



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

What do I need to get started?

A&A Account – you must have an A&A Account set up in order login to the Iowa Education Portal

- Think you might have an A&A account but forgot your user ID or password? Start here!
• Need to create an A&A account? Start here!
• Need to update your email address or name? Start here!

Note: You DO NOT need to create additional A&A accounts if you are changing schools or districts!

I have an A&A 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 found here.

- First time user? Start on page 1.
• Existing Portal user? Start on page 4.

Which Organization Type to choose?

- Nonpublic users should choose their building for all submissions
• Public school users may need to request building level access, district level access or both depending on which of the following submissions you're responsible for.

\*SPECIAL NOTE: All building level collections are limited to building level personnel. In most cases, there is no need for anyone other than building principal to have access at the building level. District and AEA personnel will not be granted building level access.

Table with 2 columns: Building Level Collections (Submitted by Principal ONLY) and District Level Collections. Rows include Assurance for Proper and Ethical Test Administration, ESSA - Targeted Questions & Action Plan, ESSA - Comprehensive Questions & Action Plan, SAMI, CSIP, Desk Audits - K12 and Preschool, and Consolidated Application (Title Programs).

Which Role should I choose?

All Users - CHOOSE ONLY ONE

- CASA\_Submit – For those responsible for final submissions to the State.
CASA\_Edit – For those who will edit required content but who are not responsible for final submission.
CASA\_View – This role is read only.

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 Mike Wright at mike.wright@iowa.gov

State Level Users – Contact Mike Wright at mike.wright@iowa.gov before requesting access.