# IowaGrants Login Instructions
## First-Time & Returning Users

Note: These directions are for users who are new to IowaGrants as well as current users who are logging in for the first time since the launch of the new IowaGrants platform on December 12, 2022.
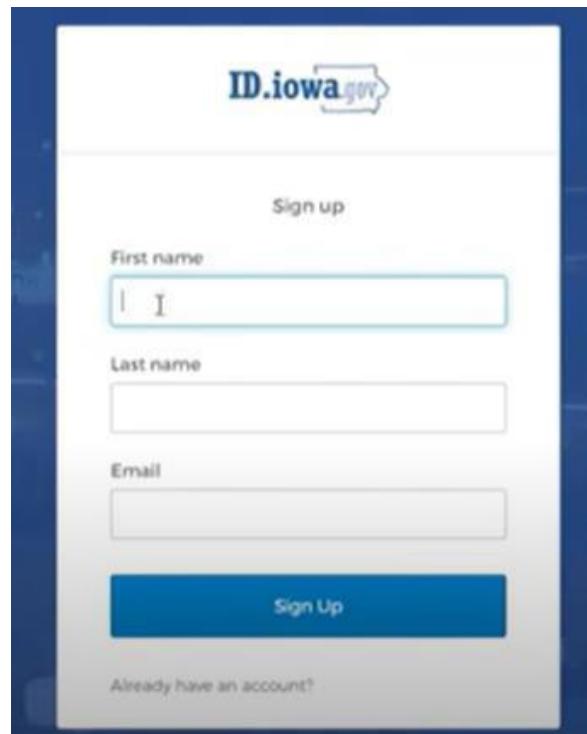
IowaGrants Login Steps:

1. Go to www.iowagrants.gov
2. Click the first blue button labeled **Click Here to Access Single Sign On Tool**.
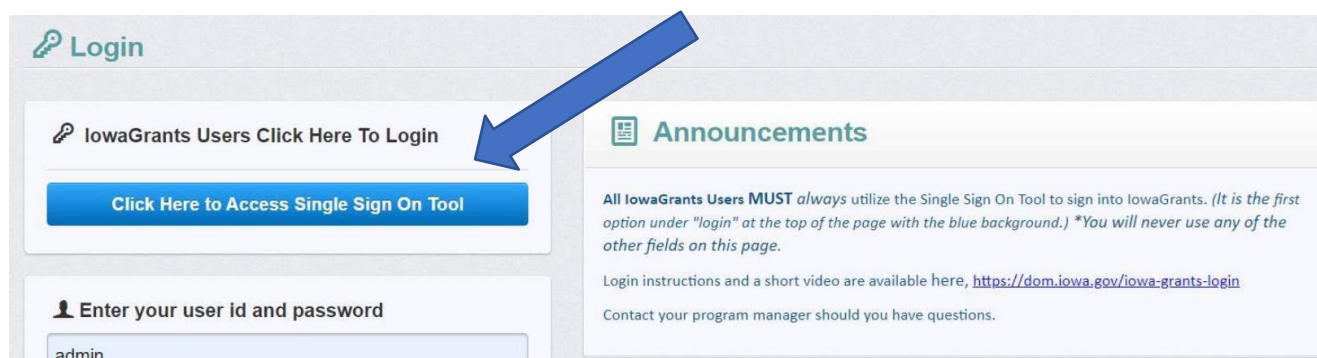
3. Go to the bottom of the window that appears and click **Sign Up**.
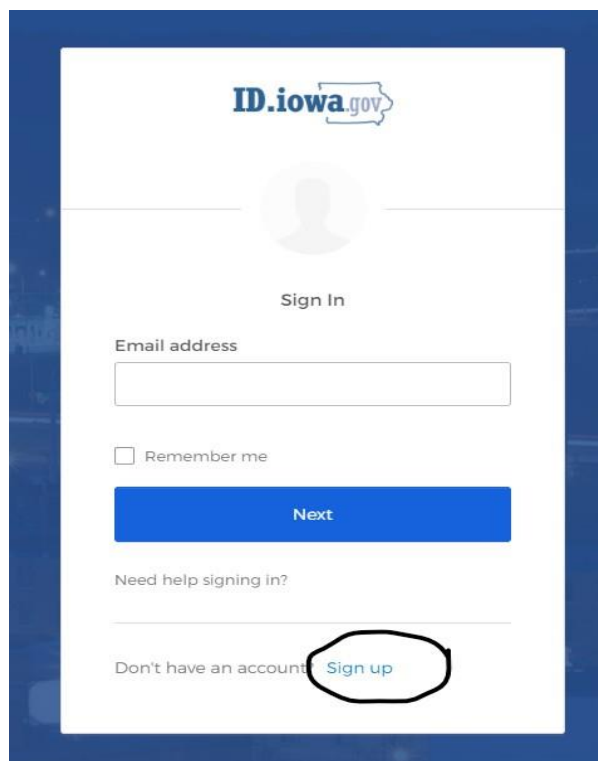
4. Enter your First name, Last name and a valid Email address. Click **Sign Up**.

Note: Stop and read the following to determine next your next steps.

1. If you receive this red message, your email address is found, which means that you have already logged into the IowaGrants security system, called OKTA.
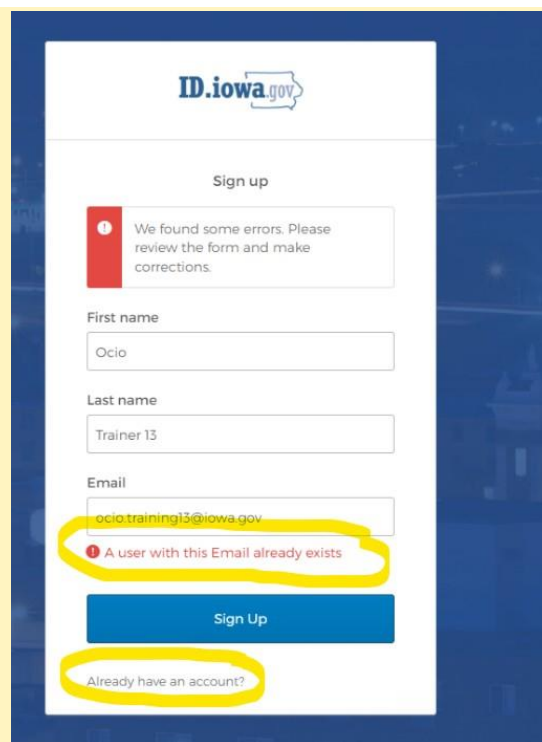
    Click **Already have an account?** at the bottom of the screen.

    On that screen, enter the same email address from step 4 and click Enter.
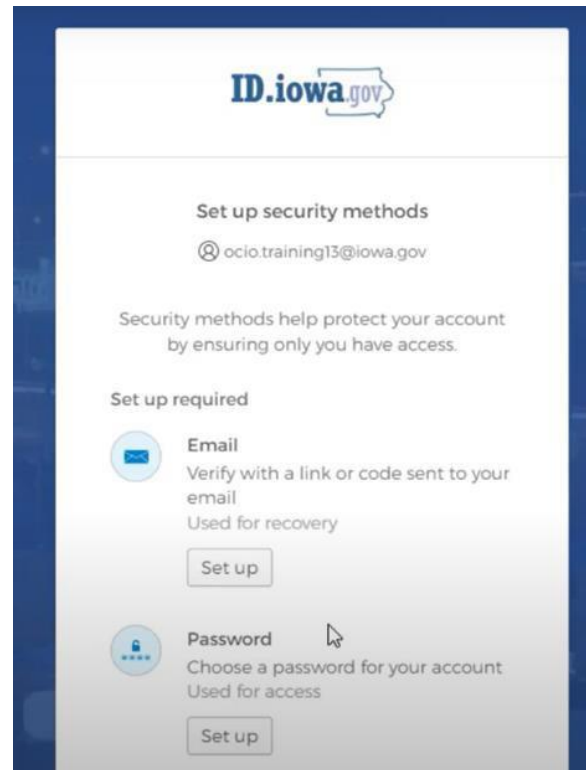
    Enter your password and click Next. (If you forgot your password, click **Forgot Password** at the bottom of that screen.)

    You will be sent directly to your IowaGrants account and you are finished with this one-time OKTA set up.
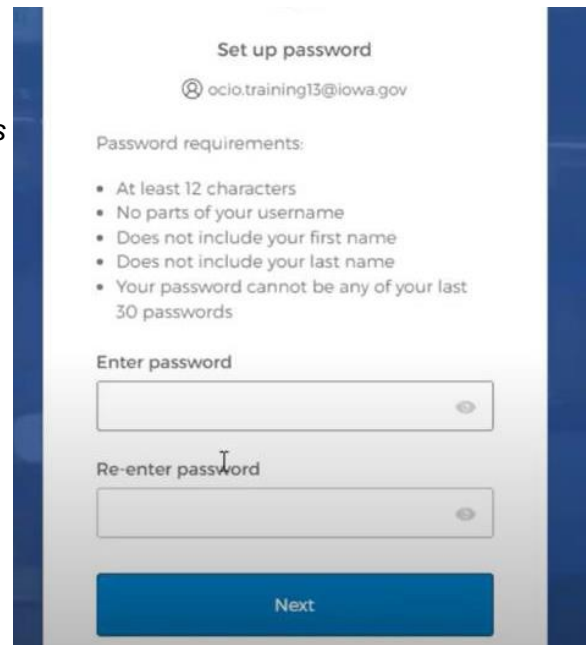
2. If you did not receive this message, please continue with the directions below.
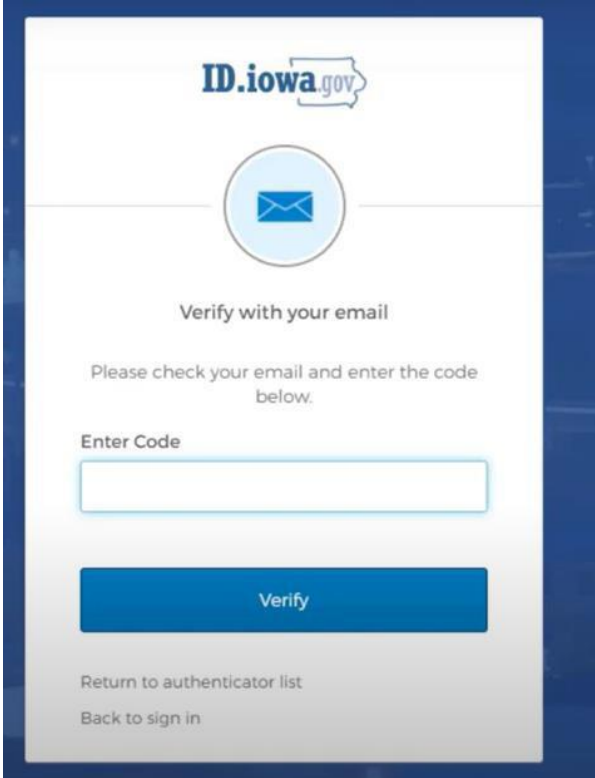
5. Under Password click **Set up**.

6. Set your password and re-enter it.
Click **Next**.
Passwords must be at least 12 characters and cannot contain part your username, first name or last name.

7. To verify your email address, go to your email inbox and find an email from **admin@id.iowa.gov**. (Check your Spam and other folders, if needed.)

   Once found, enter the 6-digit verification code in the email and click **Next**.

8. This screen will help you set up multi-factor identification for your IowaGrants account. You have the option to set up this identification using your phone number or email address. Follow the prompts to set up your preferred identification method.

   If you choose not to set up multifactor identification, choose **Set Up Later** at the bottom of the screen.

9. Once you have chose one of the options in step 8, you will be directed to IowaGrants to complete your registration. Enter all of the information in the Registration screen and then click the **Save Registration Information** button on the top right corner.

You will receive an email message from iowa.grants@mail.webgrantscloud.com with final instructions.

For further questions, please contact your IowaGrants program manager:

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