



**Iowa DNR**

**Authentication and Authorization  
Creation of Account Instructions  
(External)**

**Status: Final  
Version: 1.0**

## Revision History

Name (Author)	Date	Change and Reason For Changes (Description)	Version
Donna Sherman	1/17		1.0

## What is the benefit of creating an Account with the State?

The State of Iowa created a system to allow an individual to create an account that may be used to conduct business with many departments and different websites. Once you create the account it may be used for other purposes and you only need to contact that department to get access to their site. Your login name and password will remain the same.

**Creating an account may take a few minutes and you must complete the process from the personal computer that you are using to start the process.**

### Requirements

- You must have a unique email address (your address may not be the same as someone else) , the email address must be valid and you must be able to access that email account from the computer you are on.
- The same PC and browser must be used for your entire registration. After that point, you can use any PC with web access to login into the A&A system.
- Make sure your browser has Cookies and JavaScript enabled.
- Your Enterprise A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions.

Once you try to login to the State of Iowa application, you will receive the following Message:

**You are about to be redirected to the State of Iowa Enterprise A&A site to complete your account. Please review the requirements and steps below. Based upon feedback from customers it is IMPORTANT TO READ THESE INSTRUCTIONS.**

## Create a new Account:

**Account ID:** The unique name assigned to your account. For State employees, this may be the same as



The screenshot shows the 'Enterprise A&A' login page with a 'CREATE AN ACCOUNT' tab selected. The page title is 'Enterprise A&A' and 'What Is A&A?'. Navigation links include 'SIGN IN', 'CREATE AN ACCOUNT', 'FORGOT PASSWORD', and 'FORGOT ID'. The main heading is 'Create an account for IWD Unemployment Insurance Tax System (UITS) here.' Below this, it says 'Sign up now to get credentials you can use for IWD Unemployment Insurance Tax System (UITS) and at other Enterprise A&A enabled sites.' There are input fields for 'First Name:' and 'Last Name:', followed by a 'Register' button. A 'Before Beginning:' section lists requirements: a valid email address, consistent PC/browser usage, enabled cookies/JavaScript, no profanity in the Account ID, and completion of Security Baseline Questions. The footer includes 'You are looking at SSO Login', 'Transaction Id: 6V2JUD', and '©2004 State of Iowa, DAS-ITE Version: 2.3.6'.



The screenshot shows the 'Single Sign On - IWD Unemployment Insurance Tax System (UITS)' registration screen. It features an 'Account Id:' field with the value 'TEST.USER' and an '@IOWAID' suffix. Below are fields for 'First Name:' (test), 'Last Name:' (user), 'Email:', and 'Confirm Email:'. There are 'Save Account Details' and 'Cancel' buttons. The footer includes 'You are looking at SSO Registration', 'Transaction Id: 2M77W', and '©2004 State of Iowa, DAS-ITE Enterprise A&A Version: 2.3.6'.

1. You will see a dialog box similar to the one above.
2. You will be on the Sign In screen.
3. Click on the “Create An Account” tab once on the Enterprise A&A site.
4. You will see an Account Creation screen.

Your Account ID will be a unique name assigned to your account. For non State employees, your Account ID will be “firstname.lastname@iowaID”. You should enter your entire Account ID when logging in (including the “@iowaid”) suffix.

On the Account Creation screen enter your First and Last name. You will also need to enter in your email address twice. The Account ID is **not** case-sensitive: “MYNAME@IOWAID” is the same as “myname@iowaid”. All invalid characters will be stripped from the Account ID. The special characters allowed are” \_(underscore)-(hyphen)+(plus).(period).

Once the Account details are successfully saved you will receive an email with instructions on how to verify and use the account.

### Account Confirmation for IWD Unemployment Insurance Tax System (UITS)

Welcome from Enterprise A&A  
\*\*Before you can begin using IWD Unemployment Insurance Tax System (UITS) you will need to complete the account activation process.\*\*  
This e-mail is a confirmation of the account you requested for IWD Unemployment Insurance Tax System (UITS).

To start the account activation process click on the following link or paste the following address in your browser:  
<http://localhost:9080/entax/sss?reg=V1NQ32>  
Your Registration Confirmation Token is: V1NQ32

Account Details  
Account ID: TEST.ACCOUNT12@IOWAID  
Your name: test account12  
E-Mail: [itbhersh-estarc12@gmail.com](mailto:itbhersh-estarc12@gmail.com)

The email will contain a link to the Account Confirmation Screen. After completing the request for a new account you will be sent an email with instructions to complete your registration.

The Account Confirmation consists of three steps.

For the first step, if not pre-populated enter the Registration Confirmation Token found in the Account Confirmation Email.

For the second step, you must enter the alphanumeric code value you see in the captcha image.

In the third and final step you simply must click the "Confirm My Account" button.

If the values provided in steps one and two are correct your account is created and confirmed and you will be required to set up your Identity Baseline information and password .

### Setting up your Baseline information

The Baseline consists of three to five questions. For the first two or three, select a question from the list and type in your answer. For the remaining questions, you can enter both the question and the answer. You must enter your answer twice for each question, to make sure you haven't mistyped something.

**Note: You must remember these answers. If you can't answer these questions, you won't be able to manage your account if you forget your password.**

After saving your baseline for the first time, you'll be allowed to establish your password and then be required to log in. All of these steps help to protect your account at the beginning, when it is the easiest to steal or break into. Your password should be:

- Between 8 and 12 letters (a-z, A-Z), numbers (0-9) or symbols (!, @, #, \$) long.
- Between 8 and 12 Something others cannot easily guess (e.g., pieces of your name).
- Something you can easily remember.
- Independent of any year, season, month (e.g., current date, season, your birthday, etc.).
- Independent of a specific website or purpose.

**Remember: Anyone who learns your password can impersonate you. DAS-ITE and the State of Iowa cannot tell the difference between you and someone who knows your password. Keep it a secret!**

You can come back anytime you like (using the "Take me to my Account Options..." check box on Logon Screen) and re-enter the baseline questions to keep yourself up-to-date with the answers.