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CREATE AN ACCOUNT

After reading the instructions below, click on this link <https://secure.iowadot.gov/BidItem/> to create an Enterprise A&A account.

Click on the second tab called "[CREATE AN ACCOUNT](#)".

Enter your first and last name in the boxes below and click on [Register](#) 

DOT Bid Items

Enterprise A&A		What Is A&A?	
SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID

Create an account for DOT Bid Items here.

Sign up now to get credentials you can use for DOT Bid Items 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: 110S0I
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DOT Bid Items

Single Sign On - DOT Bid Items 

Account Id: @IOWAID

First Name:

Last Name:

Email:

Confirm Email:

You are looking at SSO Registration Transaction Id: 1I0S01

 **Enterprise A&A**

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Enter your Email address in the 2 boxes below and click on

DOT Bid Items

Single Sign On - DOT Bid Items 

Account Id: @IOWAID

First Name:

Last Name:

Email:

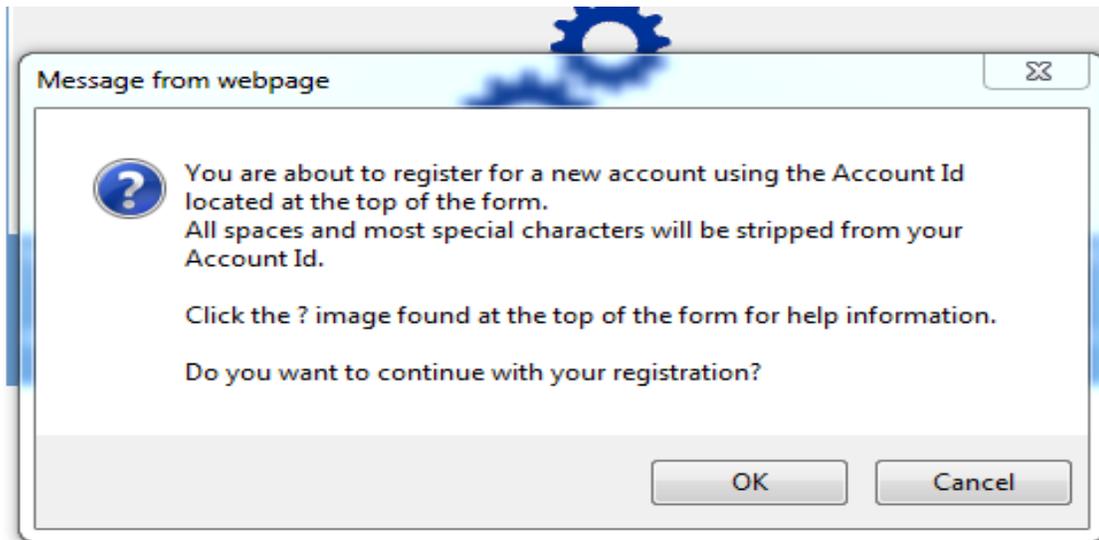
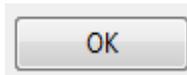
Confirm Email:

You are looking at SSO Registration Transaction Id: TFWZNF

 **Enterprise A&A**

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Read the message and click on



Read the following instructions carefully.

DOT Bid Items

Single Sign On - DOT Bid Items 

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.

You are looking at SSO Reg Confirmation Transaction Id: 110S01

 **Enterprise A&A**

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Check email from entaa-noreply@iowa.gov to complete the registration process. To activate your account, there will be four steps to complete.

To begin, click on the link found in Step 1.

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 DOT Bid Items and provides steps (see below) on how to activate your account.

Account Details Section:

Account ID: TomSmith@IOWAID

Your name: Tom Smith

E-Mail: Tom.Smith@gmail.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/sso?regToken=9fb2e6f12670e5ee4fe282dcbe0822fb> (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.

DOT Bid Items

Self Service Password Change - DOT Bid Items 

Identity Baseline for TomSmith@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: TFWZNF
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Save Identity Baseline

Complete the security questions below and click on

DOT Bid Items

Self Service Password Change - DOT Bid Items 

Identity Baseline for TomSmith@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:
What is your grandmother's first name?

Answer 1: Confirm:

Question 2:
In what city were you born?

Answer 2: Confirm:

Question 3 (Create your own question.):
What was my childhood nickname?

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.

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DOT Bid Items

Self Service Password Change - DOT Bid Items

 You must change your password.

Password Change for: TomSmith@IOWAID

Enter new password:

Confirm new password:

Password Rules:
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.

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Enter the new password in the boxes below and click on

DOT Bid Items

Self Service Password Change - DOT Bid Items

Password Change for: TomSmith@IOWAID

Enter new password:

Confirm new password:

Password Rules:
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.

You are looking at SSO Change Password Transaction Id: TFWZNF

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DOT Bid Items

 Enterprise A&A		What Is A&A?	
SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID

 You have successfully changed your password. To continue, you will need to log on with the new password.

Sign into DOT Bid Items here.

Enter your Account Id and password to sign into DOT Bid Items.

Account Id:

Password:

[Sign In](#) [Account Details](#) 

Account Id Examples:

- Public User Account Format*
 - *firstname.lastname@iowaid*
- State Employee Account Formats*
 - *firstname.lastname@iowa.gov*
 - *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

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

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Enter Account Id and new password then click on

[Sign In](#)

DOT Bid Items

 **Enterprise A&A** What Is A&A?

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

 You have successfully changed your password. To continue, you will need to log on with the new password.

Sign into DOT Bid Items here.

Enter your Account Id and password to sign into DOT Bid Items.

Account Id:

Password:

[Sign In](#) [Account Details](#) 

Account Id Examples:

- Public User Account Format*
 - *firstname.lastname@iowaid*
- State Employee Account Formats*
 - *firstname.lastname@iowa.gov*
 - *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

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

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FORGOT PASSWORD

Click on the third tab called "FORGOT PASSWORD".

DOT Bid Items

 Enterprise A&A		What Is A&A?	
SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID
<p>Retrieve your Password for DOT Bid Items here.</p> <p>Enter your Account Id to see your personal security baseline questions.</p> <p>Account Id: <input type="text"/></p> <p>Retrieve Password </p> <p>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</p>			
You are looking at SSO Logon ©2004 State of Iowa, DAS-ITE		Transaction Id: TFWZNF Version 3.0.13 Additional Terms, Privacy & Warranty Information	

Enter Account Id then click on

[Retrieve Password](#)



DOT Bid Items

 Enterprise A&A		What Is A&A?	
SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID
<p>Retrieve your Password for DOT Bid Items here.</p> <p>Enter your Account Id to see your personal security baseline questions.</p> <p>Account Id: <input type="text" value="Tom.Smith@IOWAID"/></p> <p>Retrieve Password </p> <p>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</p>			
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DOT Bid Items

Self Service Password Change - DOT Bid Items 

Identity Baseline for TomSmith@IOWAID

On this page, answer your *identity baseline* questions. This is a set of questions that you established when you created 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: What is your grandmother's first name?

Answer 1:

Question 2: In what city were you born?

Answer 2:

Question 3: What was my childhood nickname?

Answer 3:

If you do not remember your baseline questions you can click [here](#) to begin the baseline questions reset process.

You are looking at SSO Baseline Transaction Id: TFWZNF

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Answer the Identity Baseline questions then click on

[Continue](#)

DOT Bid Items

Self Service Password Change - DOT Bid Items 

Identity Baseline for TomSmith@IOWAID

On this page, answer your *identity baseline* questions. This is a set of questions that you established when you created 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: What is your grandmother's first name?

Answer 1:

Question 2: In what city were you born?

Answer 2:

Question 3: What was my childhood nickname?

Answer 3:

[Continue](#) [Cancel](#)

If you do not remember your baseline questions you can click [here](#) to begin the baseline questions reset process.

You are looking at SSO Baseline Transaction Id: TFWZNF

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DOT Bid Items

Self Service Password Change - DOT Bid Items

Password Change for: TomSmith@IOWAID

Enter new password:

Confirm new password:

Password Rules:
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.

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Enter new password in the two boxes below then click on

DOT Bid Items

Self Service Password Change - DOT Bid Items

Password Change for: TomSmith@IOWAID

Enter new password:

Confirm new password:

Password Rules:
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.

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Enter your Account Id and new password in the boxes below then click on

[Sign In](#)

DOT Bid Items

 **Enterprise A&A** What Is A&A?

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

 Password was changed. To continue logon with new password.

Sign into DOT Bid Items here.

Enter your Account Id and password to sign into DOT Bid Items.

Account Id:

Password:

[Sign In](#) [Account Details](#) 

Account Id Examples:

- Public User Account Format*
 - *firstname.lastname@iowaid*
- State Employee Account Formats*
 - *firstname.lastname@iowa.gov*
 - *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

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Email: ITE.ServiceDesk@iowa.gov Phone: 515-281-5703 or 1-800-532-1174

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FORGOT ID

Click on the fourth tab called "FORGOT ID." Enter your email address then

click on 

DOT Bid Items

 Enterprise A&A			What Is A&A?
SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID

Retrieve your Account Id for DOT Bid Items here.

Enter your email address to receive a reminder about your Account Id.

Email Address:



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

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You will receive an email from entaa-noreply@iowa.gov with your Account Id.

Thank you for using Enterprise A&A! This email contains account creder requested for DOT Bid Items.

Account ID: TomSmith@IOWAID
Email: Tom.Smith@gmail.com

Enter Account Id and password on the **SIGN IN** tab then click on

[Sign In](#)

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

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

We have sent an email reminder to Tom.Smith@gmail.com with your Account Id.

Sign into here.

Enter your Account Id and password to sign into .

Account Id:

Password:

[Sign In](#) [Account Details](#) [?](#)

Account Id Examples:

- Public User Account Format*
 - *firstname.lastname@iowaid*
- State Employee Account Formats*
 - *firstname.lastname@iowa.gov*
 - *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

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

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