

Sign-up Instructions
I-JOBS Road Funding Reporting System
Version 1 September 18, 2009

Part 1 – Obtain or verify your DUNS number and registration with the CCR

In accordance with Federal requirements, all entities that received an award of federal funds greater than \$25,000 must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and must be registered with the Central Contractor Registration (CCR) database. Because a portion of the I-JOBS funds you received were from the American Recovery and Reinvestment Act of 2009 (ARRA), the DUNS number and CCR requirements may apply, depending on the amount of ARRA funds you received. To verify the amount of ARRA funds you received as part of the I-JOBS funding, refer to the FY 2010 I-JOBS Distribution to [Cities](#) and [Counties](#).

Your agency may already have a DUNS number and / or CCR registration, therefore please check with your city clerk, auditor or other financial officer before obtaining a new one. However, please note that obtaining a DUNS number and / or registering with the CCR may take several days, so if your agency is not already registered, please begin that process now.

1. To obtain a DUNS number, go to <http://fedgov.dnb.com/webform>.
2. To register with the CCR database, go to <http://www.ccr.gov>.
3. Verify that the DUNS number used for your CCR registration matches the DUNS number you will use for the I-JOBS reporting. Some agencies may have more than one DUNS number. If so, you should check with your city clerk, auditor, or other financial officer to verify which DUNS number should be used.

Part 2 – Obtain a State of Iowa Enterprise A&A account

To access the I-JOBS road funding reporting system, you will need an Enterprise A&A account. The Enterprise A&A account is a standardized way for the State of Iowa to verify the identity of individual users of secure web applications.

If you already have an account, you may skip this section. Many state agencies, including the Iowa DOT, already use the Enterprise A&A system to provide access to secure web applications. If you already have an Enterprise A&A account for one of these web applications, you may use the same account ID and password for the I-JOBS road funding reporting system.

If you do not have an Enterprise A&A account, follow the steps below to obtain one.

1. Click on

<https://entaa.iowa.gov/entaa/sso?appId=DOTIJOBS&callingApp=https://secure.iowadot.gov/IJOBS/Gatekeeper.aspx&commandName=GetLogon#topHeader> to open the I-JOBS Reporting Enterprise A&A sign-in page, as shown below:

The screenshot shows a Windows Internet Explorer browser window titled "Enterprise A&A Service - SSO Logon". The address bar contains the URL: <http://test.iowa.gov/entaa/sso?appId=DOTIJOBS&callingApp=https://secure.iowadot.gov/IJOBS/Gatekeeper.aspx&commandName=GetLogon#topHeader>. The page content includes:

- Enterprise A&A** header with a "What Is A&A?" link.
- Navigation links: [SIGN IN](#), [CREATE AN ACCOUNT](#), [FORGOT PASSWORD](#), and [FORGOT ID](#).
- Section: **Sign into Iowa DOT - I Jobs Reporting here.**
- Text: "Enter your Account Id and password to sign into Iowa DOT - I Jobs Reporting."
- Form fields: "Account Id:" and "Password:" with corresponding input boxes.
- Checkbox: **Take me to my Account Options after I Sign In.**
- Buttons: "Sign In" and a help icon.
- Section: **Account Id Examples:**
- List of examples:
 - *firstname.lastname@iowaid*
 - *firstname.lastname@iowa.gov*
 - *firstname.lastname@iwd.iowa.gov*
 - *firstname.lastname@dhs.state.ia.us*
- Links: [Need an Account?](#), [Forgot Password?](#), and [Forgot Id?](#)
- Footer: "You are looking at SSO Logon ©2004 State of Iowa, DAS-ITE" and "Transaction Id: JOKK08 Version 2.4.5.1".

2. Click on "Create An Account" from the tabs across the top.

The screenshot shows a web browser window titled "Enterprise A&A Service - SSO Lagoon - Windows Internet Explorer". The address bar shows the URL "http://test.iowa.gov/entaa/sso?appId=DOTIJOBS&c". The page content includes a navigation bar with "SIGN IN", "CREATE AN ACCOUNT", "FORGOT PASSWORD", and "FORGOT ID" links. The "CREATE AN ACCOUNT" link is circled in red, and a red arrow points to it from the "FORGOT PASSWORD" link. Below the navigation bar, there is a sign-in form with fields for "Account Id" and "Password", a checkbox for "Take me to my Account Options after I Sign In.", and a "Sign In" button. The page also includes "Account Id Examples" and links for "Need an Account?", "Forgot Password?", and "Forgot Id?". The footer contains the text "You are looking at SSO Lagoon ©2004 State of Iowa, DAS-ITE" and "Transaction Id: 10KK08 Version: 2.4.5.1".

Iowa DOT - I Jobs Reporting

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

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

Sign into Iowa DOT - I Jobs Reporting here.

Enter your Account Id and password to sign into Iowa DOT - I Jobs Reporting.

Account Id:

Password:

Take me to my Account Options after I Sign In.

Account Id Examples:

- *firstname.lastname@iowaid*
- *firstname.lastname@iowa.gov*
- *firstname.lastname@iwd.iowa.gov*
- *firstname.lastname@dhs.state.ia.us*

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

You are looking at SSO Lagoon ©2004 State of Iowa, DAS-ITE Transaction Id: 10KK08 Version: 2.4.5.1

3. Enter your first and last name, then click the "Register" button, as shown below:

Iowa DOT - I Jobs Reporting

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

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

Create an account for Iowa DOT - I Jobs Reporting here.

Sign up now to get credentials you can use for Iowa DOT - I Jobs Reporting and at other Enterprise A&A enabled sites.

First Name:

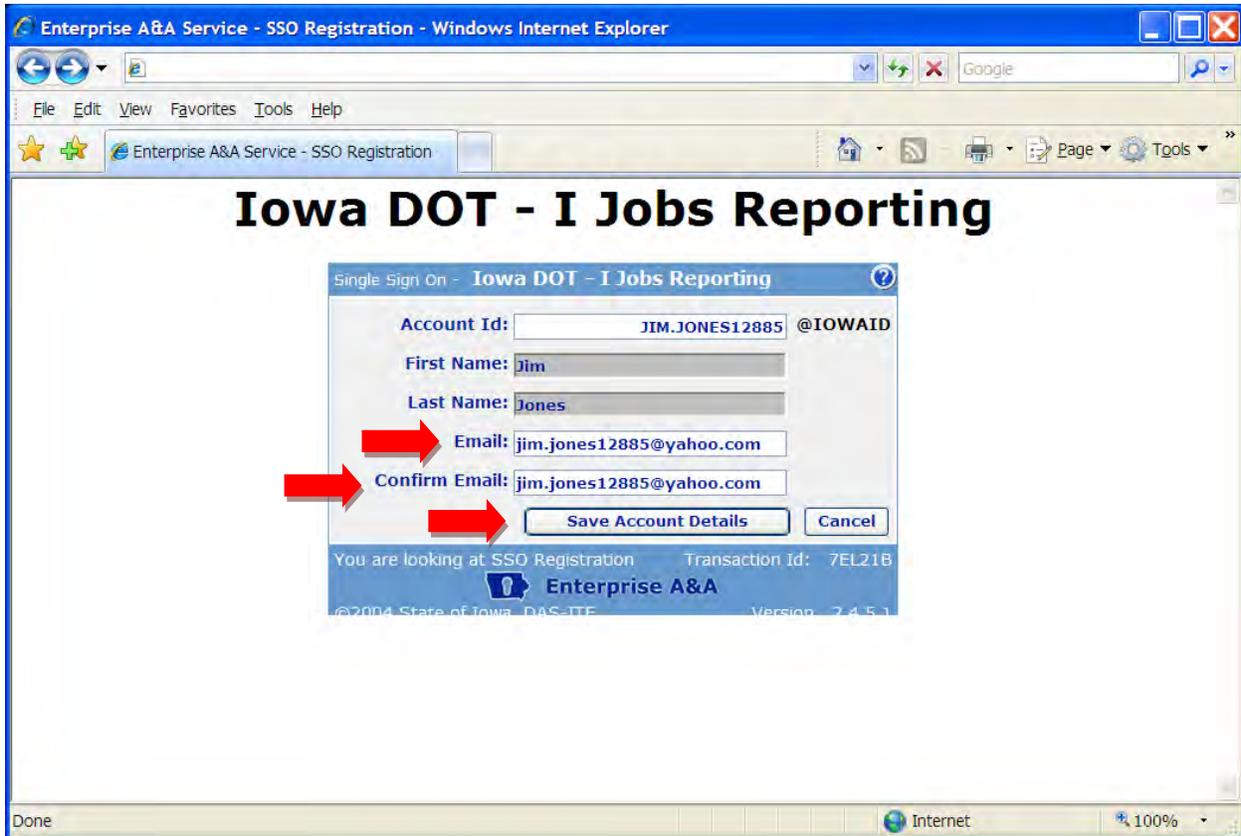
Last Name:

Before Beginning:

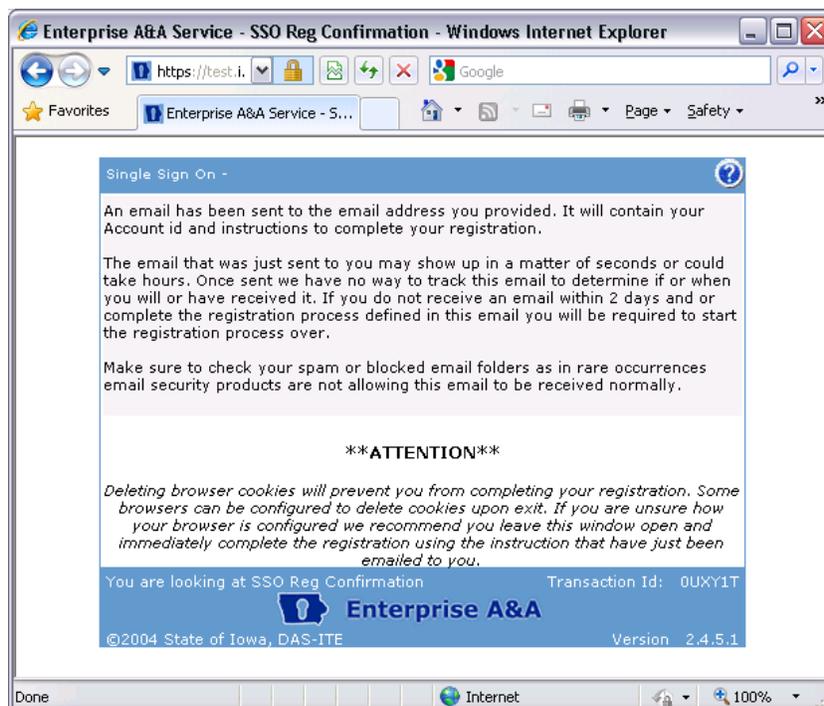
- You must have a valid email address.
- The same PC and browser must be used for your entire registration.
- Make sure your browser has Cookies and JavaScript enabled.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some

You are looking at SSO Logon ©2004 State of Iowa, DAS-ITE Transaction Id: 10KK08 Version: 2.4.5.1

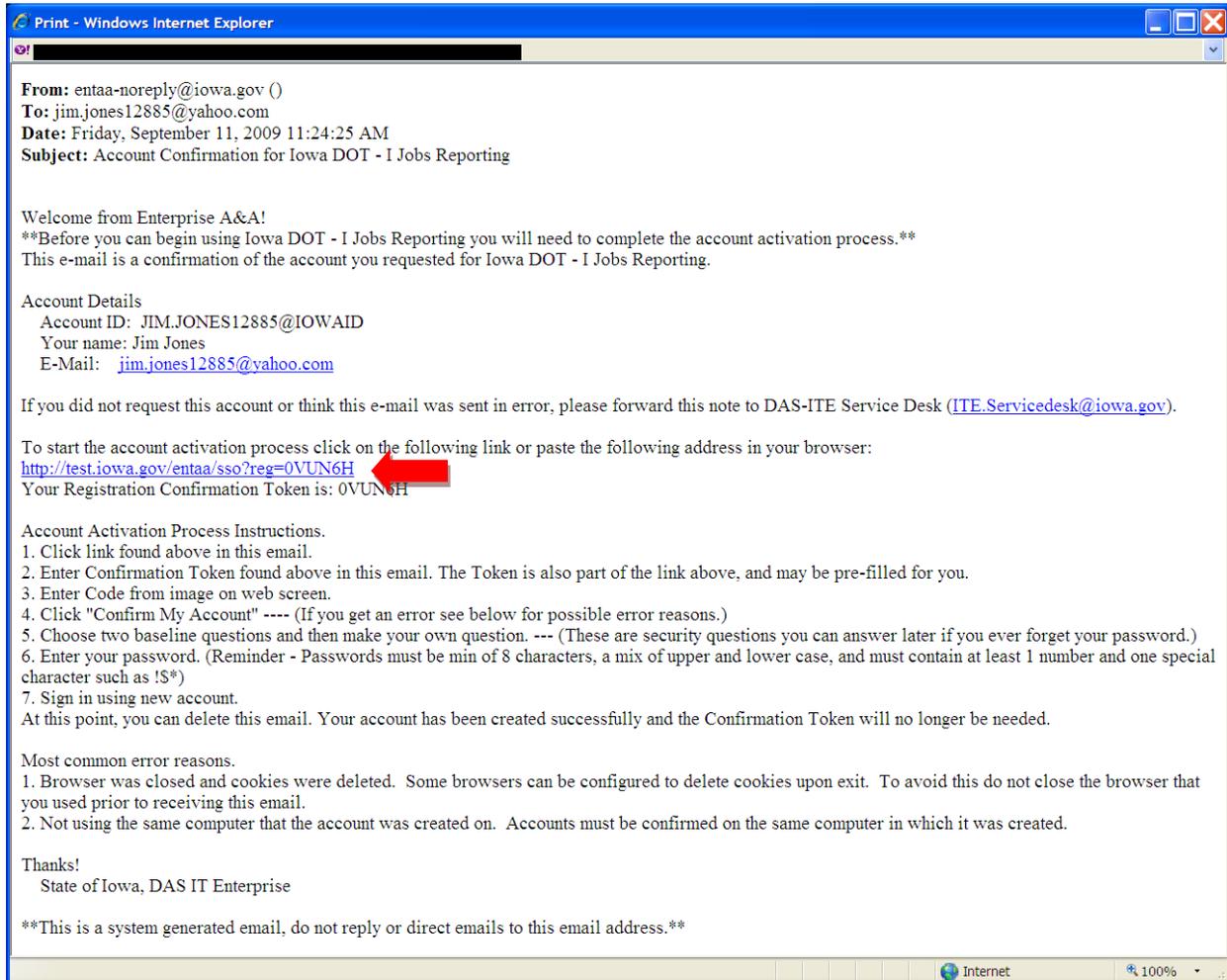
4. The system will automatically fill-in the Account ID field. Complete this page by entering your email address and click the "Save Account Details" button, as shown below:



5. The system will process your Account ID. When finished you will be presented with a screen informing you that your account is being processed and an email will be sent to your e-mail address that will provide you with instructions to validate your account information, as shown below:



6. After your Account ID is processed, you should receive an automated notification e-mail from the Enterprise A&A system, similar to the one shown below. The e-mail confirms the account credentials you provided in the preceding steps.



7. In the e-mail notification, click on the link provided to activate your account. **You must click on this link**, otherwise the account activation process will not be completed. If you do not click on this link **within 24 hours of registering your account**, the Enterprise A&A system will determine that your registration was in error and it will delete your account. As a result, you will need to begin the sign up procedure again.

8. After clicking on the link in the e-mail, your web browser should open to the Enterprise A&A Account Confirmation page, similar to the one shown below. Step 1 of the Account Confirmation page will be filled out automatically. Complete Step 2 by typing the keyword that is displayed in the image. Complete Step 3 by clicking on the “Confirm My Account” button.



9. On the following page, choose 3 security questions and fill out the answers, as shown on the page below. When complete, click on the "Save Identity Baseline" button.

Iowa DOT - I Jobs Reporting

Self Service Password Change - Iowa DOT - I Jobs Reporting

Identity Baseline for JIM.JONES12885@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 was the name of your childhood pet?

Answer 1: [7 dots] Confirm: [7 dots]

Question 2:
What color was your first car or truck?

Answer 2: [7 dots] Confirm: [7 dots]

Question 3 (Create your own question.):
What is the mascot of your favorite team?

Answer 3: [7 dots] Confirm: [7 dots]

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.

10. On the following page, enter a password in each of the fields. Your password must contain at least 8 alphanumeric characters including at least one special character such as ! or @. When complete, click on the "Save New Password" button.

The screenshot shows a Windows Internet Explorer browser window titled "Enterprise A&A Service - SSO Initialize Account - Windows Internet Explorer". The address bar contains "Google". The main content area displays the "Iowa DOT - I Jobs Reporting" page. A modal dialog box titled "Self Service Password Change - Iowa DOT - I Jobs Reporting" is open. The dialog contains the following text and elements:

- Information icon and text: "You must change your password."
- Text: "Password Change for **JIM.JONES12885@IOWAID**"
- Two input fields: "Enter new password: [password mask]" and "Confirm new password: [password mask]". Red arrows point to these fields.
- Text: "Password Rules: Passwords should contain a minimum of 8 alphanumeric characters (a mix of upper and lower case) including at least one special character. Note: You may not use pieces of your name or e-mail address in your password."
- Two buttons: "Save New Password" and "Cancel". A red arrow points to the "Save New Password" button.
- Text at the bottom: "You are looking at SSO Initialize Account Transaction Id: PEHRIW"
- Logo and text: "Enterprise A&A"
- Footer: "©2004 State of Iowa, DAS-ITE" and "Version 2.4.5.1"

The browser's status bar at the bottom shows "Done", "Internet", and "100%".

12. After clicking on the “Save New Password” button on the preceding page, you should be returned to the original State of Iowa Enterprise A&A login page, as shown below. You are now ready to sign in to the ARRA-MER web application with your new Account ID and password. Refer to the [Report Instructions](#) to continue the reporting process.

