



Instructions: School Board Officers Application

General Overview

Purpose

Information provided in the School Board Officers application is used to populate Department email distribution lists and other communication. Working to timely update contact information for district stakeholders ensures the correct routing of Department communications.

Contact information for the following positions is collected through this application:

- Board President
- Board Vice-President
- Board Secretary
- Board Treasurer
- Other Board Members
- CFO/School Business Official
- Building & Grounds
- Transportation Director/Supervisor
- *Auditor (optional)*
- *Additional Financial Officer 1 (optional)*
- *Additional Financial Officer 2 (optional)*

Information Update Due Date: December 15 (and as changes occur)

The School Board Officers application updates are due annually by December 15. However, districts are encouraged to update the application throughout the year as people or contact information for key stakeholders changes to ensure the Department has the most accurate contact information at all times.

Please note: the district superintendent contact and information is updated through the School Information Update application, also found in the EdPortal.

Contact Information

Questions relating to using the application (e.g., editing, adding positions) can be directed to Holli Marolf at 515-281-5812 or holli.marolf@iowa.gov. Questions relating to accessing the application should be directed to the district's portal security officer.

Instructions to Update Application

EdPortal website landing page: <https://portal.ed.iowa.gov/iowalandingpage/Landing.aspx>

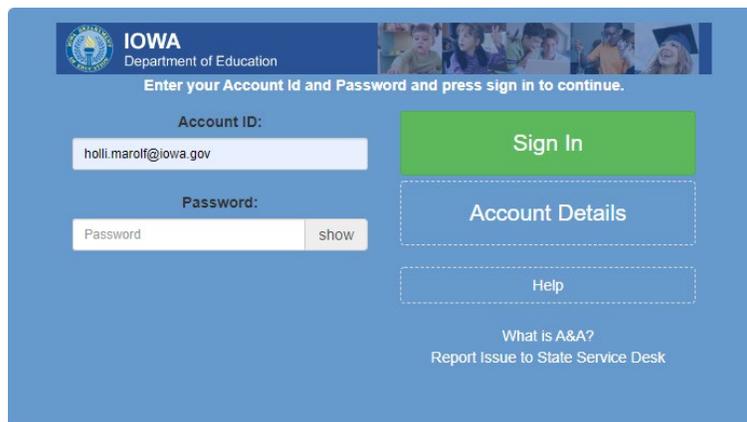
1. Go to EdPortal website.
2. Click on A&A Account Sign-In button at the top of the page.

A&A Account Sign-In

Enterprise A&A sign-in page opens

3. Enter account credentials and sign in.

Please note: The “Account ID” and “Password” are individually assigned. The school district’s portal security officer (typically an administrator such as the superintendent or business manager) is responsible for granting access to district users for applications on the EdPortal.



The screenshot shows the EdPortal A&A Account Sign-In page. At the top, there is the Iowa Department of Education logo and a banner with the text "Enter your Account Id and Password and press sign in to continue." Below this, there are two input fields: "Account ID:" with the value "holli.maroff@iowa.gov" and "Password:" with a "show" button. To the right of these fields is a green "Sign In" button. Below the "Sign In" button are two dashed boxes: "Account Details" and "Help". At the bottom, there are links for "What is A&A?" and "Report Issue to State Service Desk".

4. Once logged in, the next screen will look similar to the EdPortal landing page. At the top of the page, click on **EdInfo > School Board Officers** to enter into the application.



Application menu screen

- The application begins on the School Board Officers summary page. Edit existing or add new contact information as needed.

Edit

To the left of each position name is an EDIT button. Click on this button to edit existing information. A new window will appear in which the information can be changed. To save newly entered information click on UPDATE. To disregard changes and return to the summary page, click ABANDON.

Add

If contact information is missing for a designated position, there will be an ADD button next to the position's title. Click on this button to add contact information accordingly.

Continue the EDIT/ADD process from the summary page until all positions have been entered and/or updated.

Delete

To the right of each populated position is a DELETE button. Clicking on this button will eliminate the contact record. The position will then reflect as missing and new contact information may be added.

2022 - 2023 School Board Officers

	Title	Last Name	First Name	Term End Month/Year	
Edit	President	Smith	Jane	11/2025	Delete
Edit	Vice-President	Clark	Bob	11/2023	Delete
Add	Board Secretary				Delete
Add	Board Treasurer				Delete
Edit	Board Member	Jones		11/2023	Delete

Additional Instructions

Entry Form Details

Enter the home address and phone number.

You must click UPDATE to save changes...The Set District button does NOT save changes!

Title	Last Name	First Name
<input type="text" value="Board Membe"/>	<input type="text"/>	<input type="text"/>
PO Box		
<input type="text"/>		
Street Address		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	<input type="text" value="IA"/>	<input type="text"/>
Email		
<input type="text"/>		
Area Code	Phone Prefix	Phone Line Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Term End Month	Term End Year	
<input type="text" value="09"/>	<input type="text" value="2023"/>	

Thank you for taking the time to ensure the Department has the opportunity to communicate directly with key district stakeholders.