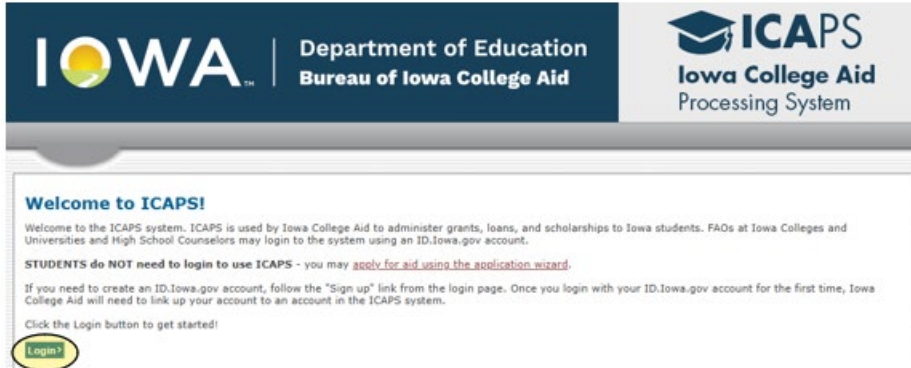


Two Factor Authentication Guide

Initial Login/Set Up

1. Go to ICAPS website: icaps.iowacollegeaid.gov
2. Click "Login"



3. Enter your email address and Click "Sign Up"

IOWA
ID Preview www.gov.id.iowa.gov (Monday-Friday)

State of Iowa ID PREVIEW Sign In or Sign up below

Username
Typically your email address (NOT @IOWAID)


Keep me signed in

Next

[Unlock account?](#)
[Help](#)

Don't have an account? [Sign Up](#)

4. Enter your first and last name, work email address and click the "Sign Up" button. Make sure to enter the email address associated with your existing ICAPS account.



Sign up


First name

Last name

Email

[Already have an account?](#)

5. Choose to set up via email



Set up security methods

Ⓜ [REDACTED]

Security methods help protect your
IDPreview.iowa.gov / iowa-
ID.OktaPREVIEW.com account by ensuring only
you have access.

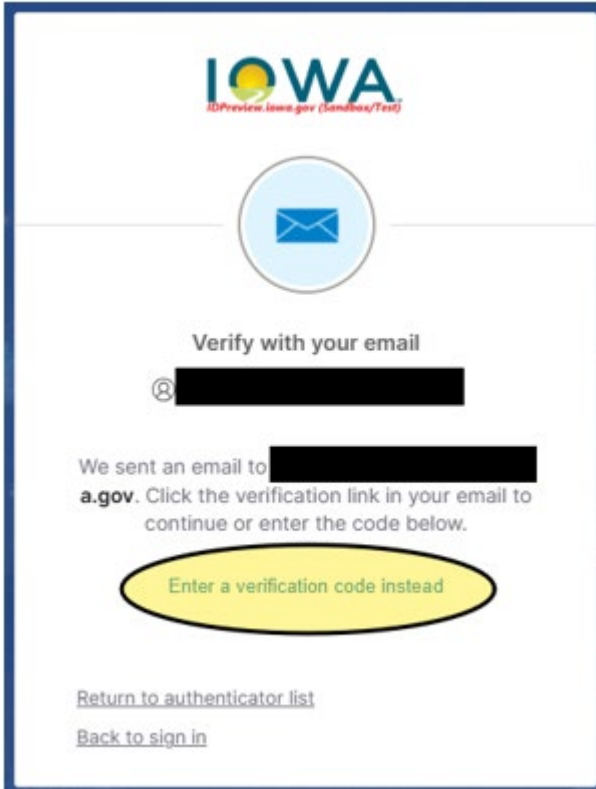
Required now

Email
Verify with a link or code sent to your
email

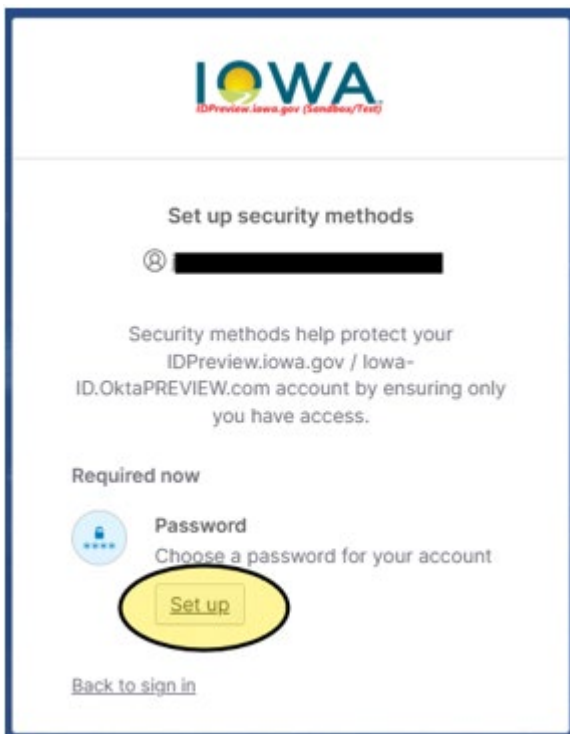
Password
Choose a password for your account

[Back to sign in](#)

6. Once you obtain the code from your email, click the link to “Enter a verification code instead”.



7. Next, set up with a password



8. Enter the password twice and click next

IOWA
Iowa's Online Workforce Agency

Set up password

Password requirements:

- At least 12 characters
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 30 passwords

Enter password

Re-enter password

Next

[Return to authenticator list](#)
[Back to sign in](#)

9. Select to receive your phone authentication via SMS. Enter your phone number and click “Receive a code via SMS”

IOWA
Iowa's Online Workforce Agency

Set up phone authentication

Enter your phone number to receive a verification code via SMS.

SMS
 Voice call


Country/region
United States

Phone number
+1

Receive a code via SMS

[Return to authenticator list](#)
[Back to sign in](#)

10. Enter the code and click “Verify”



Set up phone authentication

[Redacted]

A code was sent to your phone. Enter the code below to verify.
Carrier messaging charges may apply

Enter Code

Verify

[Return to authenticator list](#)
[Back to sign in](#)

You are set up and ready to login to ICAPS. Go to icaps.iowacollegeaid.gov and click the login button. Each time you login in the future you will click the login button.