

INSTRUCTIONS FOR ACCESSING THE CONSOLIDATED ACCOUNTABILITY AND SUPPORT APPLICATION (CASA) THROUGH THE IOWA EDUCATION PORTAL

What do I need to get started?

The Iowa Department of Education utilizes the Okta Identity and Access Management Tool system (ID.iowa.gov) as the authentication sign-in. The first step to having access to the [Iowa Education Portal](#) and CASA is by creating an Okta Account.

I have an Okta Account and am able to access the Iowa Education Portal. How do I request access to CASA?

Step-by-step instruction for requesting access are:

1. Go to "My Profile" (upper right-hand corner).
2. Click on "Edit" (lower center).
3. Click on "Request Role(s)."
4. Verify your boxes are set to the organization that you want to access.
5. Select the application of "CASA" and a role.
6. If all looks good, click SAVE.
7. Wait for access to be approved.

Which Organization Type should I choose?

- Nonpublic users should choose their building for all submissions.
- Public school users may only request district level access.

*SPECIAL NOTE:

All building level collections are limited to the building Principal or the nonpublic Lead Administrator. **District and AEA personnel will not be granted building level access.**

Building Level Collections Examples (Submitted by Principal ONLY)	District Level Collections Examples
Assurance for Proper and Ethical Test Administration	Consolidated Applications (Title Programs)
ESSA – Targeted Questions & Action Plan	Desk Audits – K12 and Preschool
FAFSA Designee	Gifted and Talented Plan

Which CASA role should I request in EdPortal??

All Users – CHOOSE ONLY ONE

- CASA_Submit – For those responsible for final submissions to the State. This role includes all viewing and editing functions.
- CASA_Edit – For those who will edit required content but who are not responsible for final submission. This role includes viewing functions.
- CASA_View – This role is read only. No editions or submissions are allowed.

*SPECIAL NOTE:

Do not choose any other role that you may see in the list. All other roles are special roles assigned by the Department and your request **will be denied**. The consolidated application designee must be requested by the superintendent or AEA Chief Administrator through the contact tile on the Consolidated Application dashboard.

Questions about special roles should be directed to ed.portal@iowa.gov or 515-725-2040.

State Level Users – Contact Robert Barleen at robert.barleen@iowa.gov before requesting access.