

Creating an Account

Matthew Harshbarger
2014/07/01 15:03

Table of Contents

Already have an account? Skip to [Logging In](#)
Contents

[Show](#)

Creating an A&A Account

Through the *common interface*, applications can allow new users to create accounts, using a process called **self-registration**. The process requires a valid e-mail address and about 15 minutes to complete.

There are four steps to self-registration:

- **requesting** an account
- **confirming** an account
- setting a **password**, and
- establishing an **identity baseline**

Self Registration Rules

Before you start the registration process, make sure to understand the following rules:

- You must have a valid e-mail address, and have access to the e-mail account to complete the registration process
- Only one A&A account can use any given e-mail - if you share an e-mail address with someone else, we won't be able to tell you apart if you forget your password
- You must request the account and complete the confirmation steps within 48 hours
- You must have JavaScript and cookies enabled in your browser. A&A will tell you if they're not

Password Rules

Keep these rules in mind when selecting a password:

- Passwords must be 8 characters long, or more.
- You may use upper-case and lower-case letters, numbers or symbols (like * or \$)
- Passwords must contain three out of the four types of characters listed in the bullet above.
- To protect your account, you cannot change the password more than once per day.
- You will be required to change your password every 60 days.
- You may not use the same password over and over again. The system will keep track of the last several passwords you use to prevent this from happening.

Step-by-Step

The screenshot shows the SOA Advisory Committee website. At the top, the header reads "SOA Advisory Committee" and "State of Iowa Service-Oriented Architecture". Below the header is a navigation bar with links: Home, Contribute, Calendar, Website Help, Downloads, Web Resources, a search box, and advanced search. The main content area is divided into three columns. The left column lists "Topics" such as Home, Open Discussion (1/0), Working Groups (0/0), Standards (0/0), Initiatives (0/0), Domain Knowledge (0/0), Shared Authentication Working Group (0/0), and Infrastructure Working Group (1/0). Below this is a "User Functions" section with a "Sign In" button and instructions: "Click the button above to sign in or create a new account." The middle column features a "Welcome!" message, a link to "basic setup and goals", and two sections: "Working Groups" (listing Shared Authentication and Authorization, and SOA Infrastructure (formerly ESB)) and "Standards" (listing Shared Authentication and Authorization). The right column contains "What's New" sections for Stories, Comments, Trackbacks, Downloads, and Links, all showing "No new" items. At the bottom, the URL "http://www.das.iowa.gov/tgb/" is visible on the left and "eservices.iowa.gov" on the right.

Start

Start at your application's home page (see example at right). Some applications will automatically send you to log on, and others will show an A&A icon to click on.

Notice the "Sign In" icon on the left side of the page. That's your link to log in using Enterprise A&A. Click that icon (if needed) and you'll arrive at the Common Interface page.

Note: Some applications may use separate buttons for logon and registration.

State of Iowa Common Logon

Enterprise A&A [What Is A&A?](#)

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Create an account for State of Iowa Common Logon here.
Sign up now to get credentials you can use for State of Iowa Common Logon and at other Enterprise A&A enabled sites.

First Name:

Last Name:

[Register](#)

Possibly have an account already?
Click [here](#) for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account.

Before Beginning:

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

Contact the DAS-ITE Service Desk if you need personal assistance.
Email: ITE.ServiceDesk@iowa.gov Phone: 515-281-5703 or 1-800-532-1174

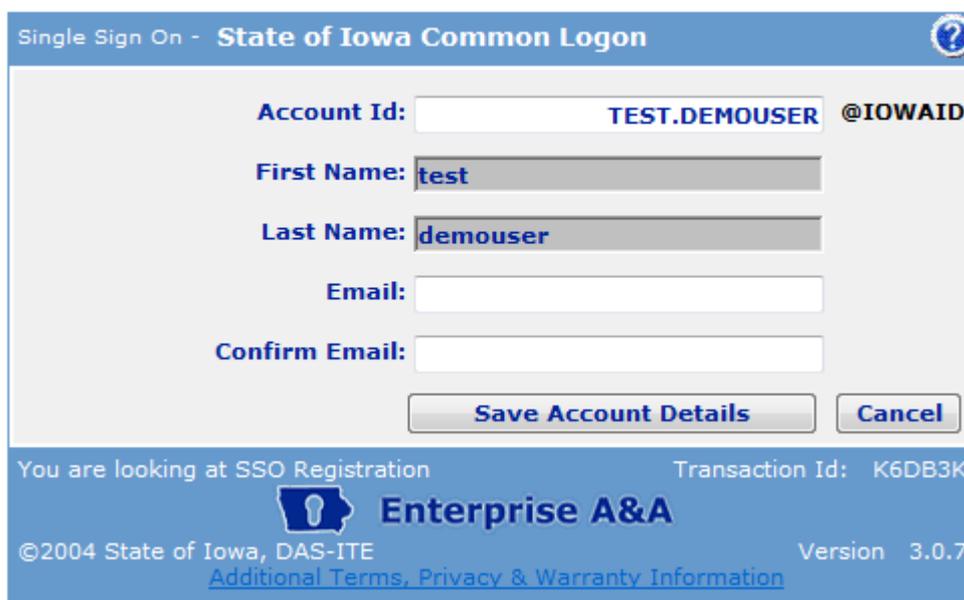
You are looking at SSO Logon Transaction Id: K6DB3K
©2004 State of Iowa, DAS-ITE Version 3.0.7
[Additional Terms, Privacy & Warranty Information](#)

Create Account Page

When you see this page, you have left the application and arrived at the A&A website. The "CREATE AN ACCOUNT" tab should already be selected. If not, click on it.

Enter your first and last name, then click "Register" to start the registration process.

State of Iowa Common Logon



The screenshot shows a web form titled "Single Sign On - State of Iowa Common Logon". The form contains the following fields and elements:

- Account Id:** A text input field containing "TEST.DEMOUSER" followed by "@IOWAID".
- First Name:** A text input field containing "test".
- Last Name:** A text input field containing "demouser".
- Email:** An empty text input field.
- Confirm Email:** An empty text input field.
- Buttons:** "Save Account Details" and "Cancel".
- Footer:** "You are looking at SSO Registration" (left), "Transaction Id: K6DB3K" (right), "Enterprise A&A" logo and name (center), "©2004 State of Iowa, DAS-ITE" (left), "Version 3.0.7" (right), and a link for "Additional Terms, Privacy & Warranty Information" (center).

Create the Request

The next registration page will show the name you've entered and suggest your new A&A Account ID. You may change it to any allowable value but it must be unique. The system will let you know if the ID you choose is already in use.

Verify the Account ID you want to use, then enter your e-mail address. You'll need to enter it twice, so that A&A can be sure it's the right one and that there are no typos in the address.

Note: If the address is wrong, you won't be able to confirm the account.

To submit your request, click "Save Account Details".

The system will send a **confirmation e-mail** to the address you entered above and will provide a confirmation message that explains the next steps

State of Iowa Common Logon



The screenshot shows a web page titled "Single Sign On - State of Iowa Common Logon". The main content area is white with a blue border. It contains the following text:

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.

The footer of the page is blue and contains the following information:

You are looking at SSO Reg Confirmation Transaction Id: K6DB3K

 **Enterprise A&A**

©2004 State of Iowa, DAS-ITE Version 3.0.7

[Additional Terms, Privacy & Warranty Information](#)

OCIO - Creating an Account

----- Original message -----

From: entaa-gorephv@iowa.gov
Date: 03/20/2013 2:25 PM (GMT-06:00)
To: tdo@iaw.com
Subject: Account Confirmation for State of Iowa Common Logon

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 State of Iowa Common Logon and provides steps (see below) on how to activate your account.

Account Details Section:

Account ID: TEST_DEMOUSER@IOWAID
Your name: test demouser
EMail: tdo@iaw.com

If you did not request this account or think this email was sent in error, please contact the DAS-ITE Service Desk (ITE_ServiceDesk@iowa.gov).

Account Activation Process:

Before you begin: If you start the 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 DAS-ITE Service Desk (ITE_ServiceDesk@iowa.gov) before you will be able to use it.

Step 1. Click the following link: <https://entaa.iowa.gov/entaa/iso/resToken=f6da6d0c58311cfffbee9> (If you get a message that says "Sorry the link you used is no longer valid..." see 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 steps to determine the account state.

Step 1. Click the following link: https://entaa.iowa.gov/entaa/iso/appId=ITE_BUGS&callingApp=https://asdfsdf&tab=forgotid

Step 2. 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, DAS IT Enterprise

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

Confirmation E-Mail

Check your e-mail account. Within a few minutes, you'll get a confirmation message from the Enterprise A&A system. It will include instructions on how to complete the registration process, including a link to the confirmation page.

Click the link, and the A&A confirmation page should open in your browser window.

Establish an Identity Baseline

State of Iowa Common Logon

Self Service Password Change - State of Iowa Common Logon
?

Identity Baseline for TEST.DEMOUSER@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:

Question 3 (Create your own question.):

Answer 3: Confirm:

Save Identity Baseline

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

You are looking at SSO Initialize Account
Transaction Id: K6DB3K

©2004 State of Iowa, DAS-ITE
Version 3.0.7

[Additional Terms, Privacy & Warranty Information](#)

In order to to recover a forgotten password in the future, you need to establish a set of questions and secret answers that A&A can ask you if needed. These questions are not readable by anyone else. You may give any answers that you can remember well, even if they're not correct.

OCIO - Creating an Account

You'll need to provide three questions and answers. For the first two, select a question from the list. Enter the answer for each question twice, to prevent any errors. For the third question, you may enter anything you like for the question and the answer.

State of Iowa Common Logon

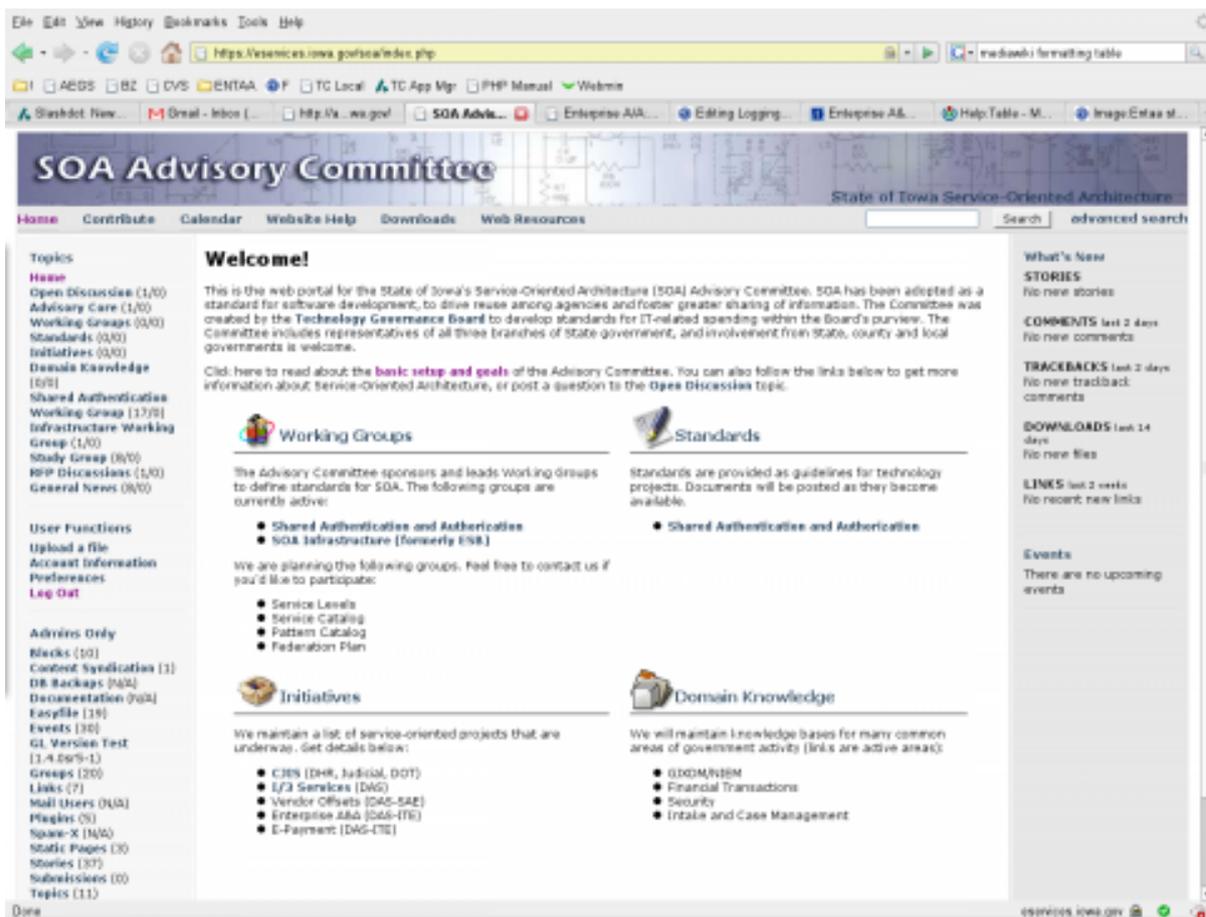
The screenshot shows a web browser window titled "Self Service Password Change - State of Iowa Common Logon". The main content area has a blue header with a question mark icon. Below the header, there is an information icon and the text "You must change your password." The main heading is "Password Change for TEST.DEMOUSER@IOWAID". There are two input fields: "Enter new password:" and "Confirm new password:". Below the fields, the "Password Rules:" section states: "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." At the bottom of the form are two buttons: "Save New Password" and "Cancel". The footer of the page contains the text "You are looking at SSO Change Password" and "Transaction Id: K6DB3K" on the left, and "©2004 State of Iowa, DAS-ITE" and "Version 3.0.7" on the right. A link for "Additional Terms, Privacy & Warranty Information" is also present.

Set a Password

The new account won't have a password by default, so you will need to provide one.

Enter your new password into the first field. You will not be able to read the text - this is common for password fields. Enter it again, to make sure that it is correct, and click "Save New Password".

If the password cannot be set, check the list of hints at the bottom of the page for help in fixing the problem.



Return to your application

You're done setting up your account. A&A will save the information you've provided and send you back to the application. After returning to the application, it will now recognize you and allow those menu items that you have access to.

After your account is set up this one time, [Logging In](#) will be much simpler.

User Guide Links

Follow these links to learn more about the A&A service:

- [Enterprise A&A User Guide](#)
- [A&A Basics](#)
- [Logging In](#)
- Creating an Account
- [Administration](#) of an A&A-enabled website