

lowagrants.gov Login Instructions

1. Are you a first-time lowagrants User?
2. Are you a current lowagrants user **BUT** are logging in for the first time after **December 11, 2022?**

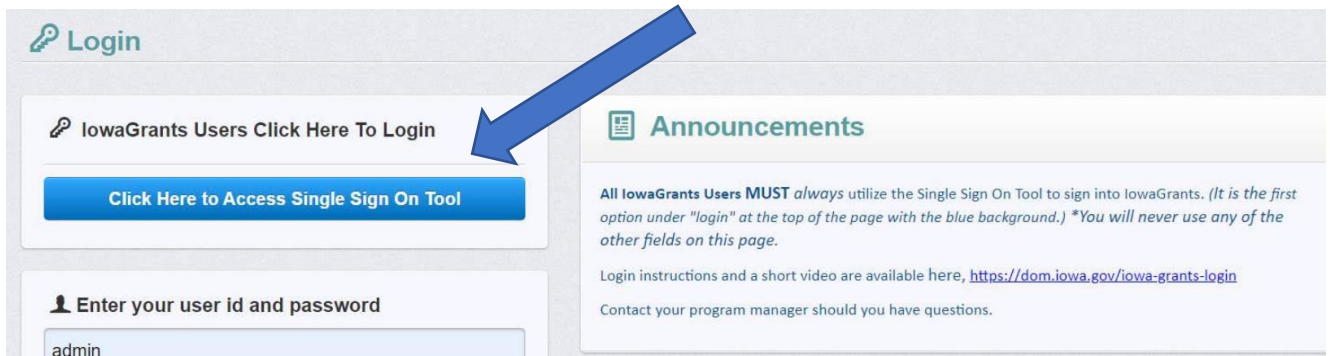
Follow these instructions:

SCREEN #1

Go to www.iowagrants.gov

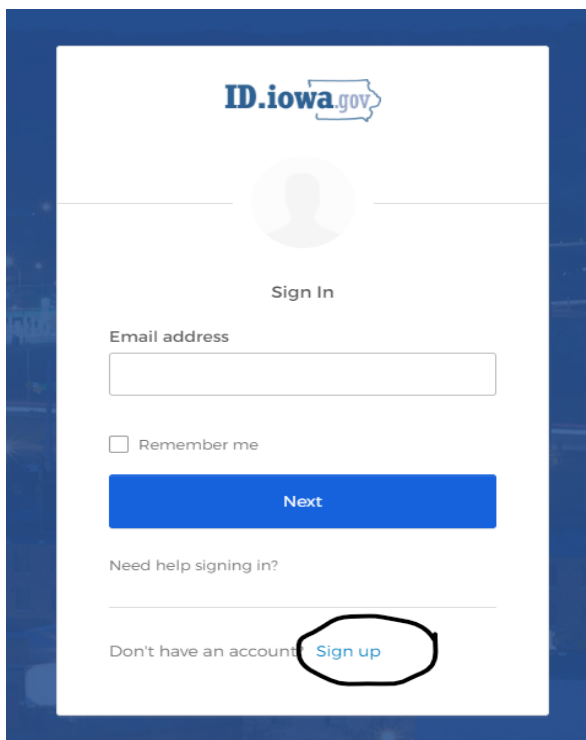
Click first Blue Button "**Click Here to Access Single Sign On Tool**".

**The single sign in tool is unique to IowaGrants—do not use the other login options listed on this page.*



The screenshot shows the login page for lowagrants.gov. At the top left, there is a 'Login' header with a key icon. Below it, a section titled 'IowaGrants Users Click Here To Login' contains a prominent blue button labeled 'Click Here to Access Single Sign On Tool'. A blue arrow points to this button. To the right, an 'Announcements' section contains text stating that all users must use the Single Sign On Tool and provides a link to login instructions. Below the button, there is a form for entering a user ID and password, with 'admin' entered in the ID field.

SCREEN #2:



The screenshot shows the ID.iowa.gov sign-in page. At the top is the ID.iowa.gov logo. Below it is a 'Sign In' section with a user icon placeholder. There is an 'Email address' input field, a 'Remember me' checkbox, and a blue 'Next' button. Below the 'Next' button is a link for 'Need help signing in?'. At the bottom, there is a link for 'Don't have an account? Sign up', where the 'Sign up' text is circled in black.

Go to the bottom of the window and Click Sign Up



SCREEN #3:

Enter your Name and your valid Email Address, and Click Sign Up

SCREEN #3A:

Note: If you receive this Red message, your email address is found, which means that you have already logged into the state's security system that sits behind lowagrants, called OKTA.

Click Already have an account? at the bottom of this screen.

On that screen, Enter the Same Email address, Click Next

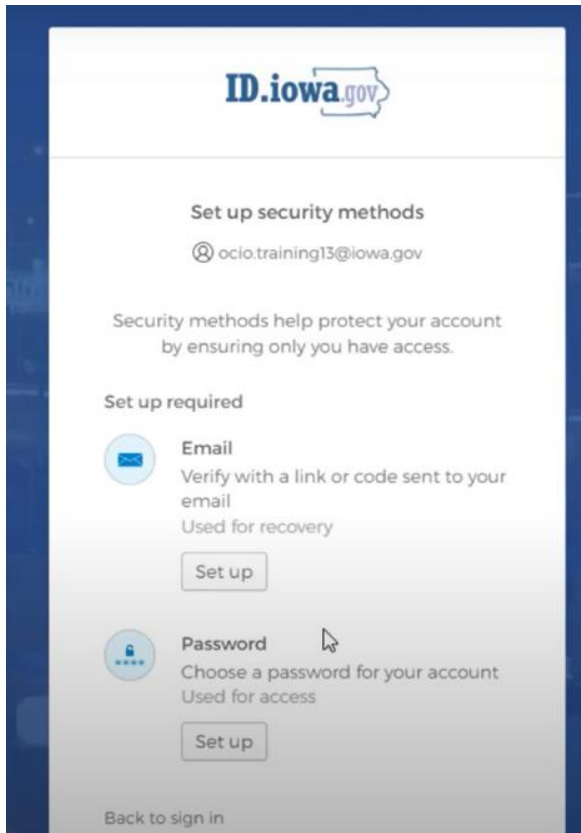
Enter your Password, Click Next (if you forgot your password, click Forgot Password at the bottom of that screen.

You will be sent directly to your lowagrants account.

You are finished with this one-time OKTA set up.

****IF YOU DO NOT GET THIS RED MESSAGE, CONTINUE**

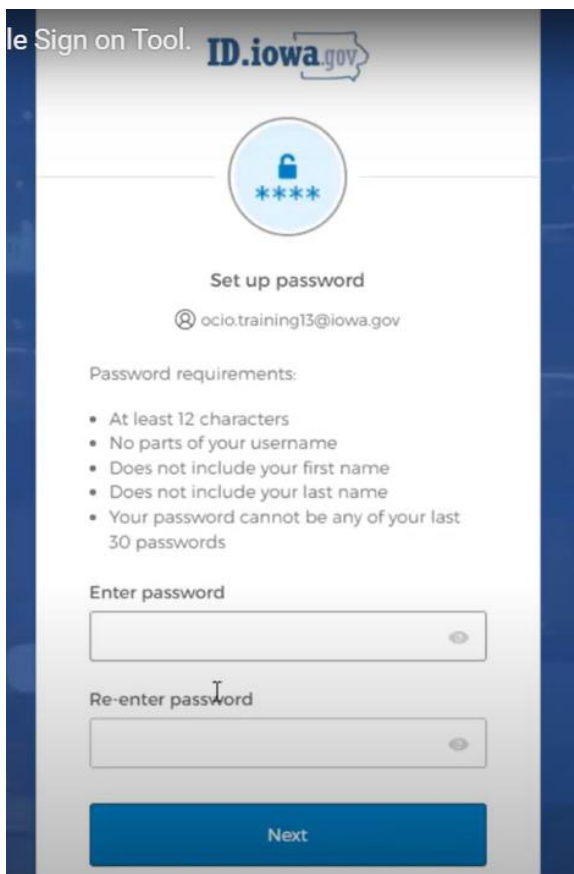
SCREEN #4:



Under Password, click Set Up



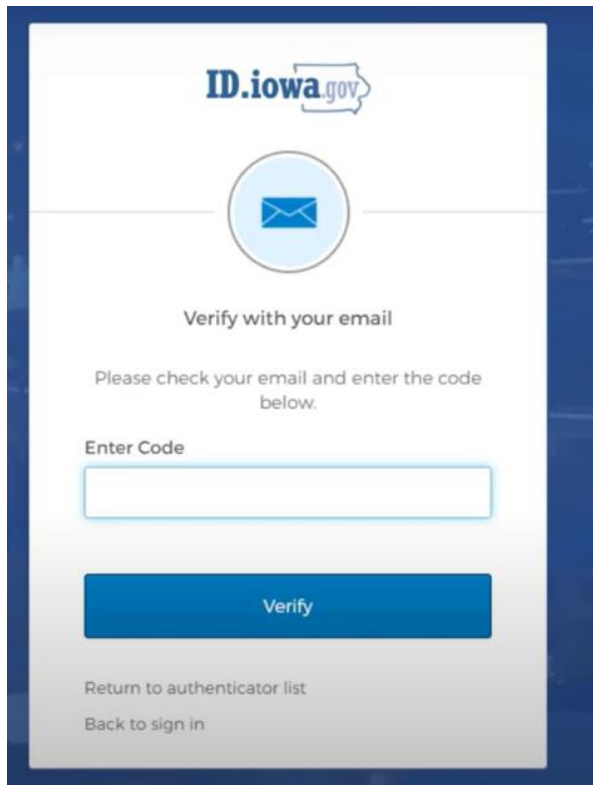
SCREEN #5:



Set your password, and re-enter it. Then Click **Next**
Passwords must be at least 12 characters and cannot contain part of your username, first name or last name.



SCREEN #6:

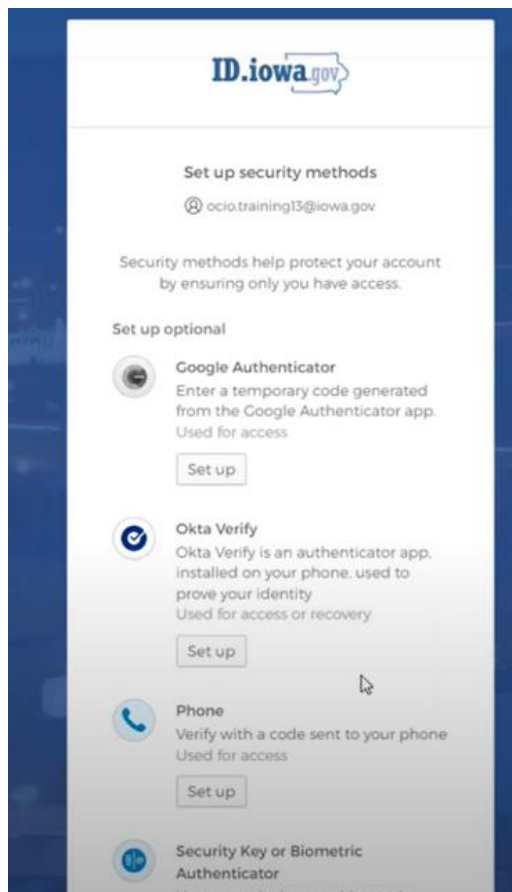


To verify your email address, go to your email inbox and find an email from admin@id.iowa.gov. (Check SPAM and other folders, if needed.)

Enter the 6-digit verification code in the email and Click Next.



SCREEN #7: OPTIONAL, but recommended



You will be directed to a screen to set up multi-factor identification. You can either set it up to receive an authentication on your phone or by email.

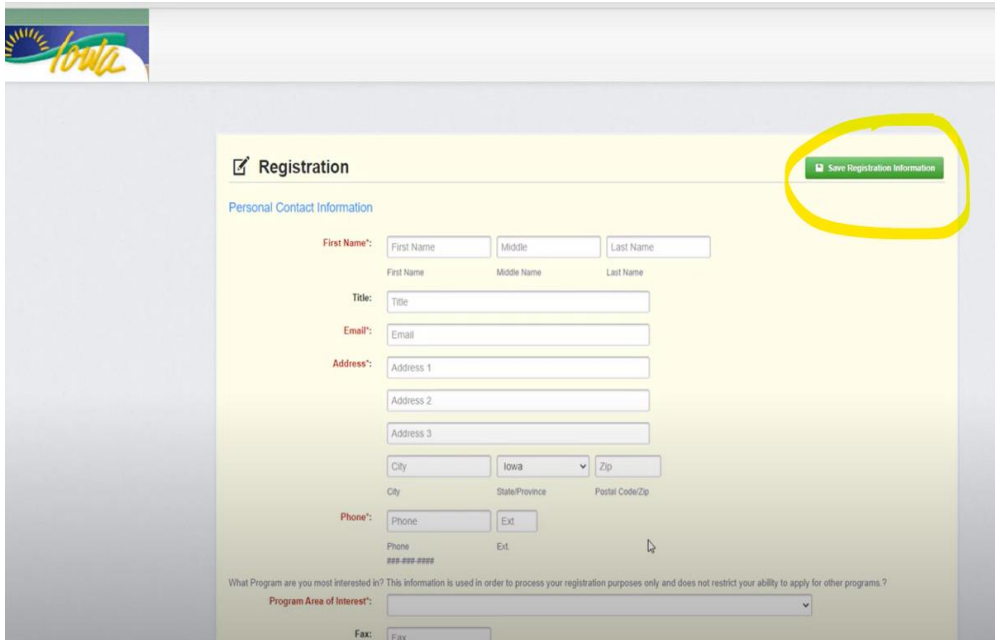
If you choose to set up this option, follow the prompts to set it up.

If you choose not to set this up, go to the bottom of the screen and Click Set Up Later.

NOTE: *If you already have an lowagrants account, you will be directed to your profile page.*

If you do not already have an lowagrants account, continue.

SCREEN #8:



The screenshot shows a web browser window with the Iowa Grants Registration form. The form is titled "Registration" and includes a "Save Registration Information" button in the top right corner, which is circled in yellow. The form fields are organized into sections: "Personal Contact Information", "First Name" (with sub-fields for First Name, Middle, and Last Name), "Title", "Email", "Address" (with sub-fields for Address 1, 2, and 3), "City" (with a dropdown for State/Province set to "Iowa" and a Zip field), "Phone" (with sub-fields for Phone and Ext), "Program Area of Interest" (a dropdown menu), and "Fax".

You are now directed to the lowagrants system to complete your registration.

Enter all information and Click the Save Registration Information button in the top right corner.

You will receive an email message from iowa.grants@mail.webgrantscloud.com, with final instructions.

For assistance and additional resources go to this link:

<https://dom.iowa.gov/iowa-grants-login>

OR,

Contact your lowagrants Program Manager, or Deb Scrowther, debra.scrowther@iowa.gov.