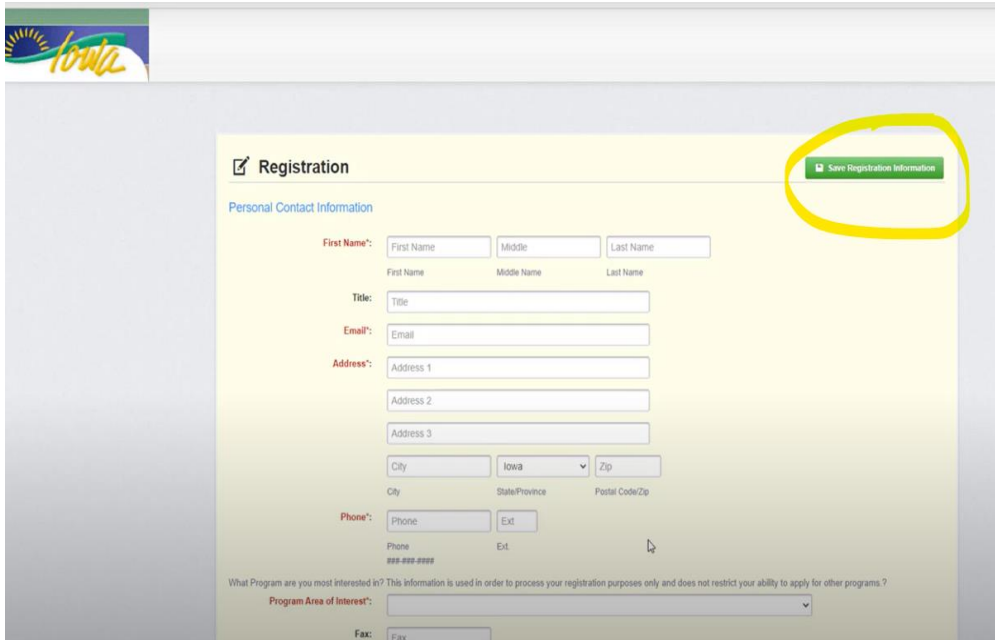
If you choose to set up this option, follow the prompts to set it up.

If you choose not to set this up, go to the bottom of the screen and Click Set Up Later.

NOTE: *If you already have an lowagrants account, you will be directed to your profile page.*

If you do not already have an lowagrants account, continue.

SCREEN #8:



The screenshot shows a web-based registration form titled "Registration". In the top right corner, a green button labeled "Save Registration Information" is circled in yellow. The form includes several sections for personal contact information:

- First Name:** Three input fields for First Name, Middle, and Last Name.
- Title:** A single input field.
- Email:** A single input field.
- Address:** Three stacked input fields for Address 1, Address 2, and Address 3.
- City/State/Zip:** Input fields for City, a dropdown menu for State/Province (currently set to "Iowa"), and an input field for Zip.
- Phone:** Input fields for Phone (with a mask ###-###-####) and Ext.
- Program Area of Interest:** A dropdown menu.
- Fax:** An input field.

You are now directed to the lowagrants system to complete your registration.

Enter all information and Click the Save Registration Information button in the top right corner.

You will receive an email message from iowa.grants@mail.webgrantscloud.com, letting you know your account has been approved.

For assistance and additional resources go to this link:

<https://dom.iowa.gov/iowa-grants-login>

For assistance with issues relating to logging in ONLY:

Deb Scrowther, debra.scrowther@iowa.gov

For assistance related to specific applications or grants:

Contact the State Agency Program Officer identified in the application or grant

Equal opportunity employer/program. Accommodations are available upon request: workforce.iowa.gov/accessibility