



March 23, 2015

Re: Comprehensive Planning Online Application – new login process

We are excited to announce that the Iowa DNR Comprehensive Planning online application has been updated to use the state's Enterprise Authentication and Authorization (A&A) @IOWAID user login. A user login is needed when a Planning Area or selected consultant completes the online application during the Comprehensive Plan Update process.

If you already have an @IOWAID user login, you will need to request access to the Iowa DNR Comprehensive Planning online application. If you don't have an @IOWAID user login, you will need to create one and then request access. More details are available in the attached instruction manual.

The upgrade to Enterprise A&A has several benefits:

- Users will now have an individual login.
- The database will have a higher security level, making data more secure.
- Users may now use the "forget password" function rather than having to call the DNR for assistance.
- Consultants will now only have one login for the entire database, rather than separate logins for each planning area they assist.

The planning area responsible official must dictate who will be allowed access to do online data entry for their planning area. Once an @IOWAID account is created, the responsible official can contact Becky Jolly at 515-725-8308 or becky.jolly@dnr.iowa.gov, or Angie Clark at 515-725-8301 or angie.clark@dnr.iowa.gov to get permissions assigned.

You may create an @IOWAID account at any time. Twelve (12) months prior to your comprehensive plan due date the Iowa DNR will send out a reminder with the municipal solid waste and recycling survey option letter and information regarding the new login process. During the Comprehensive Plan Update process, once the Planning Area submits all Municipal Surveys to the Iowa DNR, those designated for access will be able to log onto the online database using the @IOWAID user login.

If you have questions about DNR programs or this letter, please contact me at (515) 725-8319 or leslie.goldsmith@dnr.iowa.gov.

Sincerely,

Leslie Bullock Goldsmith, Land Quality Bureau

Creating an Enterprise A&A Account

Prior to data entry into the Comprehensive Planning Online Database, a user will need to create an Enterprise A&A account through the State of Iowa DAS online system.

- If you already have an @IOWAID user login, you will need to request access to the Iowa DNR Solid Waste Comprehensive Planning application.
- If you don't have an @IOWAID user login, you will need to create one and then request access.
- Users will now each have their own individual logins.
- Consultants who work with multiple planning areas will have one login and will choose the planning area for which they will input information after entering their user credentials.
- The planning area responsible official must dictate who will be allowed access to do online data entry for their planning area.

To create an account:

1. Go to <https://programs.iowadnr.gov/compplan/> then click on "Sign In".
2. This will take you to the Iowa Department of Administrative Services A&A site.
3. Once there select the "Create an Account" tab. Their website will explain how to create



an Enterprise A&A account.

DNR Solid Waste Comprehensive Planning



After an A&A account is established, or if you already have an account with the State of Iowa through the Enterprise A&A system, the next step is to contact the Iowa DNR to request privileges be assigned for the comprehensive planning area database.

Contact Becky Jolly at becky.jolly@dnr.iowa.gov or 515-725-8308 or Angie Clark at angie.clark@dnr.iowa.gov or 515-725-8301 for assistance.

Be prepared to provide the following:

Name: _____
Planning Area: _____
Enterprise A&A Account ID: _____
Email Address: _____