# Guide to creating an NIC account

## Register for NIC ID

**Step 1:** Go to https://appengine.egov.com/submissions/Account/Login and select the NIC ID Sign in/Sign Up Button.



**Step 2:** Click on Sign up now.

**Step 3:** Enter your email address and click Send verification code
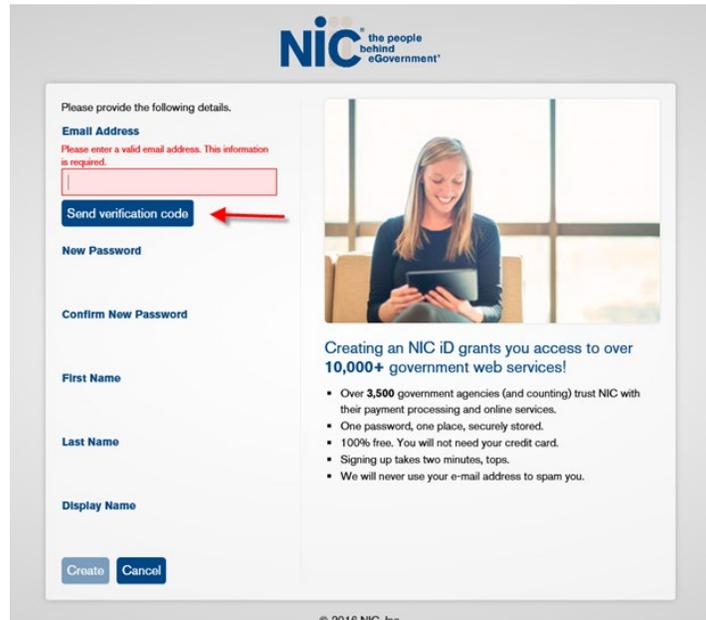


**Step 4:** Check your email for the code
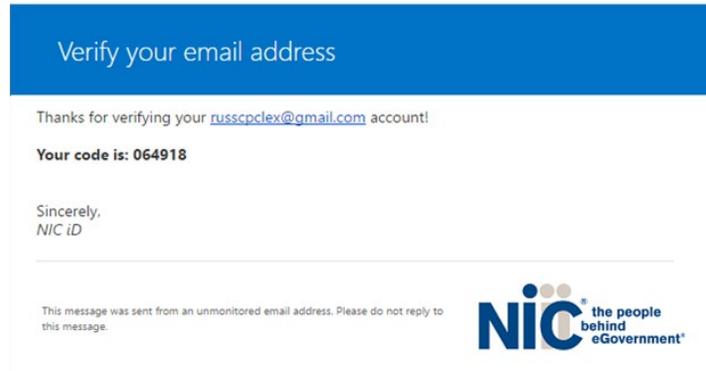
**Step 5:** Enter the Verification Code and click Verify Code



**Step 6:** Then create a New Password, confirm your Password, enter your First and Last name and your desired Display Name.  Then click Create. *(Note – Disregard "Not Allowed" notice after clicking Create, if applicable. Continue to Step 7.)*



**Step 7:** Return to https://educate.iowa.gov/higher-ed/authorization, select the intended registration, exemption, or financial responsibility application to begin.

# Password Reset

**Step 1:** Go to https://appengine.egov.com/submissions/Account/Login and select the NIC ID Sign in/Sign Up Button



**Step 2:** Select the 'Forgot your password?' link



**Step 3:** Enter your email address and select the Send Verification Code button

**Step 4:** Log into your email and view the email titled 'NIC ID account email verification code'
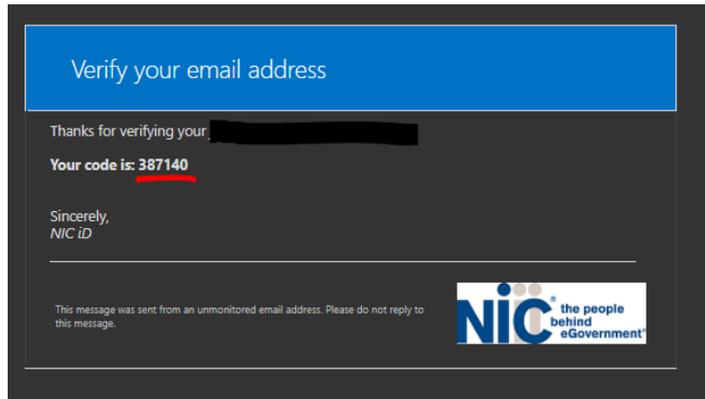


**Step 5:** Enter the Verification Code and Select the Verify Code button
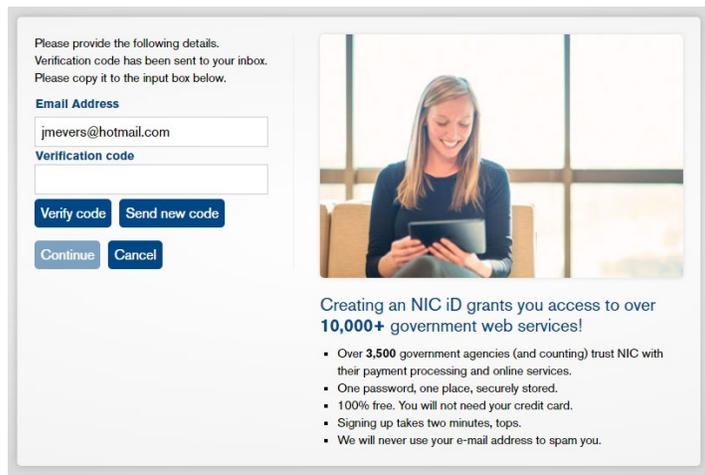


**Step 6:** If needed, updated your email address. Otherwise, select the Continue button
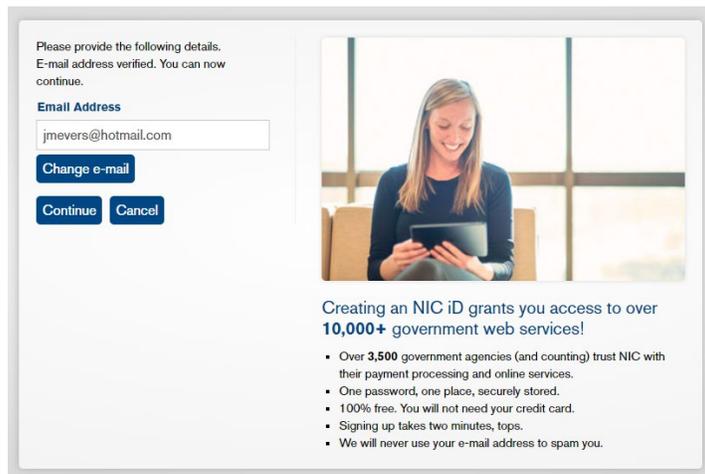
**Step 7:** Enter your new password and confirm it. Select the Continue button to save.



# Account Support

Contact [iowa-support@tylertech.com](mailto:iowa-support@tylertech.com)

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