APPENDIX C: IowaGrants.gov New User Registration Instructions

Are you new to IowaGrants.gov? Follow these basic instructions to create an account and begin your grant application.

1. Go to www.iowagrants.gov

2. Click "New Users Register Here."

3. Enter your first and last name.

4. Choose an Account ID name. Please note, this will be your user ID in the system.

5. Click "Save Account Details." You may receive a pop-up message that asks if you want to continue with your registration. Click "OK."

6. Next, you'll receive a confirmation email.

7. Open the confirmation email and follow the instructions. You will:

    a. Click a confirmation link;
    b. Choose security questions; and
    c. Confirm a password.

8. Go to www.iowagrants.gov and into your account with your new username and password to finish activation.

9. Enter your basic information and select your Program Area of Interest. While the system instructions do not make this clear, it is important that you select a program area of interest from the drop-down list. This will expedite registration.

10. Click Register.

11. Your registration is now pending final system approval. You will receive a confirmation email once approval is complete.

If you have any questions regarding these instructions or want additional assistance, please contact Patrick Rice at patrick.rice@iwd.iowa.gov or 515-725-9077.