

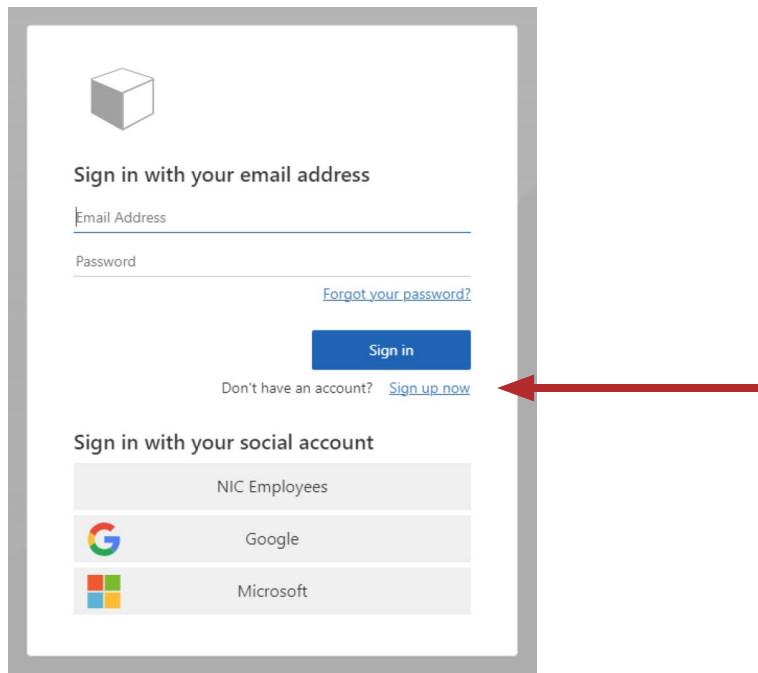
AccessGov User Guide



Department of Education
Bureau of Iowa College Aid

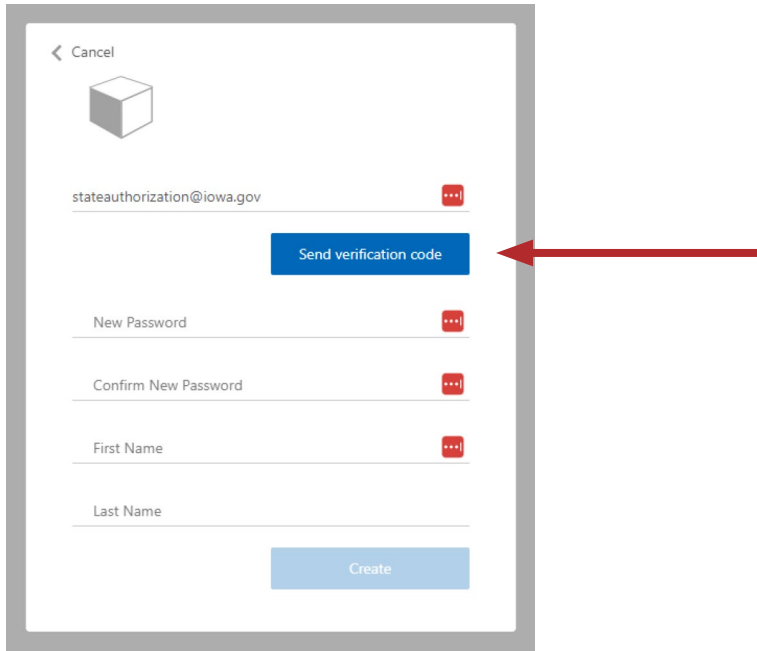
Create an Account

1. Select the application from IDOE State Authorization website
<https://educate.iowa.gov/higher-ed/authorization>
2. Select **“Sign up now”** to create an account



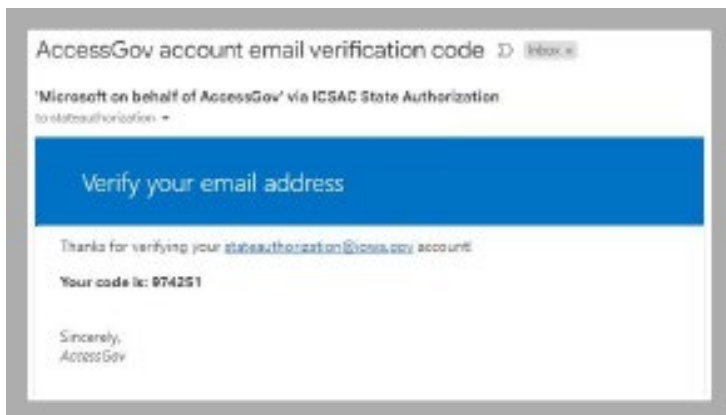
The screenshot shows a sign-in page with a logo at the top left. Below the logo is the heading "Sign in with your email address". There are two input fields: "Email Address" and "Password". A link "Forgot your password?" is located below the password field. A blue "Sign in" button is positioned below the "Forgot your password?" link. Below the "Sign in" button is the text "Don't have an account?" followed by a blue link "Sign up now". A red arrow points from the right side of the page to the "Sign up now" link. Below the "Sign in with your email address" section is the heading "Sign in with your social account". There are three buttons for social login: "NIC Employees", "Google", and "Microsoft".

3. Enter school email address and select **“Send Verification Code”**

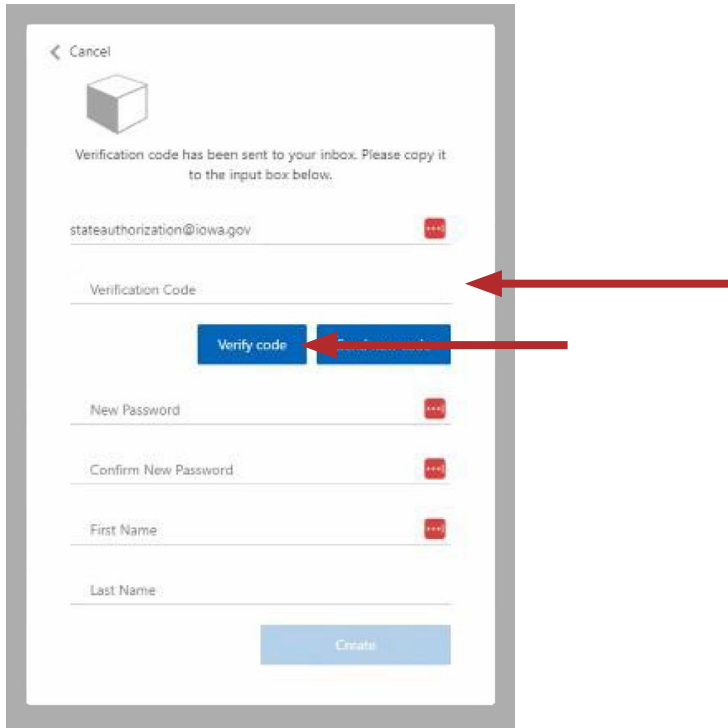


A screenshot of a mobile application registration screen. At the top left, there is a back arrow and the word "Cancel". Below this is a 3D cube icon. The screen contains several input fields: "stateauthorization@iowa.gov" (with a red eye icon to its right), "New Password", "Confirm New Password", "First Name", and "Last Name", each with a red eye icon to its right. A blue button labeled "Send verification code" is positioned below the email field. A red arrow points from the right side of the screen to this button. At the bottom center, there is a light blue button labeled "Create".

4. Wait for email notification from **AccessGov** with your **verification code**



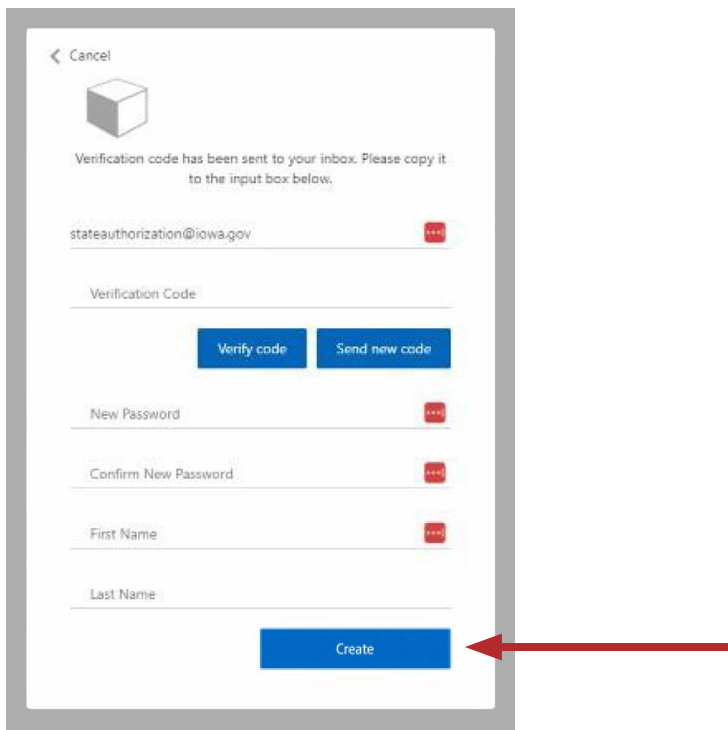
5. Return to account creation screen and **enter the verification code** received; select **Verify Code**



The screenshot shows a mobile application interface for account creation. At the top left, there is a back arrow and the word "Cancel". Below that is a 3D cube icon. A message reads: "Verification code has been sent to your inbox. Please copy it to the input box below." The email address "stateauthorization@iowa.gov" is displayed with a red eye icon to its right. Below the email is a "Verification Code" input field. A red arrow points to this field. Underneath the input field are two blue buttons: "Verify code" and "Send new code". A second red arrow points to the "Verify code" button. Below these are fields for "New Password", "Confirm New Password", "First Name", and "Last Name", each with a red eye icon. At the bottom is a blue "Create" button.

6. Create **new password** and **confirm new password**, **enter first name** and **last name**

7. Select **Create**



This screenshot is identical to the one above, showing the account creation screen. The "Verify code" and "Send new code" buttons are visible. A red arrow points to the blue "Create" button at the bottom of the screen.

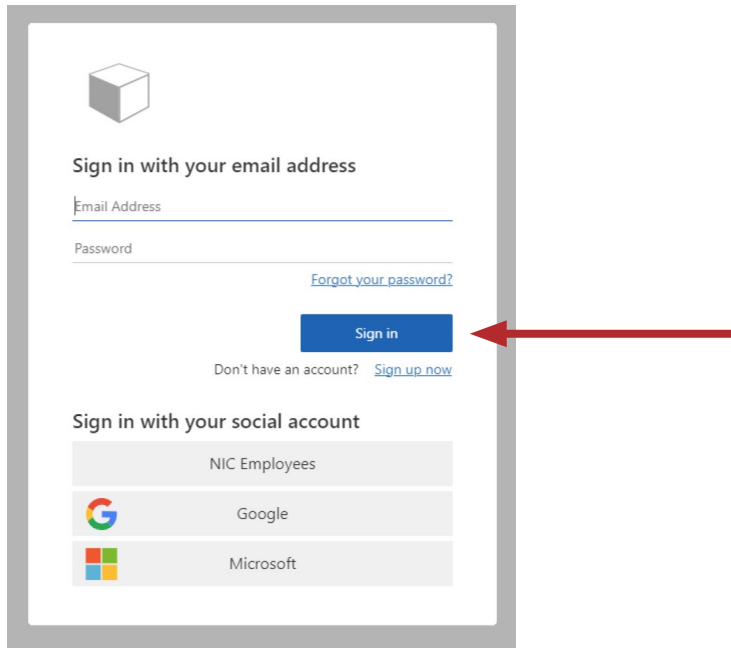
The system will redirect you to the selected authorization application. Sign in as an existing user

Sign in as an existing user

Select the **application** from **IDOE State Authorization website**

Enter **email address** and **password**

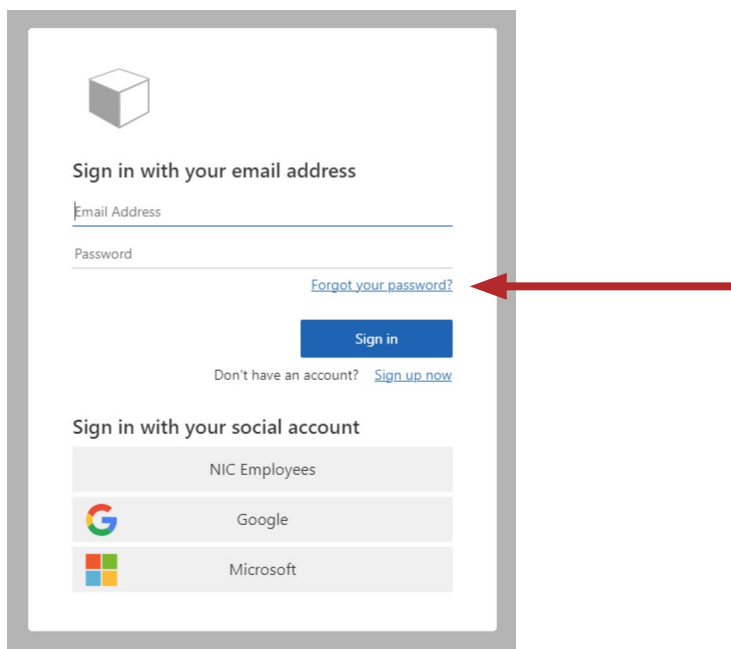
Click on **Sign In**



The screenshot shows a sign-in form with a cube icon at the top left. Below the icon is the heading "Sign in with your email address". There are two input fields: "Email Address" and "Password". A blue link "Forgot your password?" is positioned below the password field. A blue "Sign in" button is located below the "Forgot your password?" link. A red arrow points to the "Sign in" button. Below the "Sign in" button is the text "Don't have an account? [Sign up now](#)". Underneath is the heading "Sign in with your social account" followed by three buttons: "NIC Employees", "Google", and "Microsoft".

Reset Password

If you forget your password, select **"Forgot your Password"**



This screenshot is identical to the one above, showing the sign-in form. However, a red arrow points to the blue link "Forgot your password?" instead of the "Sign in" button.