

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"

A screenshot of the "State of Iowa ID PREVIEW Sign In or Sign up" page. The page has a blue header with the IOWA logo. Below the header, it says "Sign In or Sign up below". There is a "Username" field with a hint "Typically your email address (NOT @IOWAID)". Below the field is a "Keep me signed in" checkbox. A blue "Next" button is positioned below the checkbox. At the bottom, there are links for "Unlock account?" and "Help". A yellow circle highlights the "Sign up" link at the bottom right of the page.

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

Sign Up

[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.

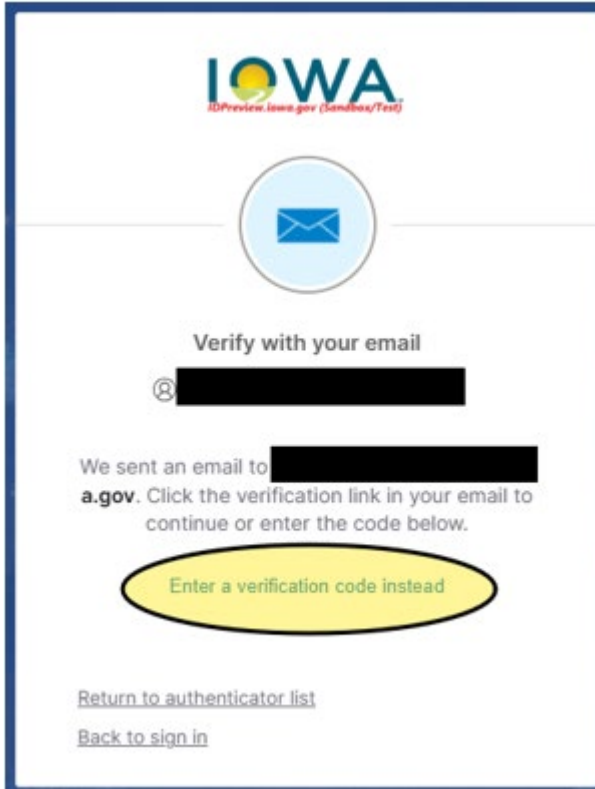
Required now

Email
Verify with a link or code sent to your email
Set up

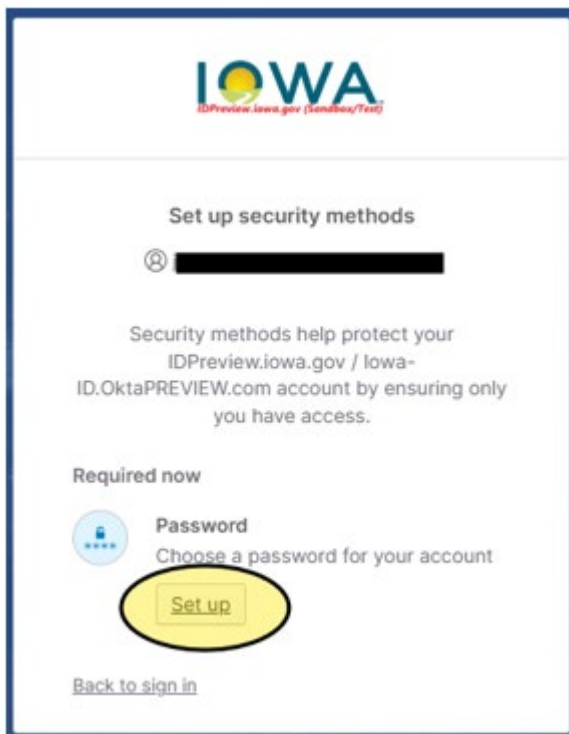
Password
Choose a password for your account
Set up

[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
Efficient. Iowa goes. (Landmark/True)

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
Efficient. Iowa goes. (Landmark/True)

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

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.