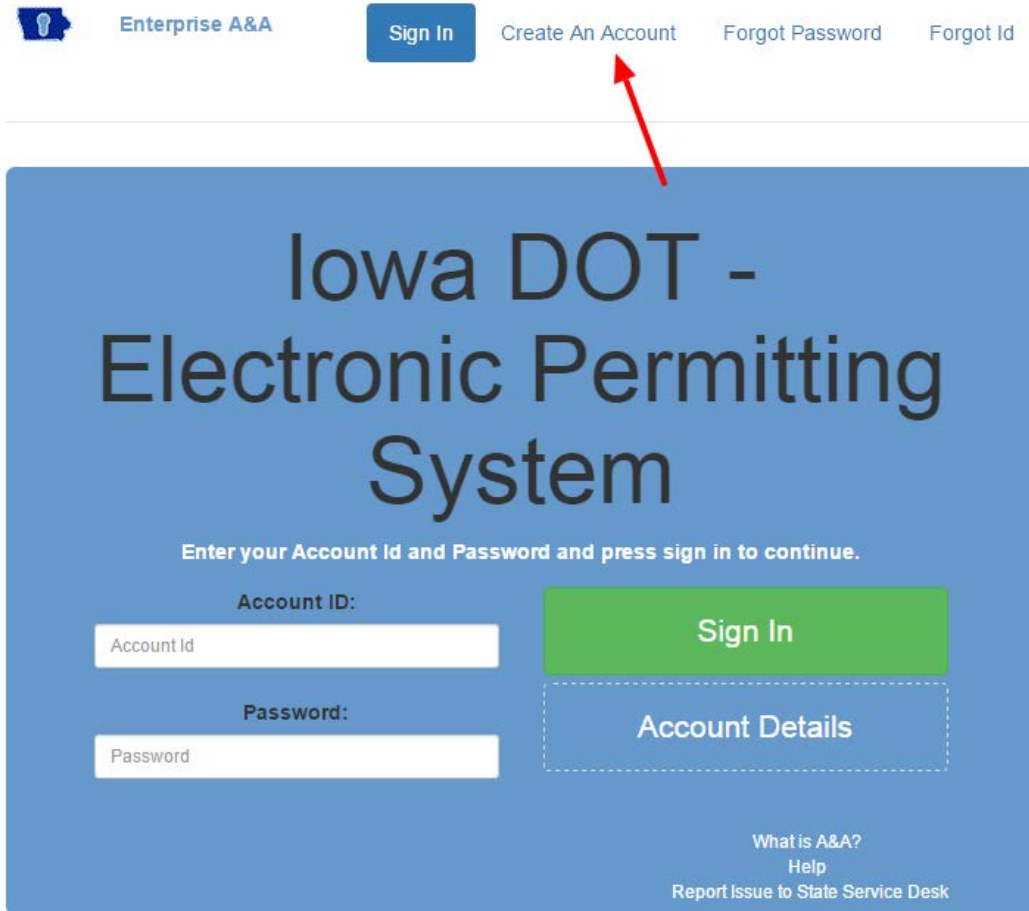


How to create an Enterprise A & A Account

1. Click on the “**Create An Account**” link at the top of the page.



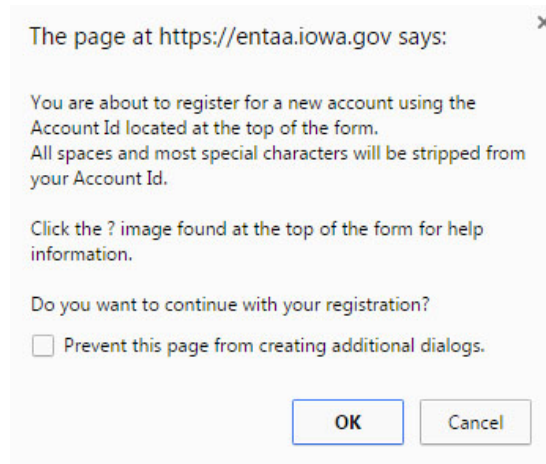
2. Enter your first and last name in the boxes and click “**Register.**”

The screenshot shows the top navigation bar with the following elements: a blue icon of a person, the text "Enterprise A&A", a "Sign In" link, a blue "Create An Account" button, a "Forgot Password" link, and a "Forgot Id" link. Below the navigation bar is a large blue rectangular area containing the registration form. The form has the following components: a large heading "Iowa DOT - Electronic Permitting System", a sub-heading "Sign up now to get credentials you can use for Enterprise A&A enabled sites.", two input fields labeled "First Name:" and "Last Name:", a green "Register" button, a link "Click here for a listing of all A&A enabled applications.", and a footer with links for "What is A&A?", "Help", and "Report Issue to State Service Desk".

3. Enter your email address and click “**Save Account Details**” button.

The screenshot shows the "Create Account" page of the Iowa DOT Electronic Permitting System. The page has a blue background and contains the following elements: a heading "Iowa DOT - Electronic Permitting System", a sub-heading "Create Account", an "Account Id:" label above an input field with "@IOWAID" text to its right, and four more input fields labeled "First Name:", "Last Name:", "Email:", and "Confirm Email:". At the bottom of the form are three buttons: a green "Save Account Details" button, a white "Cancel" button, and a dashed "Help" button.

4. Confirm you want to save your Account details by clicking “[OK.](#)”



5. Your account details have been saved. An email containing your Account ID and instructions to finalize your registration has been sent to your email address.

Registration Confirmation

Iowa DOT - Electronic Permitting 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.

- Open the email from entaa-noreply@iowa.gov to complete the registration and activate your account by completing the four steps.

A. To begin, click on the link found in Step 1.

Account Confirmation for Iowa DOT - Electronic Permitting System Inbox x

 **entaa-noreply@iowa.gov** 11:21 AM (0 minutes ago) ☆ ↩

to me ▾

Welcome from Enterprise A&A!

DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.

This email is a confirmation of the account you requested for Iowa DOT - Electronic Permitting System and provides steps (see below) on how to activate your account.

Account Details Section:

If you did not request this account or think this email was sent in error, please contact the State Service Desk (https://iowa.service-now.com/kb_view.do?sysparm_article=KB0010301).

Before you begin: If you start the account activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the State Service Desk before you will be able to use it.

Account Activation Process:

- Step 1. Click the following link. <https://entaa.iowa.gov/entaa/sso?regToken=be9c42b21d6d636283ea1169eab1fc00> (If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)
- Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)
- Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)
- Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

Help Section:

Did you get the message "Sorry the link you used is no longer valid."? If so, the state of your account is in question and you will need to use the following to determine the account state.

Click the following link. https://entaa.iowa.gov/entaa/sso?appId=DOT_EPS&callingApp=https://secure.iowadot.gov/EPS/Gatekeeper.aspx&tab=forgotid

Enter your email address and then press the "Retrieve A&A Id" button.

*If you get the message "Sorry, could not find your account..." and you are sure you entered your email correctly then your account did not get created and you will need to press the "Create An Account" tab and start the registration process over.

*If you get the message "We have sent an email reminder to (YourEmail.Address@Domain) with your Account Id." then your account was created and you need to go back to your email and check for a new message from this system.

Thanks!
State of Iowa

This is a system generated email, do not reply or direct emails to this email address.

B. **Step 2:** Complete the security questions below and click on, **“Save Identity Baseline.”**

Identity Baseline

Iowa DOT - Electronic Permitting System

Identity Baseline for RICH.MURRAY@IOWAID

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

-- Select Question --

Answer 1:

Confirm:

Question 2:

-- Select Question --

Answer 2:

Confirm:

(Create your own questions)

Question 3:

Answer 3:

Confirm:

[Save Identity Baseline](#) [Help](#)

- C. **Step 3:** Enter the new password in the boxes below and click **“Save New Password.”**

Change Password

You must change your password.

Iowa DOT - Electronic Permitting System

Password Change for Your_ID_Name@IOWAID

Enter new password:

Confirm new password:

Save New Password

Cancel

Help

D. **Step 4:** Sign in using your Account ID (yourname@iowaid)

 [Enterprise A&A](#) [Sign In](#) [Create An Account](#) [Forgot Password](#) [Forgot Id](#)

Iowa DOT - Electronic Permitting System

Enter your Account Id and Password and press sign in to continue.

<p>Account ID:</p> <input type="text" value="Account Id"/>	Sign In
<p>Password:</p> <input type="text" value="Password"/>	<div style="border: 1px dashed white; padding: 10px; display: inline-block;">Account Details</div>

[What is A&A?](#)
[Help](#)
[Report Issue to State Service Desk](#)