

## APPENDIX D: IowaGrants.gov New User Registration Instructions

Are you new to IowaGrants.gov? Follow these basic instructions to create an account and begin your grant application.

1. Go to <http://www.IowaGrants.gov>

Help System Compatibility

Log In

### Welcome to IowaGrants.gov

Iowa's Funding Opportunity Search and Grant Management System

**FUNDING OPPORTUNITIES OFFERED BY IOWA STATE AGENCIES**

- [Grant Opportunities](#)
- [Loan Opportunities](#)
- [Bids/Purchases](#)
- [Licenses/Permits](#)

You do not need to register for Search access.

**ELECTRONIC GRANT MANAGEMENT SYSTEM**

Iowa Grants.gov allows you to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for this purpose are required to register.

- [Returning Users Sign In Here](#)
- [New Users Register Here \(Registration Instructions\)](#)

2. Click "New Users Register Here"
3. Enter your first and last name.

## DOM Electronic Grant Management System

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name: Mickey Register

Last Name: Mantiel Help

What is A&A?  
Report Issue to State Service Desk

Possibly have an account already?  
Click here for a listing of all A&A enabled applications.  
If you created an account for any of these applications you don't need to create a new account.

### Important!

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

4. Choose an Account ID name. Please note, this will be your user ID in the system.

Create Account

## DOM Electronic Grant Management System

Account Id:  
MickeyMantle@IOWAID

First Name:  
Mickey

Last Name:  
Mantle

Email:  
mmantle@test.com

Confirm Email:  
mmantle@test.com

[Save Account Details](#) [Cancel](#) [Help](#)

5. Click "Save Account Details." You may receive a pop-up message that asks if you want to continue with your registration. Click "OK."
6. Next you'll receive a confirmation email.

Registration Confirmation

## DOM Electronic Grant Management System

An email has been sent to the email address you provided.  
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

**Possible reasons you did not receive the email to confirm your account.**

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

7. Open the confirmation email and follow the instructions. You'll:
  - a. Click a confirmation link

- b. Choose security questions
  - c. Confirm a password
8. Go to [IowaGrants.gov](http://IowaGrants.gov) and into your account with your new username and password to finish activation.
  9. Enter your basic information and select your Program Area of Interest.

The screenshot shows a registration form titled "Personal Information". It includes fields for "Your Name" (First Name, Middle Name, Last Name), "Title", "Email", "Confirm Email", "Address", "City", "State/Province" (set to Iowa), "Postal Code/Zip", "Phone", "Ext.", and "Fax". At the bottom, there are dropdown menus for "Program Area of Interest" and "Agency" (currently showing "Administrative Services, Iowa Department of"). A blue "Register" button is in the bottom right corner. A red-bordered callout box with a white background contains the text: "While the system instructions do not make this clear, it is important that you select the correct program area is selected from the drop-down list. This will expedite registration." An arrow points from this box to the "Program Area of Interest" dropdown. Another arrow points from the bottom of the callout box to the "Register" button.

10. Click Register.
11. You're registration is now pending final system approval. You will receive a confirmation email once approval is complete.

*If you have any questions regarding these instructions or want additional assistance, please contact David Parziale, IWD's Grants Program Coordinator, at [david.parziale@iwd.iowa.gov](mailto:david.parziale@iwd.iowa.gov) or 515-725-9077.*