

## Authentication & Authorization (A&A)

### Creating an Account Tutorial

# Steps to set up an A&A Account

Go to the Iowa Department of Education Portal Home page - <https://portal.ed.iowa.gov>. While you are here, please bookmark (add to Favorites) this page. You will sign into the EdPortal from this page.

## Step 1: Create An Account



To create an account, highlight "A&A Account" and then click on "Create Account."

The following page will display.

**Enterprise A&A** What Is A&A?

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

**Create an account for DOE - Education Portal here.**

Sign up now to get credentials you can use for DOE - Education Portal and at other Enterprise A&A enabled sites.

**First Name:**

**Last Name:**

[Register](#)

Possibly have an account already?  
Click [here](#) for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account.

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**Before Beginning:**

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

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

Enter your first name and last name and click "Register."

## SSO (Single Sign On) Registration

The SSO Registration page consists of Account ID, First Name, Last Name, and Email. (See example below.)

- You will only need one A&A account, even if you need access to multiple Education Portal applications or need access for more than one organization. (How to do this will be addressed within additional Education Portal Training).
- The Account ID name is for individual use, not groups. **No sharing of logins or passwords!**
- A&A will create an Account ID with the tag of @IOWAID at the end. You should enter the entire Account ID (including the "@IOWAID" suffix) when logging in.
- The Account ID is not case-sensitive: "MYNAME@IOWAID" is the same as "myname@iowaid".
- Spaces and most special characters are not allowed. All invalid characters and spaces will be stripped from the Account ID. Special characters allowed are: \_(underscore)-(hyphen)+(plus).(period).

Single Sign On - DOE - Education Portal

Account Id: IOWA.PORTAL @IOWAID

First Name: Iowa

Last Name: Portal

Email: iowa.portal@yahoo.com

Confirm Email: iowa.portal@yahoo.com

Save Account Details Cancel

You are looking at SSO Registration Transaction Id: G8KP2U

Enterprise A&A

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If you get an error message that says "Sorry, that Account ID already exists", someone else with the same name has already created an account. You will need to modify the 'firstname.lastname' format. Try adding a middle initial, a number, or removing the period between names. For example, there can only be one 'mary.smith@iowaid' account.

Once you have checked the information for accuracy, click "Save Account Details". A message box like below will appear stating you are creating a new account. Press "OK" to continue. The account ID will be your login ID for all A&A applications.

First Name: Edward

You are about to register for a new account using the Account Id located at the top of the form. All spaces and most special characters will be stripped from your Account Id.

Click the ? image found at the top of the form for help information.

Do you want to continue with your registration?

Cancel OK

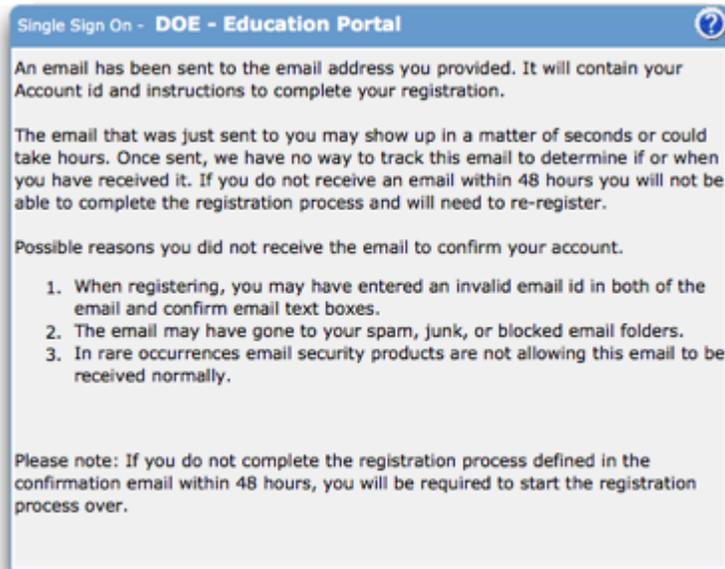
## IMPORTANT NOTES -

- A&A logins are specific to an individual and should **not** be 'shared' or 'group' logins. In accordance with State security requirements, access to applications and the permissions granted therein are bound to an individual, not a collection of users.
- A&A logins should be associated with your work email address only.
- The closer your login name can resemble your actual name will aid in the identification and permissions process.
- For those of you with an @iowa.gov email address, you will use that for your sign-in for the A&A system.

## Tips:

- An email address can only be used once and should be your work related email.
- Do not use special characters (@,#,%,!, etc.) in Account ID or Email

## Step 2: Confirm your newly created account



Once the Account Details are successfully saved you will receive an email with instructions on how to activate and use the account.

- Do not share this email or its contents with others!
- Once you begin the account activation process, you must complete all the remaining steps immediately, which include creating your identity baseline and setting up your password.

### **Step 3: Create your Identity Baseline**

Clicking the link in the email opens this page:

Self Service Password Change - DOE - Education Portal

**Identity Baseline for IOWA.PORTAL2@IOWAID**

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](#)

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

- 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.)
- Remember the answers to your Identity Baseline questions; you will use this information to manage your A&A account.

Once you have selected and provided your answers click on 'Save Identity Baseline'.

## Step 4: Set up Your Password

Next you will be directed to create your password for the A&A system. You will see a screen like the following.

You will set up your password after saving your baseline questions and answers, then log in.

**IMPORTANT NOTES - Passwords must have the following:**

- must be between 8 and 12 alphanumeric characters.
- must have both upper and lowercase letters.
- must contain at least one special character (e.g. !, @, #, \$, %, ^, &, \*, etc.)

Once you have created and retyped your password, click on 'Save New Password'. You will then be directed to the sign-in screen. Type your A&A username and your newly created password and sign into A&A.

**IMPORTANT NOTE** - The A&A instructions direct you to log in with your new account ID and password - this is NOT a requirement to complete your A&A account set-up.

- If you will be automatically assigned access to an application (for example, Iowa TIER), then **STOP** here - do not proceed until you have been notified that you have application access.

If you proceed with logging in, you will then arrive at the Iowa Education Portal home page. Now what?

- If you need to set up a Portal profile and request applications, then you may do so at this time. Please refer to the next tutorial (Iowa Education Portal User Set-up) to help you.

### Tips:

- You can make changes later to your name, email, or other details by clicking the "Account Details" button on the A&A sign-in page.
- You can also use the "Forgot Password" and "Forgot ID" tabs on the A&A sign-in page if you need help with accessing your account in the future.

## Frequently Asked Questions

### What account creation guidance do you have for users?

A&A accounts are specific to an individual and should not be 'shared' or 'group' logins. In accordance with State security requirements, access to applications and the permissions granted therein are bound to an individual, not a collection of users.

A&A accounts should be associated with your work email address only.

The closer your A&A account name can resemble your actual name and your email address, the better.

### What can I access?

The Iowa Education Portal currently provides access to many different DE applications, including State ID, ITC, EdInfo applications, EdInsight, and Iowa TIER. Access to these applications will be approved and verified by State Level Security Officers.

### Are all browsers and hardware supported?

No. EdPortal is optimized for Firefox, Internet Explorer (10 and below), and Google Chrome on PCs or Macs. We are in the process of adding mobile device support.

### Who do I contact if I have a question?

A&A related questions may be directed to: [ITE.Servicedesk@iowa.gov](mailto:ITE.Servicedesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

EdPortal Specific Questions may be directed to: [Ed.portal@iowa.gov](mailto:Ed.portal@iowa.gov)