

Create an account:

Go to the Iowa Department of Education Portal Home page - <https://portal.ed.iowa.gov>. While you are here, please bookmark (add to Favorites) this page. You will sign into the EdPortal from this page.



The following link contains help steps and screens for each of the above options.

Enterprise A&A Account Set-up and Help: <https://entaa.iowa.gov/entaa/ssohelp.jsp>

EdPortal Profile Set-up

Sign in using your A&A Account Id and password to set up your User Profile within the Iowa Department of Education Portal (EdPortal).

After signing in, the following page will be displayed.

User Profile

User Profile

First Name: Edward Last Name: Portal User ID: EDWARD.PORTAL@IOWAID

Email: edwardportal@gmail.com

Administrative Organization*: ---Select Administrative Organizi... Organization Code: ---Select Organization Code---

Check the box

- if you could not find your administrative organization
- if you would like your selection for administrative organization reviewed

Address

Street 1: Street 2: City: Phone [Ex:xxx-xxx-xxxx]: Extension: Zip: State: IOWA

Notes: [Text Area]

Save Reset

IMPORTANT NOTE:

You cannot edit First Name, Last Name, User ID, or Email fields in your profile. The information for these fields comes from the details you provided when you registered for your A&A account. To edit these fields, you will need to do this in the A&A sign in page. Select "Account Details" on the A&A sign-in page to edit your information.

Administrative Organization

Select an Administrative Organization.

This is the main or 'home base' organization (i.e. school building, school district, or AEA) for your EdPortal Profile.

- To select this organization, use either the organization name dropdown or the organization code dropdown.
- If you make a selection but wish to have it reviewed for accuracy OR cannot find the appropriate administrative organization, please check the box

Quick Tips!

- The 'Administrative Organization' list is in alphabetical order.
- The 'Organization Code' list is in numerical order.

IMPORTANT NOTE: This organization selection process is also repeated when requesting application access. However, applications are assigned 'security organizations' which may or may not be the same as your administrative organization. For example, you may have a school district as your administrative organization but Iowa ELPA21 access at a school building level.

Address Section

This information is optional:

In the Address section of the User Profile screen, enter information into the address and phone fields (optional).

Click the "Save" button. A confirmation page will display.

At this time you can:

- Continue to set up your Portal account (requesting applications and roles) by selecting the "Request Roles" button. (Go to: IDOE Application and Role Request Steps to continue)

Or

- You can "Exit" to log out of the system and return later to complete the process.

IDOE Application and Role Request Steps

You can request access to Iowa State Department of Education Portal applications using the Roles Assignment page.

The organization information displays to the default administrative organization which you picked on the previous page. The dropdown menus for Categories, Groups, and Organization Types are required fields to be selected if a different organization is needed.

This screenshot shows the IDOE Roles Assignment page with the following default selections:

- User Name*: Edward Portal
- Categories*: Pk-12 Public / Non Public
- Groups*: K12-Public
- Organization Types*: Public School District
- State: Iowa State Department of Education
- AEA/Dioceses: AEA 11 Heartland AEA
- District/System: Des Moines Independent Comm School D
- Organization: (Empty text box)

In the example below, the user is requesting access to the Iowa ELPA21 application at the High School for the district - note the changes in the dropdown selections. The Organization needs to be highlighted. An application "Iowa ELPA21" needs to be selected. A role needs to be selected; in this example "ELPA21_Test_Adm" was selected.

This screenshot shows the IDOE Roles Assignment page with the following updated selections:

- User Name*: Edward Portal
- Categories*: Pk-12 Public / Non Public
- Groups*: K12-Public
- Organization Types*: High School
- State: Iowa State Department of Education
- AEA/Dioceses: AEA 11 Heartland AEA
- District/System: Des Moines Independent Comm School D
- Organization: (List of schools with "Des Moines Central Campus High School (I)" highlighted)
- Application*: Iowa ELPA21
- Role(s)*: ELPA21_Test_Adm
- Application Description: (Empty text box)

Buttons: Request Role(s), Done

Roles vary based upon District or Building.

Important! Click the "Request Role(s)" button at the bottom of the page.

A confirmation page displays.

Directory → **Users** → **Role Assignment**

Role Assignment Confirm

User Name
edward.portal@iowaid

Application Name
Iowa ELPA21

Assigned Organization
East High School (Des Moines)

Roles
ELPA21_Test_Adm

- Review the request details. Click "Save" to confirm your request or "Change" to update the request form.
- Once a role request is confirmed (by clicking "Save") you will be returned to the Role Assignment page where you may continue to request access to additional applications and roles.
- Select "Done" on the Role Assignment page if you have no further requests and you will be directed to the EdPortal home page.
- You will receive an email upon approval of your request by your District Security Officer. The next time you log in you will see the "Iowa ELPA21" portal on your menu bar for the organization displayed in the organization hat rack (upper right-hand corner under your name).