# **Iowagrants.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user **BUT are logging in for the first time after December 11, 2022?** (*Note: your @iowaid login and password are no longer valid; clear your browsing history so those credentials are not saved in the background*)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 lowaGrants-do not use the other login options listed on this page.

₽ Login	
IowaGrants Users Click Here To Login	Announcements
Click Here to Access Single Sign On Tool	All lowaGrants Users MUST always utilize the Single Sign On Tool to sign into lowaGrants. (It is the first option under "login" at the top of the page with the blue background.) *You will never use any of the other fields on this page.
L Enter your user id and password	Login instructions and a short video are available here, <u>https://dom.iowa.gov/iowa-grants-login</u> Contact your program manager should you have questions.

## SCREEN #2:



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

### SCREEN #3:

ID.iowagory
Sign up First name
Email Sign Up Already have an account?

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:

	ID.iowa.gov>	Under Password, click Set Up
•	Set up security methods (2) ocio.training13@iowa.gov	
are.	Security methods help protect your account by ensuring only you have access.	
	Set up required	
	Email Verify with a link or code sent to your email Used for recovery Set up	
¢	Password Choose a password for your account Used for access	
	Back to sign in	

# SCREEN #5:

Si	gn on Tool. ID.iowa.gov
	****
	Set up password
	(Q) ocio.training13@iowa.gov
	Password requirements:
	<ul> <li>At least 12 characters</li> <li>No parts of your username</li> <li>Does not include your first name</li> <li>Does not include your last name</li> <li>Your password cannot be any of your last 30 passwords</li> </ul>
	Enter password
	0
	Re-enter pass word
	0
	Next

### 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:

	ID.iowa.gov
	Verify with your email
Please ch	eck your email and enter the code below.
Enter Code	e
	Verify
Return to a	uthenticator list
Back to sign	n in

To verify your email address, go to your email inbox and find an email from <u>admin@id.iowa.gov</u>. (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 multifactor 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.



Stre Towa						
	Registration				Save Registration Informatio	
	Personal Contact Information First Name*:	First Name	Middle	Last Name		
	Title: Email*:	First Name	Middle Name	Last Name		
	Address":	Address 1 Address 2				
		Address 3 City	lowa	· Zip		
	Phone*:	City Phone Phone	State/Province	Postal Code/Zip		
	Program Area of Interest*:		order to process your regist	tration purposes only and does no	at restrict your ability to apply for other programs.?	
	First Name": Tele: Ensail? Address*: Phone*:	First Name Title Email Address 1 Address 2 Address 3 City Finone Proon See See Sees	Mdde Name Mdde Name Iowa StateProvince Est	Last Name		

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 <u>iowa.grants@mail.webgrantscloud.com</u>, 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, <u>debra.scrowther@iowa.gov</u>

### For assistance related to specific applications or grants:

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