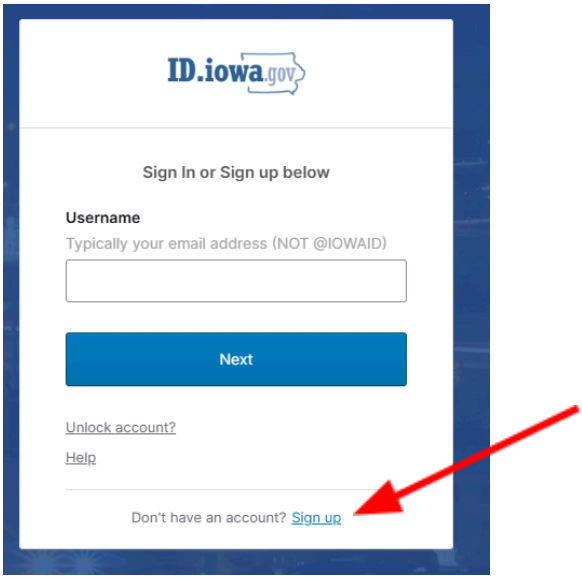
Registering for an Okta Account to Access IowaCNP

An Okta ID.iowa.gov account in order to access IowaCNP. Okta is the single sign-on authentication method for the state of Iowa.

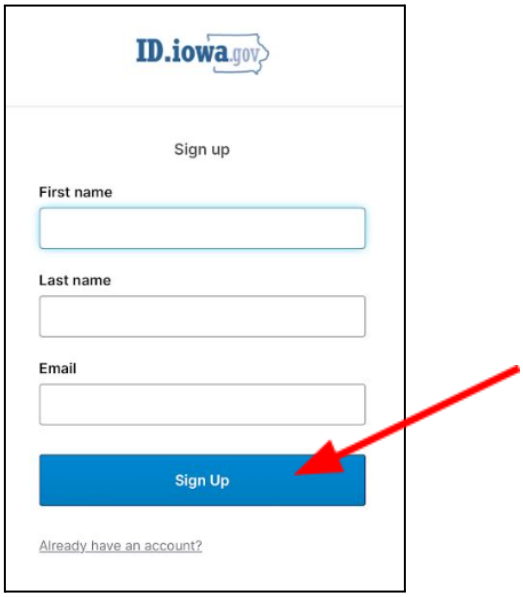
1. Visit id.iowa.gov.

2. Click on “Sign up” in the bottom center of the white box.

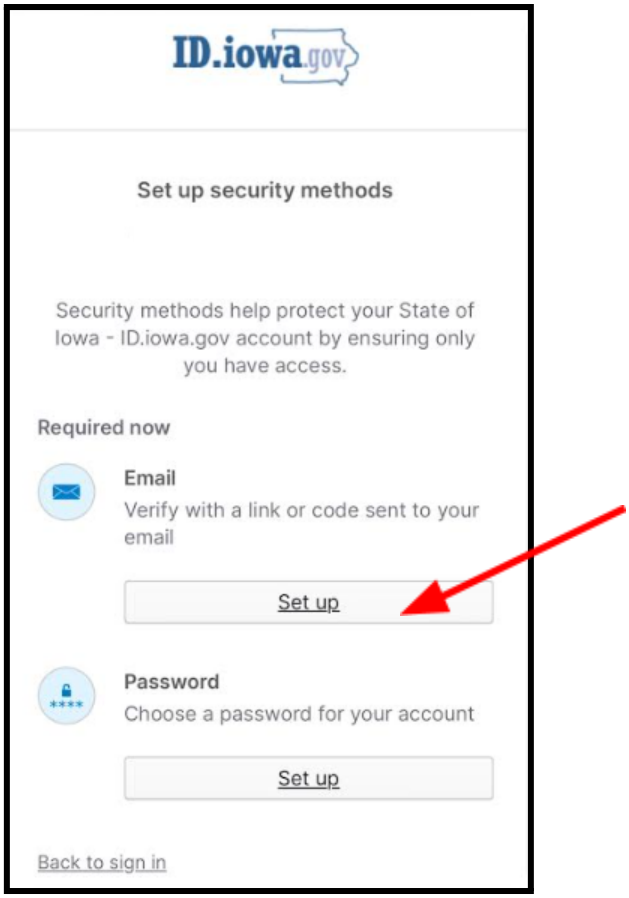


3. Type in your First name, Last Name, and Email, then click the blue, “Sign Up” button. ***The email must match the email used in the Security section of IowaCNP.***

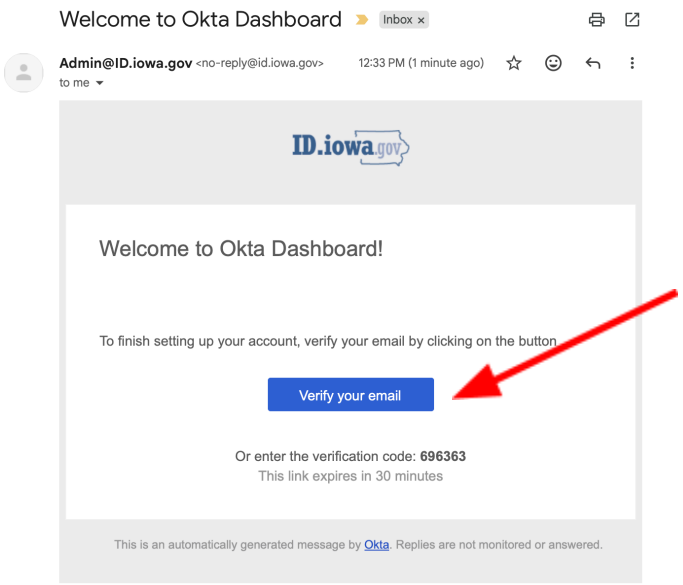
   If the system generates the following message: “A user with this email already exists,” go back and select the “Already have an account?”option and reset password.



4. Set up security methods. Click on “Set up” under the Email section.



5. An email should have been received from Admin@ID.iowa.gov. Open the email and click on the blue “Verify your email” button.

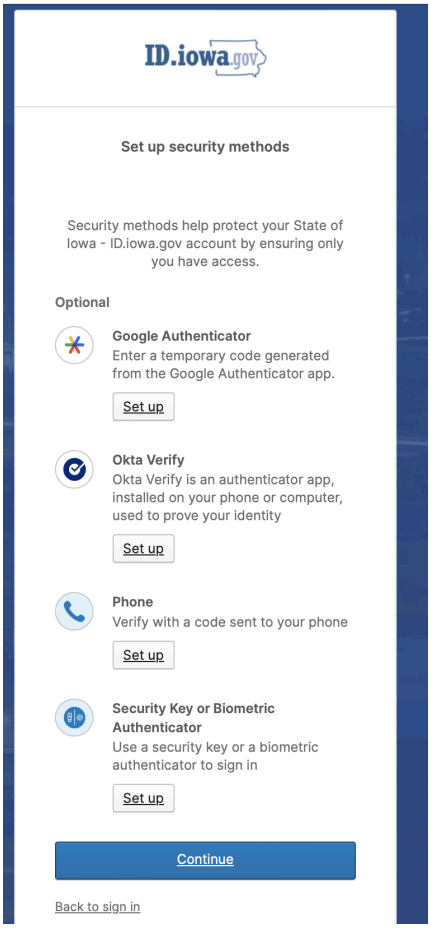


6. Set up a password. Click on “Set up” and then enter a password, using the following requirements:

    - At last 12 characters
    - No parts of username
    - Does not include first name
    - Does not include last name
    - Cannot be the same as last 30 passwords



7. Set up multi-factor security methods by choosing **one** of the following options. Once set up on a device, a code will be needed to sign in to the system, before being allowed to sign in. The security method selected will be required each time you access IowaCNP. Note: It is not recommended to use biometric authenticator as it prevents users from logging in from other computers.



If the creation process is not completed (timed out) or an error message is received, please wait 24 hours for the process to reset and then try creating an account from the start.

If you need any support, please utilize the following options:

- Submit a Ticket: https://help.iowa.gov/request_support
- Phone: 515-281-5703 or 800-532-1174

Congratulations, your Okta ID.iowa.gov account has been successfully created!

Federal Civil Rights Statement

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

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Iowa Nondiscrimination Statement

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, 6200 Park Ave Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121 or 1-800-457-4416; website: https://icrc.iowa.gov/.