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"

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.

5. Choose to set up via email

6. Once you obtain the code from your email, click the link to "Enter a verification code instead".
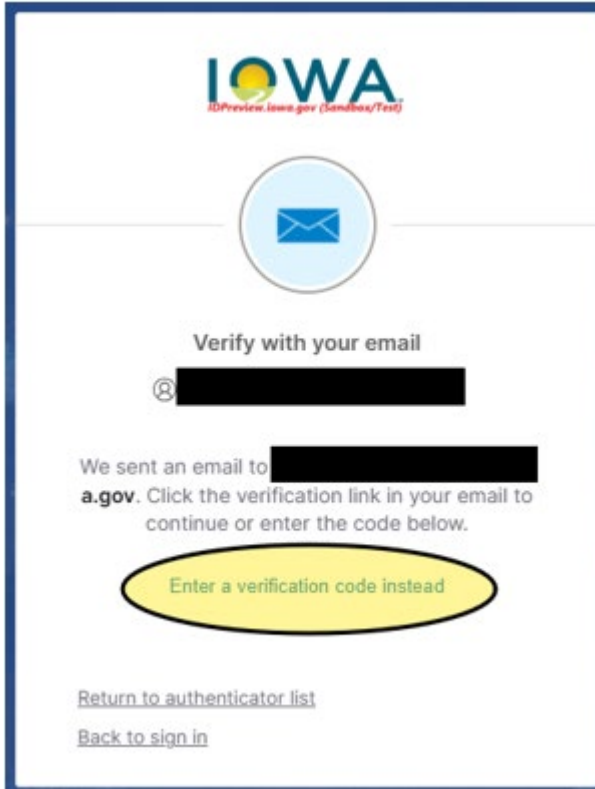
7. Next, set up with a password
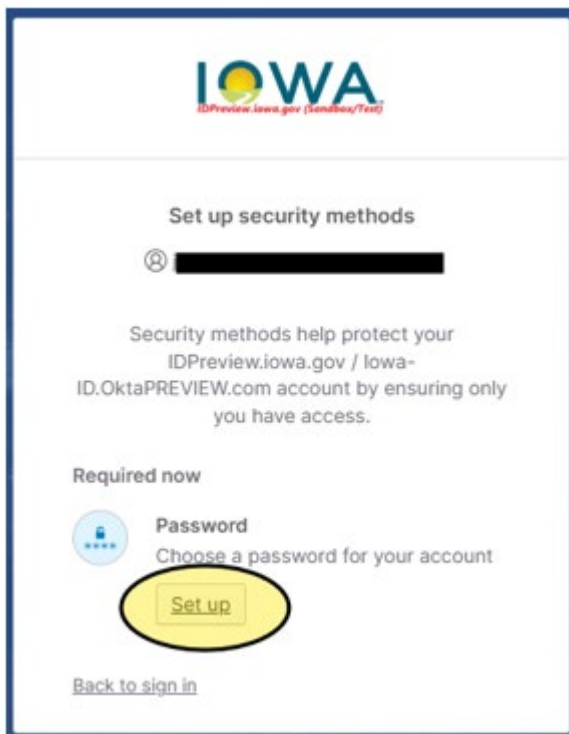
8. Enter the password twice and click next

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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"

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Set up phone authentication

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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

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.