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 http://www.lowaGrants.gov

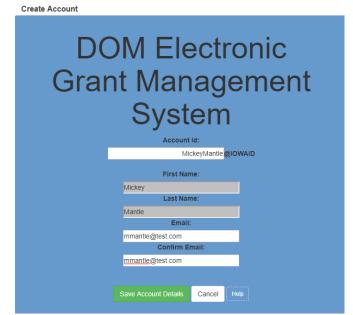


- 2. Click "New Users Register Here"
- 3. Enter your first and last name.

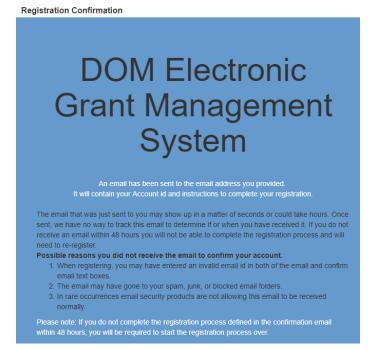


- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

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



- 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'll:
 - a. Click a confirmation link

- b. Choose security questions
- c. Confirm a password
- 8. Go to lowaGrants.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.

Your Name*	-				1	
	First Name		Middle Name		Last Name	
Title:	1					
Email*	1					
Confirm Email*				-		While the system
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Program Area of Interest*			a new of the party	and a straight an	~	•
	Administrative Services, Iowa Department of					

- 10. Click Register.
- 11. You're 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 David Parziale, IWD's Grants Program Coordinator, at <u>david.parziale@iwd.iowa.gov</u> or 515-725-9077.