## INSTRUCTIONS TO CREATE AN ACCOUNT

Use the following link to access the online licensing system: https://dphregprograms.iowa.gov/PublicPortal/lowa/IDPH/common/index.jsp

For assistance with creating an account, finding a username, or resetting a password, call the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

## STEP 1: NEW USER REGISTRATION

To start the application process, you will need to create an account. From the licensing portal home page, click New User Registration.

## IDPH REGULATORY PROGRAMS

Radiological Health - Emergency Medical Services - Environmental Health

```
Home >
Public Search
Sign In
New User Registration
Help
WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN: BUREAU OF EMERGENCY AND TRAUMA SERVICES BUREAU OF ENVIRONMENTAL HEALTH SERVICES BUREAU OF RADIOLOGICAL HEALTH
NOTE: This application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly. Pop up blocker must be turned off and iowa.gov added to compatibility view and to trusted sites.
```


## STEP 2: ENTER REGISTRATION DETAILS

Enter your First and Last name in the appropriate boxes, then click Register. (Note: You must have a valid personal email address to complete the following steps to create an account.)


The following screen requires you to enter your email twice. Your Account ID, First, and Last names will be filled in automatically.
If the Account ID field is blank, enter a username in the following format: firstname.lastname When you have completed all the required fields, click Save Account Details.


A pop-up will appear. Click OK to continue.


## STEP 3: ACCOUNT ACTIVATION

The next page will direct you to check your email (the email you entered on the previous screen) to complete the process of creating an account.

# DPH Regulated Communities 

## 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 vill 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 that was sent to you with the subject "Account Confirmation". Click the link in the body of the email to complete the activation process.

Account Confirmation for DPH Regulated Communities Inbox - x|

```
entaa-noreply@iowa.gov
to me -
Welcome from Enterprise A\&AI
\(\cdots\) DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised. \(\cdots\)
This email is a confirmation of the account you requested for DPH Regulated Communities and provides steps (see below) on how to activate your account.
Account Details Section:
Account ID: meghanarao44@iowaid
Your name: Meghana Damera
EMail: meghanadamera58@qmail.com
If you did not request this account or think this email was sent in error, please contact the State Service Desk (https:/fiowa 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 Ittp:/Aest.iova.qov/entaa/sso?reaToken=e35d2d9065bb9057ad8ceec2d9452eae (If you get a message that says "Sorry the link you used is no longer valid." see the help sectiondelow.)
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. I, @, \#, \$, \%, ^, \& , ", 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, htto//test iowa gov/entaa/sso?apold=DPH RCOM\&callingApo=httos//ielpdphtestiowa gov/PublicPorta/lowalDPH/common entaa. .sp \& tab \(=\) =forootid
```


## STEP 4: ENTER SECURITY QUESTIONS

Clicking on the link provided in your email will take you to the page to set up your account security details.
Select your security questions and provide the answers. For Question 3, write your own security question and provide your answer. When you have filled out all the security question details, click Save Identity Baseline.


## STEP 5: SET PASSWORD

Next, you will need to create a password for your account. Type in your password twice and click Save New Password. (Note: your password will need to meet all the password rules listed below.) Change Password

You must change your password

## DPH Regulated Communities

Password Change for MEGHANARA O44@IOWAID
Enter new password:

Confirm new password:

```
Save New Password
```



Password Rules
 elc.). A mux of uppercase and lowercase lehers. You may not use pleces of your name or emal address in your password.

## STEP 6: ENTER INDIVIDUAL ACCOUNT INFORMATION

After creating your Password, you will be taken to the sign in page. Sign in using your new Account ID and Password.

Once you have signed in, the next screen will ask you to enter your SS\# and Date of Birth in the corresponding box. (Note: SS\# must be entered without dashes or spaces.)
Click Continue after completing the required fields.

## IDPH REGULATORY PROGRAMS

Radiological Health - Emergency Medical Services • Environmental Health

| Home $>$ Web Registration SSN |  |  |
| :--- | :--- | :--- | :--- |
| Home | Individual Information |  |
| Sign In | SSN: |  |
| Help | Confirm SSN: |  |
|  | Date of Birth: |  |
|  |  |  |
|  |  |  |

## STEP 7: PROVIDE PROFILE DETAILS

On the following page, your Email Address, SSN and Date of Birth fields will be filled in. Complete the remaining Basic Profile Details and Physical Address Details. (Fields with red asterisks are required.) When you have finished entering your information, click Continue.


Next, you will be taken to your Profile page. The Basic Profile Details and Physical Address Details you entered will appear here, and your account PIN number in the upper right corner.


WELCOME TO YOUR PROFILE PAGE!

