



Oct. 4, 2023

# Iowa EdPortal & STICS Application Instructions

## A&A Account Information

[Setup Help and FAQs](#)

[Request Support](#)

## EdPortal Online Training

**Note:** If you are trying to go to the Portal from any of the documents below, open the portal from a new web page browser. Opening from the documentation page is just trying to open another document.

- [Verify an A&A account or recover user id or user password.](#)
- [If you are a first-time EdPortal user – create an A&A account.](#)
- [Once you are an EdPortal user, request access to the STICS application.](#)
- [EdPortal Navigation – getting around and accessing applications.](#)
- [What do when you need to change organizations in EdPortal.](#)
- [A&A Account Maintenance – updating personal information, resetting password, or finding A&A account ID.](#)

## State of Iowa Curriculum System (STICS)

Users can request "role" access to the application via EdPortal.

Above are tutorial guides already built by the Iowa EdPortal team for how to register for an account and request access to applications.

**If creating your EdPortal account, ensure that you select your district as the “administrative organization,” not the Iowa Department of Education.**

STICS is a “sub-application” of the “EdApps” application.

**Step 1: Click on “my profile” in the upper right-hand corner. Double-check that your school district is displayed in the yellow drop-down field below your name.**

A screenshot of the Iowa Department of Education EdPortal user interface. The header features the Iowa Department of Education logo and name. Below the header, there is a navigation menu with links for Home, Directory, EdInsight, EdInfo, and EdApps. On the right side of the header, the user's name "Jeffrey Fletcher" is displayed, along with a "My Profile" link (highlighted with a red box) and a "Logout" link. Below the user's name, there is a yellow drop-down menu showing "Iowa State Department of Education" with a downward arrow.



Step 2: Scroll down to the bottom-center of the screen and click the blue “edit” button

IOWA
Department of Education
Jeffrey Fletcher [My Profile](#) [Logout](#)
Iowa State Department of Education

[Home](#) [Directory](#) [EdInsight](#) [EdInfo](#) [EdApps](#)

[Directory](#) [Users](#) [My Profile](#)


**My Profile Information**

<b>First Name</b> Jeffrey	<b>Last Name</b> Fletcher	<b>Status</b> Active			
<b>Administrative Organization</b> Iowa State Department of Education					
<b>Address</b>					
<b>Street 1</b> 400 E. 14th Street	<b>Street 2</b>	<b>City</b> Des Moines			
<b>State</b> Iowa	<b>Zip</b> 50319	<b>Phone</b>			
<b>Extension</b>	<b>Email</b> jeffrey.fletcher@iowa.gov				
<b>Notes</b>					
<b>Assigned Roles</b>					
Application	Security Organization	Role	Security Officer	Status	Date
<a href="#">CAR 2022 Upload and Reports</a>	Iowa State Department of Education	CAR - Chart of Accounts - 2022 Browse		Assigned	08/19/2019
<a href="#">CAR 2023 Upload and Reports</a>	Iowa State Department of Education	CAR - Chart of Accounts - 2023 Browse		Denied	03/22/2019
<a href="#">CAR 2023 Upload and Reports</a>	Iowa State Department of Education	CAR - Chart of Accounts - 2023 Browse		Assigned	
<a href="#">Collection Notes</a>	Iowa State Department of Education	CNSchoolImp		Assigned	08/19/2019
<a href="#">Community College</a>	Iowa State Department of Education	Community College Members		Assigned	08/19/2019
<a href="#">Directory</a>	Iowa State Department of Education	Search User		Assigned	03/29/2022
<a href="#">EdInsight</a>	Iowa State Department of Education	6 - Analyst (with FRL)		Approved	10/09/2020
<a href="#">Portal</a>	Iowa State Department of Education	Portal		Assigned	08/19/2019
<a href="#">Secondary CTE Reporting Application</a>	Iowa State Department of Education	Secondary CTE Reporting Application Update		Assigned	08/19/2019
<a href="#">STICS</a>	Iowa State Department of Education	STICS_DE_consultant		Assigned	05/05/2023

Edit
Cancel



Step 3: At the bottom-center of that screen, click on blue “Request Role(s)” button.

 **IOWA**  
Department of Education

Jeffrey Fletcher My Profile Logout  
Iowa State Department of Education

Home Directory EdInsight EdInfo EdApps

**Directory + Users**

User Information

My Profile

First Name*	Last Name*	
Jeffrey	Fletcher	
Email*	Street 1	Street 2
jeffrey.fletcher@iowa.gov	400 E. 14th Street	
City	Phone [Ex:xxx-xxx-xxxx]	Zip
Des Moines		50319
State	Extension	
Iowa		
Administrative Organization*	Organization Code	
Iowa State Department of Educati	0000-0000 (Iowa State Departme	

Check the box

- if you could not find your administrative organization  
- if you would like your selection for administrative organization reviewed

Notes

Save Cancel

- Click the “Save” button above if you changed your administrative organization. You will see a confirmation screen on the next page.
- Do not need to change your administrative organization? Click the “Request Roles” button below if you need to request applications and roles.

**Request Role(s)**



## Step 4: Make these selections:

1. Categories: Pk-12 Public/Non Public
2. Organization Type: K12-Public
3. State: Iowa State Department of Education
4. AEA/Dioceses: Heartland AEA (select your AEA)
5. District/System: Ankeny CSD (select your district name)
6. Organization: Leave Blank
7. Application: Select "EdApps"
8. Sub-Applications: Select "STICS"
9. Role(s): Select "STICS\_Dist\_Instructor"
10. Click "Request Role(s)"

**Directory** → **Users** → **Role Assignment**

Role assignment \* Fields are mandatory

User Name\*  
Jeffrey Fletcher

Categories* Pk-12 Public / Non Public	Groups* K12-Public	Organization Types* Public School District
State Iowa State Department of Education	AEA/Dioceses Heartland Area Education Agency	District/System Ankeny Comm School District (Ankeny)

Organization

Application* EdApps	Sub-Applications STICS	Role(s)* STICS_Dist_instructor
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Application Description :

## Additional Notes

**Email: Keep the email address associated with your A&A account up to date.** Failure to do so may result in an inability to access your applications within the portal.

- Click on the "Sign In" tab found under the "A&A Account".
- Enter your Account ID and password, click on "Account Details" (Do not press sign in).
- Enter the email and confirm email, verify both emails match.
- Save and continue on to the Portal.

**Changing schools or Districts?** No need to create a new A&A account, instead update your A&A information by changing your administrative organization and requesting application access.

**Can't find your applications?** Check your Organization drop-down menu in the upper right-hand corner of the screen. Your application access may be set to a building.

**Browser Compatibility:** EdPortal - Firefox, Chrome, and Internet Explorer 10 are recommended

If you have questions or need assistance, contact [ed.portal@iowa.gov](mailto:ed.portal@iowa.gov) or 515-725-2040.