## **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

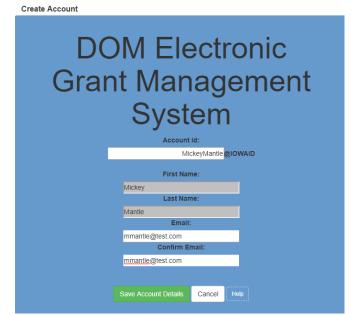


- 2. Click "New Users Register Here"
- 3. Enter your first and last name.

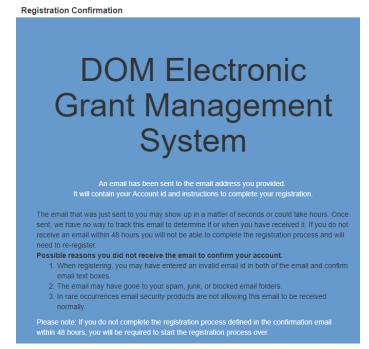


- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

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
Address*	[					instructions do not make
	1					this clear, it is important
	1					that you select the
	-		lowa	-		correct program area is
	City		State/Province	Poste	Code/Zip	selected from the drop-
Phone*						down list. This will
	Phone	Ext.				expedite registration.
Fax						
se choose the Program Area you are me ability to respond to opportunities in oth						helps us in approving your registration. It will not lin
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.