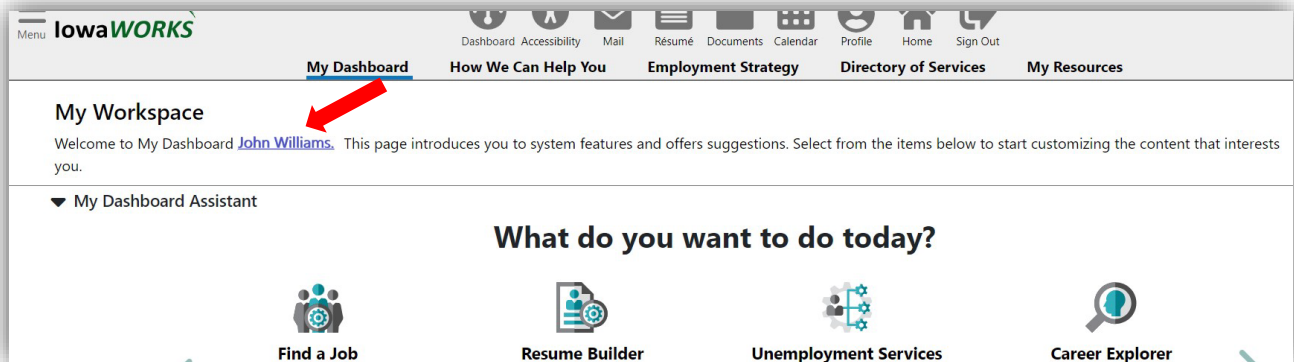


Sign Sign-On (SSO) Individual User Preparation Worksheet

What should you do to prepare for Single Sign-on (SSO)?

Log into iowaworks.gov to access your account.

1. Type in your username and password to sign in.
2. Click on your name in the **My Workspace** section.



3. Scroll down the page to find your first name, last name and email address.

Name



Edit

* First Name:

John

Middle Initial:

* Last Name:

Williams

E-mail Address

* Primary E-mail:

johnwilliams@genericmail.com

4. If a correction needs to be made, make the change needed and click **Save** at the bottom of the page.
5. Write down the way your first name, last name and email address are listed in the IowaWORKS system. This is important because when Single Sign On goes live, you will need to know this information as it appears in IowaWORKS.

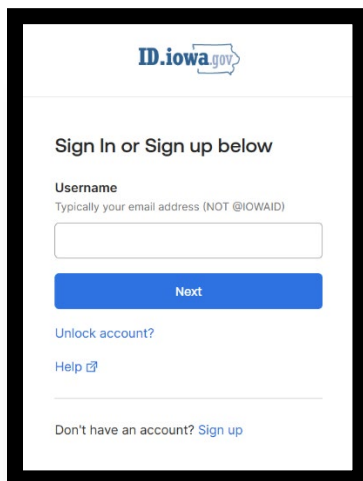
First Name: _____ Last Name: _____ Email: _____

Iowa Online Account Individual User Preparation Worksheet

How to Save Time on Single Sign-on By Creating Your Iowa Online Account

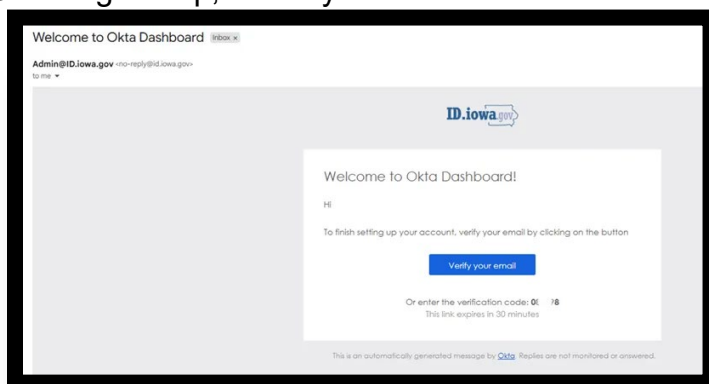
Once Single Sign On (SSO) is active, iowaworks.gov users will be directed to verify themselves through an **Iowa Online Account** (ID.Iowa.Gov), a secure authenticator tool used to access multiple state services. Users can save time before October 27 by creating a new **Iowa Online Account**.

1. To take this step, login to your personal email account. Once you start the Iowa Online Account registration process, you will have only 5 minutes to verify your Iowa Online Account using the confirmation code that will be emailed to you. If account verification does not occur within this timeframe, you will be locked out until the following day.
2. Visit ID.Iowa.Gov
3. If you're creating a new account, select the “**Sign Up**” option.



The screenshot shows the ID.Iowa.gov login page. At the top is the ID.Iowa.gov logo. Below it, the text 'Sign In or Sign up below' is centered. Underneath is a 'Username' field with a hint 'Typically your email address (NOT @IOWAID)'. A text input box is provided for the username. Below the input box is a blue 'Next' button. Further down are links for 'Unlock account?' and 'Help' with an external link icon. At the bottom, there is a link that says 'Don't have an account? Sign up'.

4. Complete the prompted fields to create an **Iowa Online Account**.
 - Make sure that your **first name, last name, and email address** matches the same information that you have on your iowaworks.gov account.
5. When done, select the “Sign Up” Button.
6. Once signed up, check your email address for a code to verify your email.



The screenshot shows an email from 'Admin@ID.Iowa.gov' to 'me'. The main content area has the ID.Iowa.gov logo at the top. Below it, it says 'Welcome to Okta Dashboard!'. Then, 'Hi' is followed by the instruction 'To finish setting up your account, verify your email by clicking on the button'. There is a blue 'Verify your email' button. Below the button, it says 'Or enter the verification code: 06 78' and 'This link expires in 30 minutes'. At the very bottom, in small text, it says 'This is an automatically generated message by Okta. Replies are not monitored or answered.'

For assistance with your **Iowa Online Account**, visit iowa.gov/iowa-online-account-help.