

August, 2025

Iowa EdPortal & STICS Application Instructions

Important Reminders

- **Changing work locations?** Create a new Okta account.
 - **Changed your name or your email address?** Create a new Okta account.
 - Do not update your email on your current Okta account (I.e., existing IowaGrants account users, which also utilizes Okta).
1. Navigate to <https://portal.ed.iowa.gov/iowalandingpage/landing.aspx>
 2. Don't have an Okta account id?
 3. On the menu, click "Sign-in", go to the "Don't have an account? Sign-up" link (found at the bottom center).



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 are recommended

If you have questions or need assistance, please contact ed.portal@iowa.gov or 515-725-2040.

Ensuring all students experience a world-class education.

State of Iowa Curriculum System (STICS)

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

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

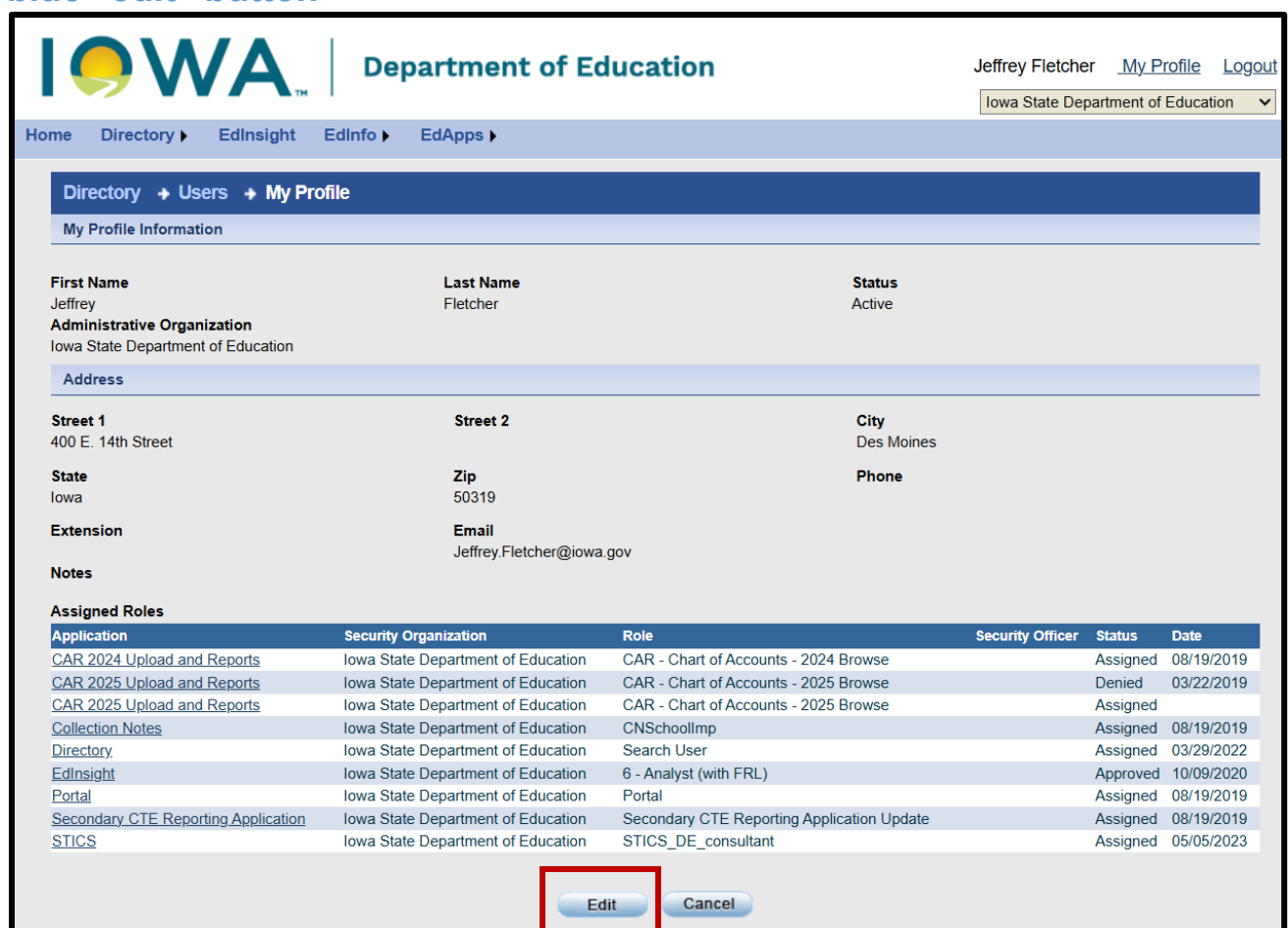
STICS is a "sub-application" of the "EdApps" application.

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.



The screenshot shows the top navigation bar of the Iowa Department of Education website. The logo 'IOWA Department of Education' is on the left. On the right, the user 'Jeffrey Fletcher' is logged in, with a red box highlighting the 'My Profile' link. Below the user name is a yellow dropdown menu currently showing 'Iowa State Department of Education'. A blue navigation bar below contains links: Home, Directory, EdInsight, EdInfo, and EdApps.

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




The screenshot shows the 'My Profile' page. The breadcrumb trail is 'Directory > Users > My Profile'. The page is divided into sections: 'My Profile Information', 'Address', and 'Assigned Roles'. The 'My Profile Information' section shows 'First Name: Jeffrey', 'Last Name: Fletcher', and 'Status: Active'. The 'Administrative Organization' is 'Iowa State Department of Education'. The 'Address' section shows 'Street 1: 400 E. 14th Street', 'Street 2', 'City: Des Moines', 'State: Iowa', 'Zip: 50319', and 'Phone'. The 'Assigned Roles' section is a table with columns: Application, Security Organization, Role, Security Officer, Status, and Date.

Application	Security Organization	Role	Security Officer	Status	Date
CAR 2024 Upload and Reports	Iowa State Department of Education	CAR - Chart of Accounts - 2024 Browse		Assigned	08/19/2019
CAR 2025 Upload and Reports	Iowa State Department of Education	CAR - Chart of Accounts - 2025 Browse		Denied	03/22/2019
CAR 2025 Upload and Reports	Iowa State Department of Education	CAR - Chart of Accounts - 2025 Browse		Assigned	
Collection Notes	Iowa State Department of Education	CNSchoolImp		Assigned	08/19/2019
Directory	Iowa State Department of Education	Search User		Assigned	03/29/2022
EdInsight	Iowa State Department of Education	6 - Analyst (with FRL)		Approved	10/09/2020
Portal	Iowa State Department of Education	Portal		Assigned	08/19/2019
Secondary CTE Reporting Application	Iowa State Department of Education	Secondary CTE Reporting Application Update		Assigned	08/19/2019
STICS	Iowa State Department of Education	STICS_DE_consultant		Assigned	05/05/2023

At the bottom of the page, there are two buttons: 'Edit' (highlighted with a red box) and 'Cancel'.

Step 3: At the bottom-center of that screen, click on blue “Request Role(s)” button. If the button is not working, then the application is requesting a review & confirmation of profile & contact information. Click the “save” button. Then, try to click the “Request Role(s)” button again.

 **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*

Jeffrey

Last Name*

Fletcher

Email*

Jeffrey.Fletcher@iowa.gov

Street 1

400 E. 14th Street

Street 2

City

Des Moines

Phone [Ex:xxx-xxx-xxxx]

Zip

50319

State

Iowa ▾

Extension

Administrative Organization*

Iowa State Department of Educati ▾

Organization Code

0000-0000 (Iowa State Departmei ▾

☐ 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. **Groups***: K12-Public
3. **Organization Types***: Public School District
4. **State**: Iowa State Department of Education
5. **AEA/Dioceses**: Heartland AEA (select your AEA)
6. **District/System**: Ankeny CSD (select your district name)
7. **Organization**: Leave Blank
8. **Application***: Select "EdApps"
9. **Sub-Applications**: Select "STICS"
10. **Role(s)**: Select "STICS_Dist_Instructor"
11. Click "Request Role(s)"

IOWA | Department of Education

Jeffrey Fletcher [My Profile](#) [Logout](#)

Iowa State Department of Education

Home Directory ▶ Edinsight EdInfo ▶ EdApps ▶

Search ▶

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

Application Description :

Request Role(s) Done

Additional Notes

Changing schools or Districts? Create a new Okta account.

Changed your name or your email address. Create a new Okta account.

Do not update your email on your current Okta account.

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.

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