

# HOW TO REGISTER:

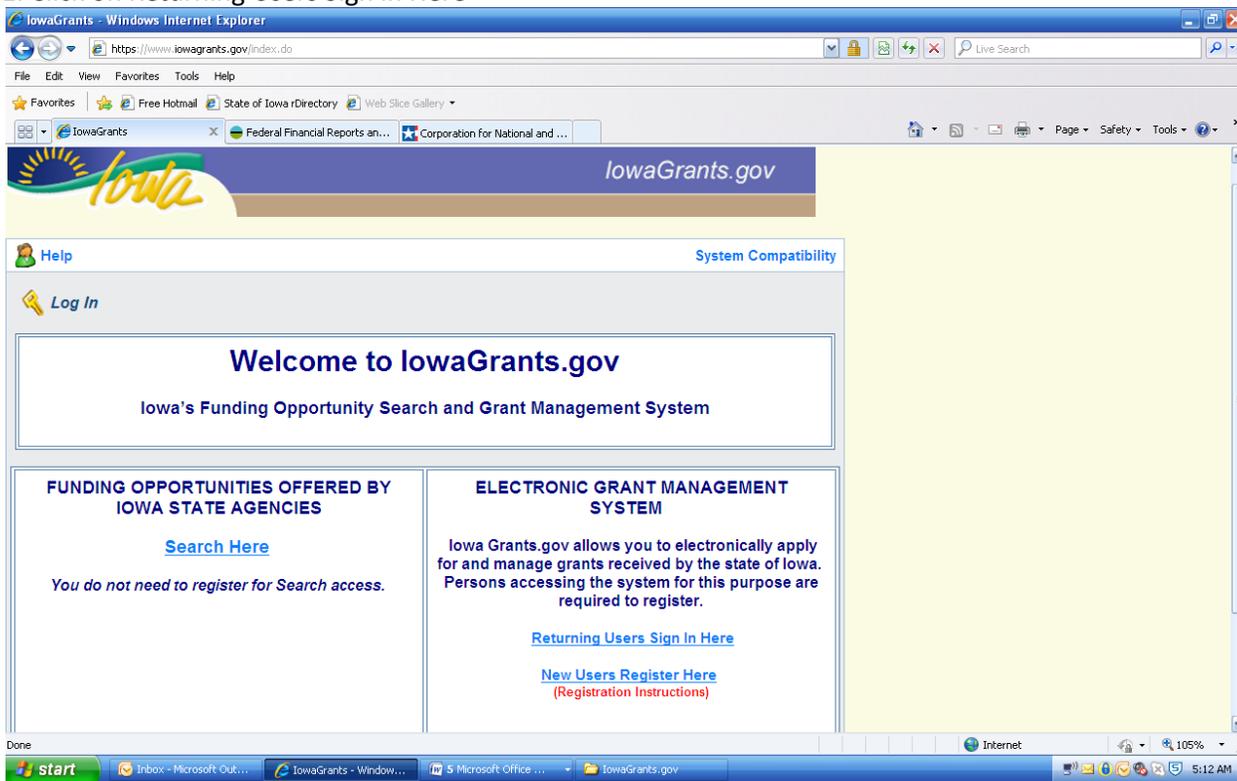
Go to [www.iowagrants.gov](http://www.iowagrants.gov).

The IowaGrants system works in conjunction with the State of Iowa's web-security program (A&A). Therefore, if you already have an A&A account, you will click on "returning users sign in here" even if you have never been in IowaGrants before. Some examples of who may already have an A&A account:

- State employees
- Someone that used the State Park's campground reservation system
- Someone who uses the state's childcare or food benefits and logs into an account
- Someone who has a State of Iowa college savings plan

## IF YOU HAVE AN A&A ACCOUNT:

1. Click on Returning Users Sign in Here



## 2. Enter your username and password for your A&A account.

The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Enterprise A&A service. The browser's address bar shows the URL: [https://entaa.iowa.gov/entaa/sso?appId=DOM\\_GMS&callingApp=https://www.iowagrants.gov/login.do#topHeader](https://entaa.iowa.gov/entaa/sso?appId=DOM_GMS&callingApp=https://www.iowagrants.gov/login.do#topHeader). The page title is "Enterprise A&A Service - SSO Logon".

The main content area features a large heading: **DOM Electronic Grant Management System**. Below this is a navigation bar with the text "Enterprise A&A" and a link "What Is A&A?". The navigation bar includes four buttons: "SIGN IN", "CREATE AN ACCOUNT", "FORGOT PASSWORD", and "FORGOT ID".

The "SIGN IN" button is active, leading to a login form. The form contains the following elements:

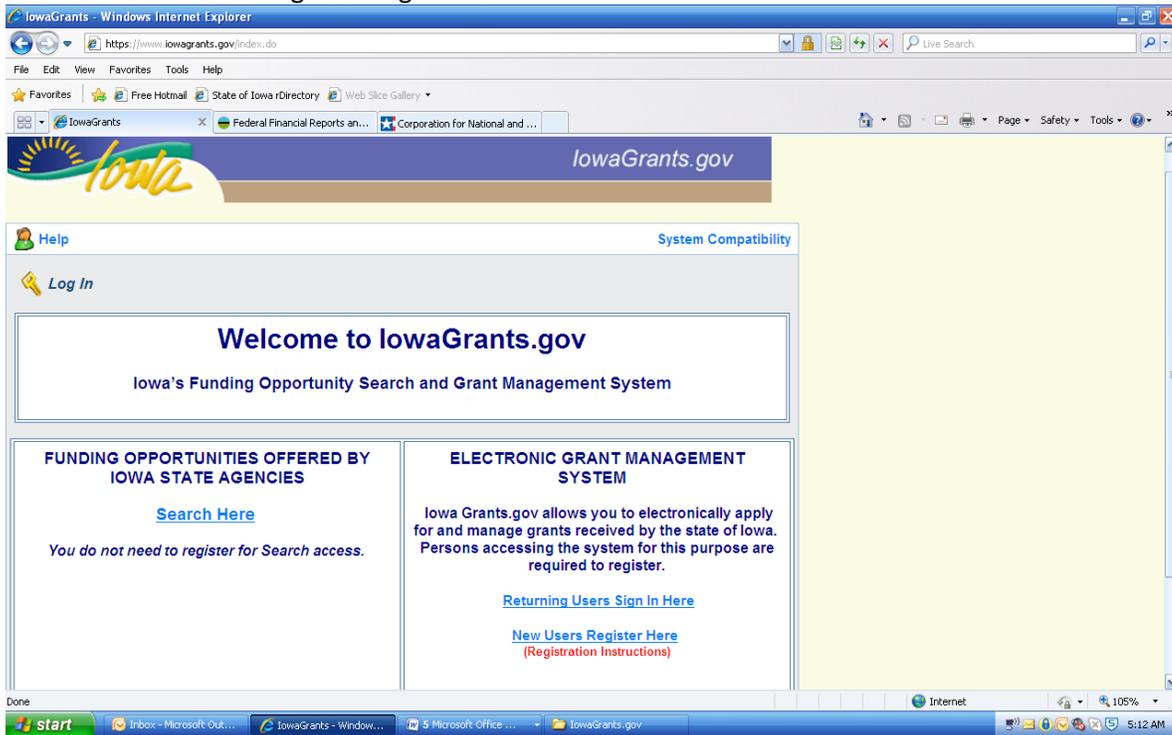
- A heading: "Sign into DOM Electronic Grant Management System here."
- Text: "Enter your Account Id and password to sign into DOM Electronic Grant Management System."
- Input fields: "Account Id:" and "Password:".
- A checkbox: "Take me to my Account Options after I Sign In."
- A "Sign In" button with a blue arrow icon.
- Text: "Account Id Examples:"
- A bulleted list of examples:
  - *firstname.lastname@iowaid*
  - *firstname.lastname@iowa.gov*
  - *firstname.lastname@iwd.iowa.gov*
  - *firstname.lastname@dhs.state.ia.us*
- Links: "Need an Account?", "Forgot Password?", and "Forgot Id?".

The browser's taskbar at the bottom shows the Windows Start button, several open applications (Inbox - Microsoft Outlook, Enterprise A&A Service, Microsoft Office), and the system tray with the time 5:19 AM.

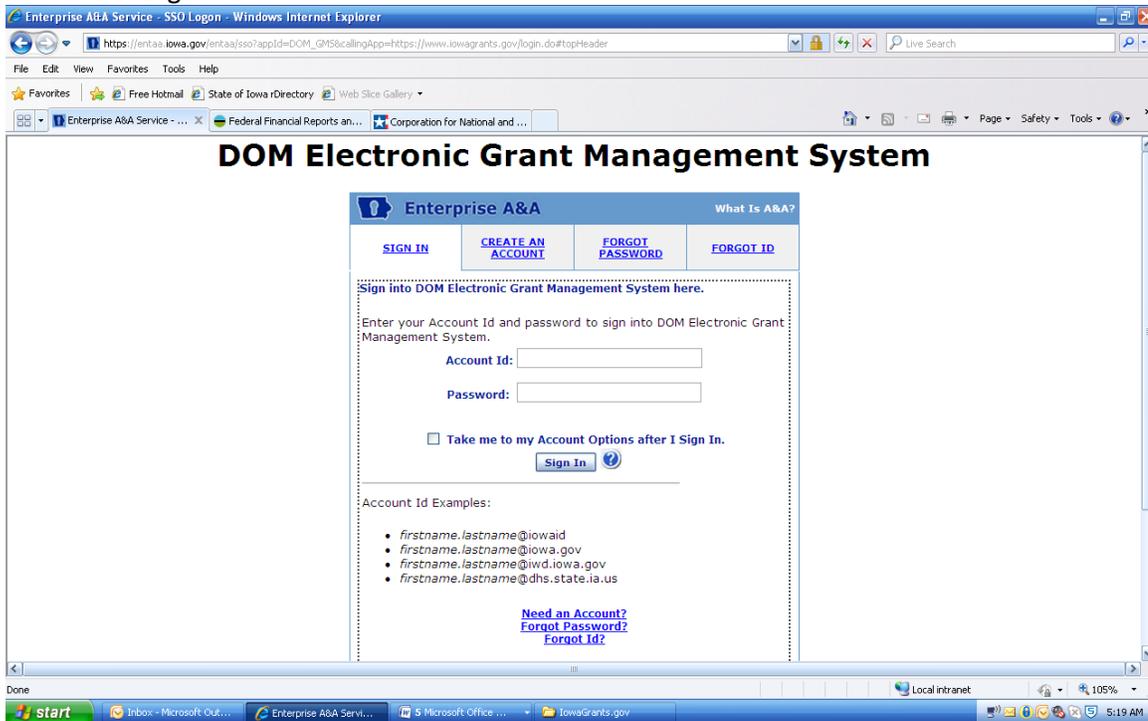
# TO DETERMINE IF YOU HAVE AN A&A ACCOUNT:

If you think you may have an A&A account, the easiest way to check is to:

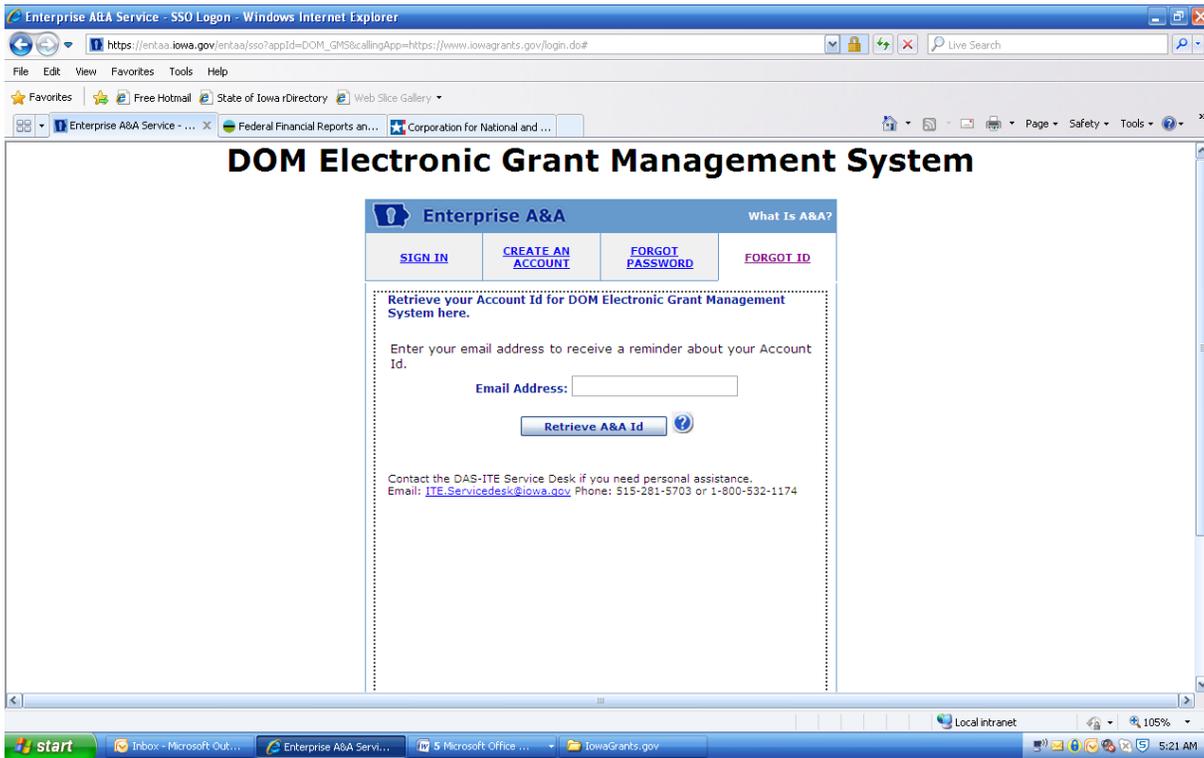
1. Click on the “returning users sign in here” link.



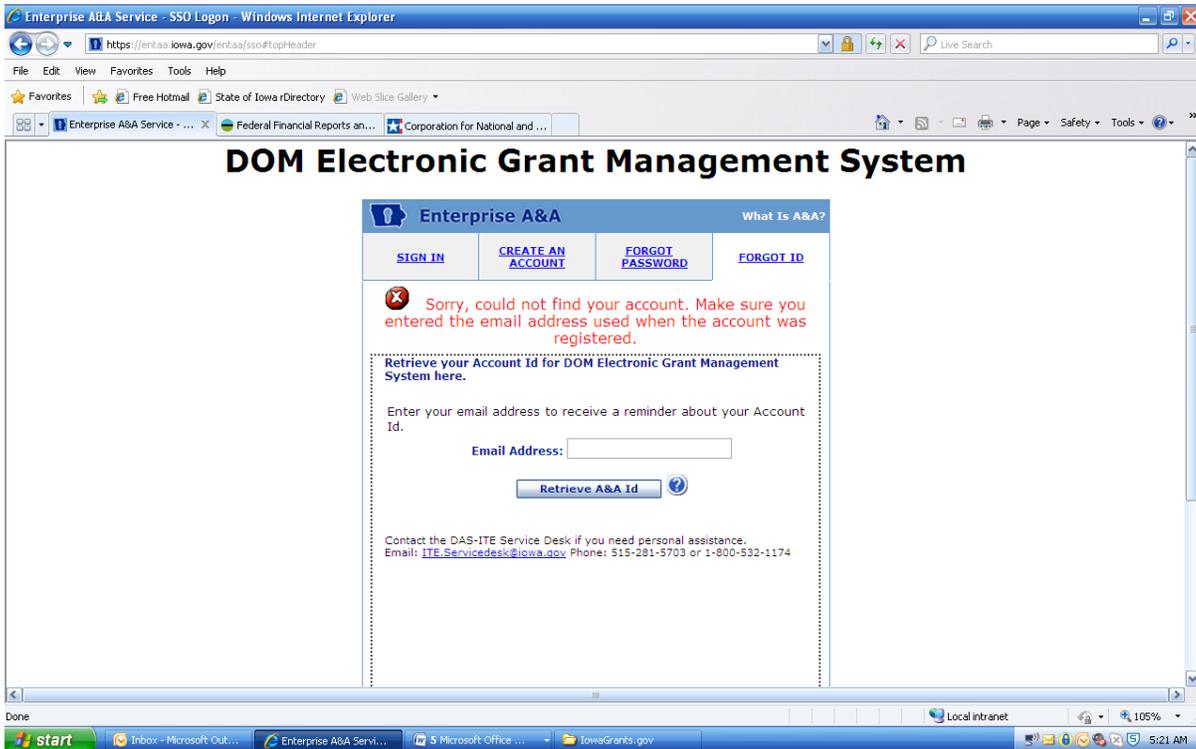
2. Click on Forgot ID



3. Enter the email address you believe you have associated with your A&A account.



If you do not have an account associated with that email address, you will receive the following message: (If you do, you know that you need to register or determine if another email address is associated with your A&A account.)



# IF YOU DO NOT HAVE AN A&A ACCOUNT

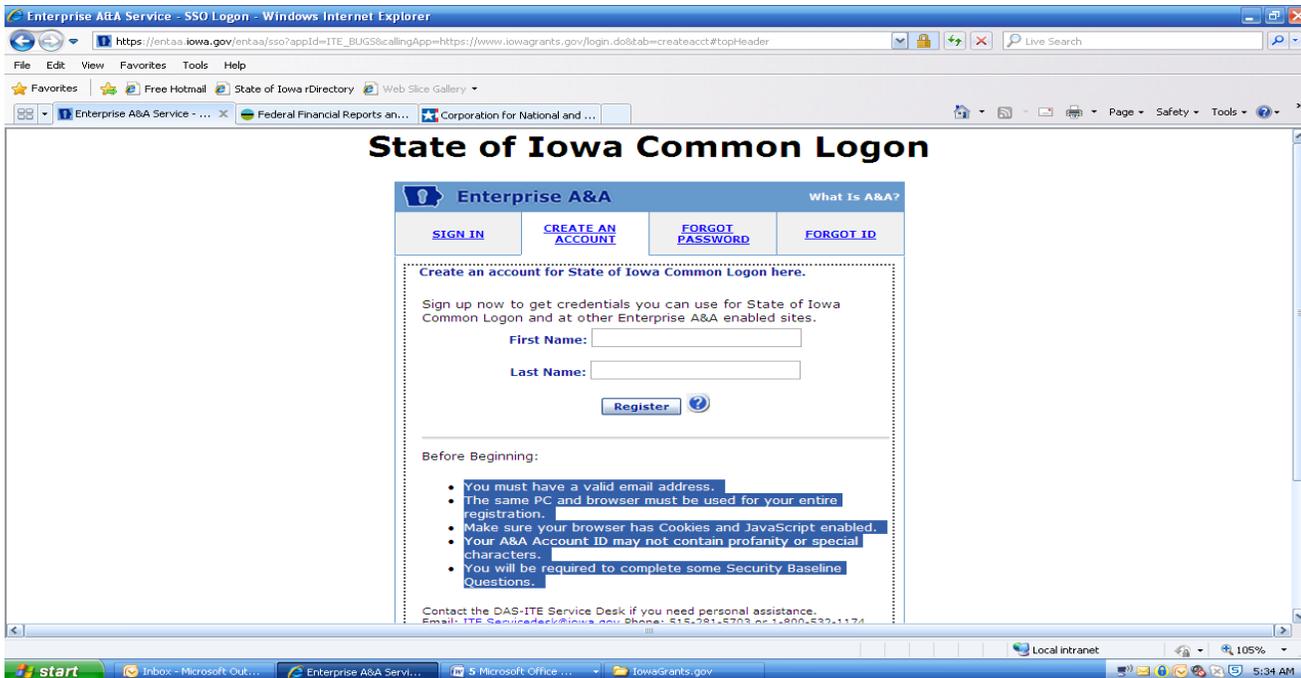
Please keep the following in mind as you start your registration:

- 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.

## 1. Click on New Users Register Here



## 2. Enter First and Last Name



3. Enter and confirm email address

4. Click on Save Account Details

Enterprise A&A Service - SSO Registration - Windows Internet Explorer

https://entaa.iowa.gov/entaa/ssso

# State of Iowa Common Logon

Single Sign On - **State of Iowa Common Logon**

Account Id:

First Name:

Last Name:

Email:

Confirm Email:

You are looking at SSO Registration Transaction Id: N1QWRP

 **Enterprise A&A**

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

Done

start | Inbox - Microsoft Out... | Enterprise A&A Servi... | 5 Microsoft Office ... | IowaGrants.gov | Local intranet | 155% | 5:37 AM

# IOWAGRANTS REGISTRATION TIPS

1. Make sure the individual completes the entire registration process. There are two steps:
  - a. Set up their account for A&A (create username, password, etc.). See below for tips on creating a username and password that meet the system criteria.
  - b. Completing the registration information for IowaGrants. If they don't do both parts, ICVS staff will not have the ability to approve them in the IowaGrants system.

## Error messages:

### 1. ACCOUNT ALREADY EXISTS:

- a. **PASSWORD:** Even though the message indicates an account already exists with that name, the message is also associated with a "bad" password. (We have asked this to be changed, but A&A won't change it.)
  1. So, step 1, make sure the password meets the criteria.
  2. Between 8 and 12 characters.
  3. Must contain at least one number and
  4. Must contain at least one special character !@#%&\*()+.
- b. **INCOMPLETE A&A REGISTRATION:** If the member did not complete the registration process, for example, if they created the username and password, but did not use the confirmation email to complete the process, the system will say that they are already in the system. If this happens, they should use the confirmation email they received to complete the process. It is important to note that the individual must be using the SAME computer AND browser they used when they started the registration process to complete it. They cannot, for example, start the process at the office and finish it at home (or they can't start in Mozilla Firefox and finish in Microsoft Explorer). You must also ensure that your browser has Cookies and JavaScript enabled. Please note: The individual only has 72 hours from the start of the application process to finish it.
- c. **THE ACCOUNT ACTUALLY DOES EXIST:** Many state agencies and systems utilize the State's A&A system for various state processes. For example, if you reserved a campsite with DNR, set up a 529 account to save funds for college, are a state employee, received food stamps or child support payments, etc. you may already actually have an account. If you think this may be the case, try logging in using that account information. If you can't remember your USERNAME, try clicking on "forgot ID" and the system will send your log-in ID to your email address associated with your account. If you can't remember the PASSWORD, try using the "forgot password" feature. [Note: To use the reset password feature, you will need to enter the correct answer to the three security questions you established when you set up your account. If you can't remember these, you will need to contact [Jane Mild](#) for assistance.]
- d. **SOMEONE ELSE WITH THE SAME NAME HAS AN ACCOUNT:** If your name is frequently occurring (such as John Smith), some other John Smith may already have an account with that first and last name (which is the first step in the A&A process, entering your first and last name). Therefore, if you think this may be the case, you will need to try and register using a nickname or entering a first name and middle initial in the "first name" box. You may put a space in the name field(s) and the system will remove it when it generates your username; you may not, however, use profanity or special characters in the username fields. ☺

### 2. INVALID USER/PASSWORD SPECIFIED:

- a. Either the username or password is incorrect (there is no way to determine which one it is).
  1. If you don't remember either the username OR password, please start by clicking on the "forgot id" because the system will automatically send you an email with this information when you enter the email address that is associated with the account. If you enter an inaccurate email address the system will generate the following error message, so you'll know right away that this is not the correct email. [Error message: Sorry, could not find your account. Make sure you entered the email address used when the account was registered.]
  2. If you can't remember the PASSWORD, try using the "forgot password" feature. [Note: To use the reset password feature, you will need to enter the correct answer to the three security

questions you established when you set up your account. If you can't remember these, you will need to contact your program director to reset the account.]

3. If you can't remember the username, please click on "forgot id" and the system will automatically send you an email containing this information to the email associated with the account. If you no longer have access to that email, please contact your program officer to get the email address changed.