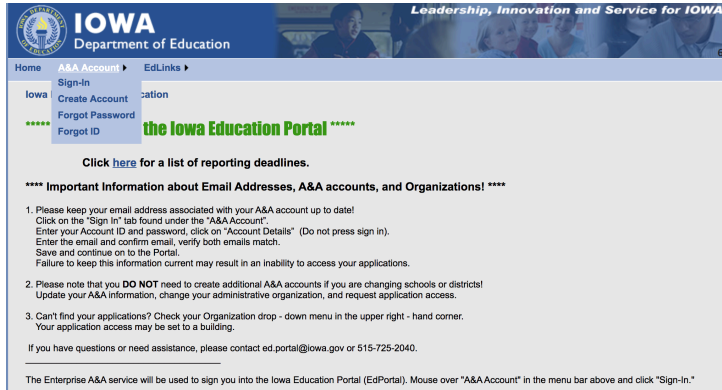


**If you have an existing A&A Account, skip Step 1 and go to Step 2**  
**If you do not have an existing A&A Account, start here:**

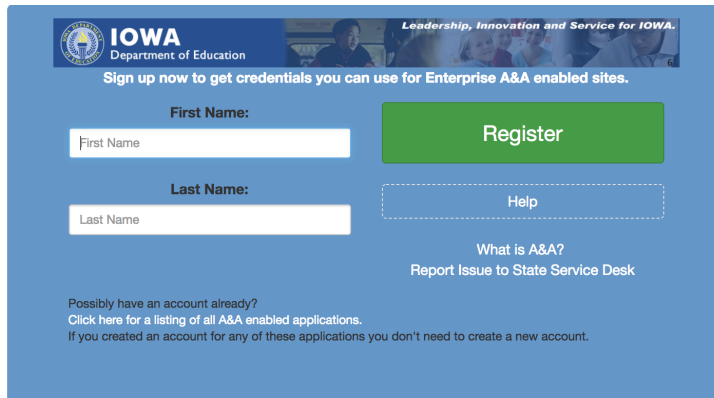
**Step 1: Create A&A Account in Iowa Ed Portal**

1. Go to <https://portal.ed.iowa.gov>
2. Hover over “A&A Account” and select “Create Account”



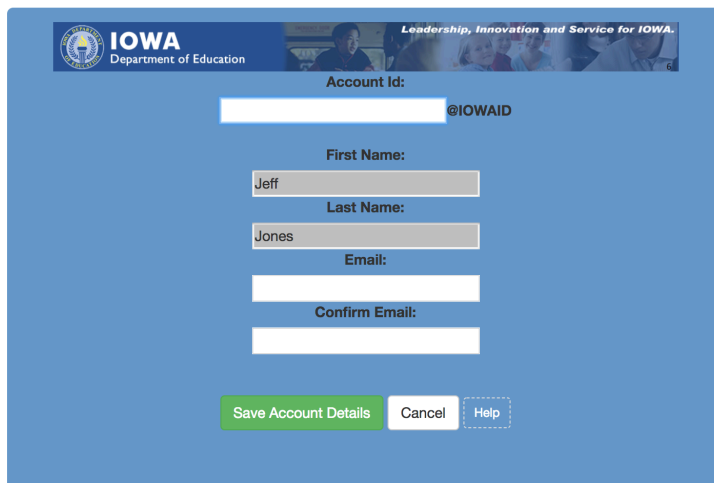
The screenshot shows the Iowa Department of Education's A&A Account page. The header includes the Iowa Department of Education logo and the tagline "Leadership, Innovation and Service for IOWA." The navigation bar has links for Home, A&A Account, and EdLinks. The A&A Account dropdown menu is open, showing options: Sign-In, Create Account, Forgot Password, and Forgot ID. The main content area features a green banner that says "the Iowa Education Portal \*\*\*\*\*". Below this, there is a link to "Click here for a list of reporting deadlines." and a section titled "\*\*\*\* Important Information about Email Addresses, A&A accounts, and Organizations! \*\*\*\*". This section contains three numbered instructions: 1. Please keep your email address associated with your A&A account up to date! 2. Please note that you DO NOT need to create additional A&A accounts if you are changing schools or districts! 3. Can't find your applications? Check your Organization drop - down menu in the upper right - hand corner. At the bottom, there is a footer note: "The Enterprise A&A service will be used to sign you into the Iowa Education Portal (EdPortal). Mouse over 'A&A Account' in the menu bar above and click 'Sign-In.'"

3. Enter your name, click “Register”



The screenshot shows the Iowa Department of Education's A&A Account registration form. The header includes the Iowa Department of Education logo and the tagline "Leadership, Innovation and Service for IOWA." The main content area has a blue background and a white box with the text "Sign up now to get credentials you can use for Enterprise A&A enabled sites." Below this, there are two input fields: "First Name:" and "Last Name:". To the right of the "First Name:" field is a green "Register" button. To the right of the "Last Name:" field is a dashed "Help" button. Below the "Last Name:" field, there are links for "What is A&A?" and "Report Issue to State Service Desk". At the bottom, there is a section titled "Possibly have an account already?" with a link to "Click here for a listing of all A&A enabled applications." and a note: "If you created an account for any of these applications you don't need to create a new account."

4. Select an Account ID; enter and confirm email; Save Account Details



The screenshot shows the Iowa Department of Education's A&A Account details form. The header includes the Iowa Department of Education logo and the tagline "Leadership, Innovation and Service for IOWA." The main content area has a blue background and a white box with the text "Account Id:". Below this, there is a text input field containing "@IOWAID". Below the "Account Id:" field, there are two input fields: "First Name:" and "Last Name:". Below the "First Name:" field, there is a text input field containing "Jeff". Below the "Last Name:" field, there is a text input field containing "Jones". Below the "First Name:" and "Last Name:" fields, there is a text input field for "Email:". Below the "Email:" field, there is a text input field for "Confirm Email:". At the bottom, there are three buttons: "Save Account Details" (green), "Cancel" (white), and "Help" (dashed).

## Step 2: EdInsight in EdPortal: Need to Request Role

1. Go to <https://portal.ed.iowa.gov>
2. Hover over A&A Account, select Sign In
3. Enter Account ID (similar to: FIRSTNAME.LASTNAME@IOWAID) and password
4. Click on "My Profile" in the top right corner
5. Scroll down and click Edit. At the bottom of the page, click Request Role(s)
6. Under Application, select EdInsight
7. Under Roles, select the following: "2-Small Cell Size (SCS)"  
Click Request Role(s). Click Done.

