

APPENDIX D: IowaGrants.gov New User Registration Instructions

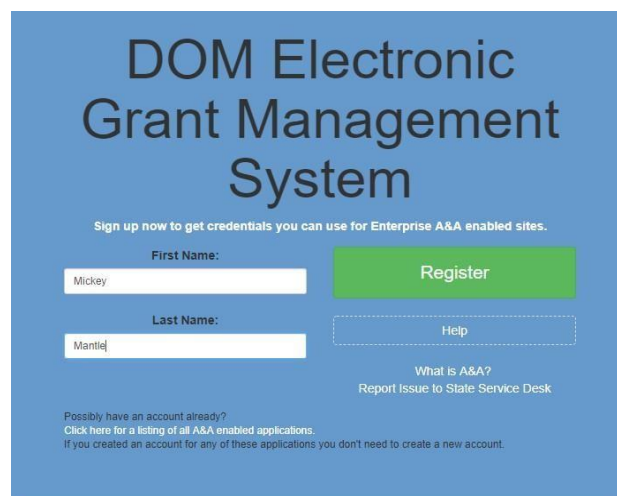
Are you new to IowaGrants.gov? Follow these basic instructions to create an account and begin your grant application.

1. Go to <https://www.iowagrants.gov>



2. Click "New Users Register Here"

3. Enter your first and last name.

A screenshot of the registration form for the DOM Electronic Grant Management System. The form has a blue background and white text. At the top, it says "DOM Electronic Grant Management System". Below that, it says "Sign up now to get credentials you can use for Enterprise A&A enabled sites." There are two input fields: "First Name:" with the text "Mickey" and "Last Name:" with the text "Mantle". To the right of the "First Name" field is a green "Register" button. Below the "Last Name" field is a "Help" button. At the bottom of the form, there is a link for "What is A&A?" and a link for "Report Issue to State Service Desk".

Important!

- 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.

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

Create Account

DOM Electronic Grant Management System

Account Id:

First Name:

Last Name:

Email:

Confirm Email:

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.

Registration Confirmation

DOM Electronic Grant Management System

An email has been sent to the email address you provided.
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

7. Open the confirmation email and follow the instructions. You will:
 - a. Click a confirmation link
 - b. Choose security questions
 - c. Confirm a password
8. Go to 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.

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 Allison Hanrahan at Allison.hanrahan@iwd.iowa.gov or 515-725-9077.

