

# To start the process, you will need to create an account. Select Create an Account

The screenshot shows the website's header with the IDPH logo and the text "Iowa Department of Public Health Promoting and Protecting the Health of Iowans Bureau of Professional Licensure". A left-hand navigation menu includes links for Home, General Public - No Sign In Required, Licensing Services - Sign In Required, Sign In, Create an Account, and Help. The main content area is titled "Home Page - Online Services" and contains a welcome message, instructions for licensees and new applicants, and sections for general public and a list of licensees, each with a tutorial link.

**Iowa Department of Public Health**  
Promoting and Protecting the Health of Iowans  
Bureau of Professional Licensure

**Home Page - Online Services**

Welcome to the Bureau of Professional Licensure online services site.

**Licensees**

- If you have an @lowaid account and password, select the Sign In button, **OR**
- If you have **never** used the online services site you will need to create an account by select the Create an Account button. Please view the following tutorial to assist you with creating your account.  
[Creating Your Account Tutorial](#)

**New Applicants**

- You will need to create an account by selecting the Create an Account button. Please view the following tutorial to assist you with creating your account.  
[Creating Your Account Tutorial](#)

**General Public**

- Select the General Public – No Sign In Required
  - Public License Search –this page will allow you to search for licensees by various search categories. For example, you can search to determine how many licensed chiropractors live in a specific town.
  - File a Complaint – this page provides you the opportunity to file a complaint against a licensee

**List of Licensees**

- Select the General Public – No Sign In Required
- Please view the tutorial to create a free list of licensees that can be generated and exported.  
[Public License Search Instructions](#)

Bureau of Professional Licensure | Bureau Phone #: (515) 281-0254 | Fax #: (515) 281-3121

Enter the required information and click the Register button.

You must have a valid personal email address to create an account.

The screenshot shows a web page for the Bureau of Professional Licensure. At the top, there is a navigation bar with the text 'Enterprise A&A' and four links: 'Sign In', 'Create An Account' (highlighted in a blue box), 'Forgot Password', and 'Forgot Id'. The main content area has a blue background with the text 'Bureau of Professional Licensure' in large white font. Below this, it says 'Sign up now to get credentials you can use for Enterprise A&A enabled sites.' There are two input fields: 'First Name:' and 'Last Name:'. To the right of the 'First Name' field is a green 'Register' button. Below the 'Last Name' field, there is a link for 'Possibly have an account already?' and a link for 'What is A&A?'. At the bottom of the main content area, there are links for 'Help' and 'Report Issue to State Service Desk'. Below the main content area, there is a section titled 'Important!' with three bullet points: 'You must have a valid email address', 'Your A&A Account ID may not contain profanity or special characters.', and 'You will be required to complete some Security Baseline Questions and Answers.' Below this is a 'NOTICE' section with two paragraphs of text. At the bottom of the page, there is a footer with three columns of text: 'Trans Id: J06CVF You are looking at: CI Logon', 'Additional Terms, Privacy & Warranty Information Enterprise Authentication & Authorization - Common Interface', and 'Version 4.0.2 ©2004 State of Iowa'.

Enterprise A&A Sign In **Create An Account** Forgot Password Forgot Id

# Bureau of Professional Licensure

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:  **Register**

Last Name:

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.

What is A&A?  
Help  
Report Issue to State Service Desk

## Important!

- 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.

**NOTICE**

You are about to interact with a publicly accessible website owned and operated by the State of Iowa. The actual, or attempted, unauthorized access, use, or modification of this website and its contents is strictly prohibited. Violators may be subject to administrative disciplinary action, civil litigation, and/or criminal prosecution in accordance with applicable State and Federal laws.

The use of this website may be monitored and recorded for administrative and security reasons. The State of Iowa and its agents may provide the information and evidence collected to third-parties including law enforcement officials.

Trans Id: J06CVF  
You are looking at:  
CI Logon

Additional Terms, Privacy & Warranty Information  
Enterprise Authentication & Authorization - Common Interface

Version 4.0.2  
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This screen requires you to enter your email twice. All other fields should be completed automatically, if the @iowaid field is blank, enter your first name.last name, then click on the Save Account Details button. If a message appears stating that the email is already being used by an existing account, you will need to call the OCIO service desk at 515-281-5703 or 800-532-1174 for assistance.

Create Account

# Bureau of Professional Licensure

Account Id:  
@IOWAID

First Name:

Last Name:

Email:

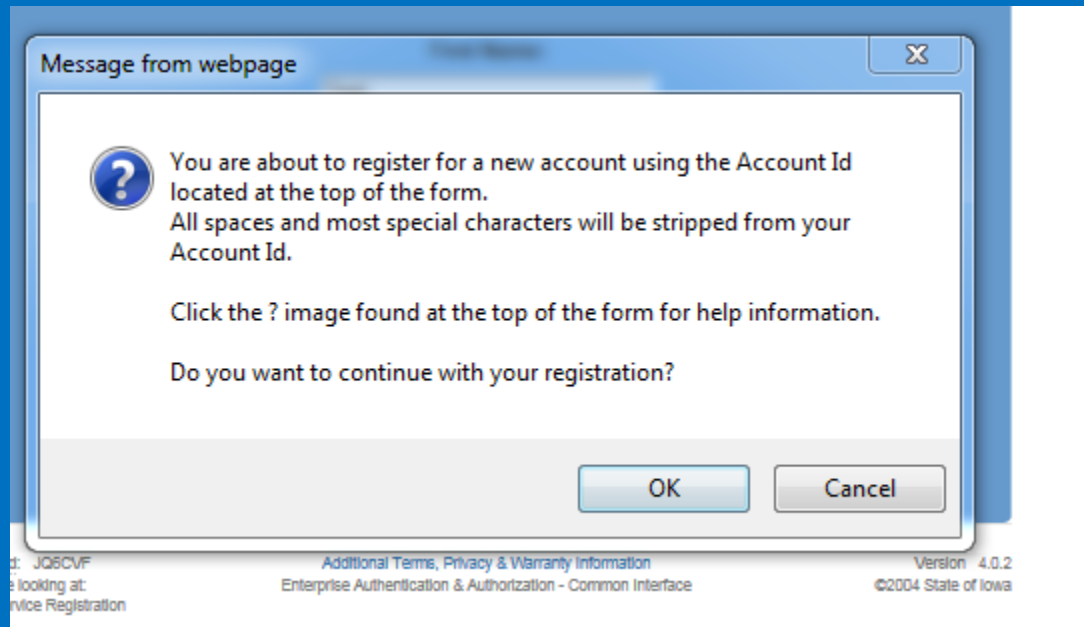
Confirm Email:

Trans Id: JQ6CVF  
You are looking at:  
Self Service Registration

[Additional Terms, Privacy & Warranty Information](#)  
Enterprise Authentication & Authorization - Common Interface

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# On this screen, click OK



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

**Registration Confirmation**

# Bureau of Professional Licensure

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.

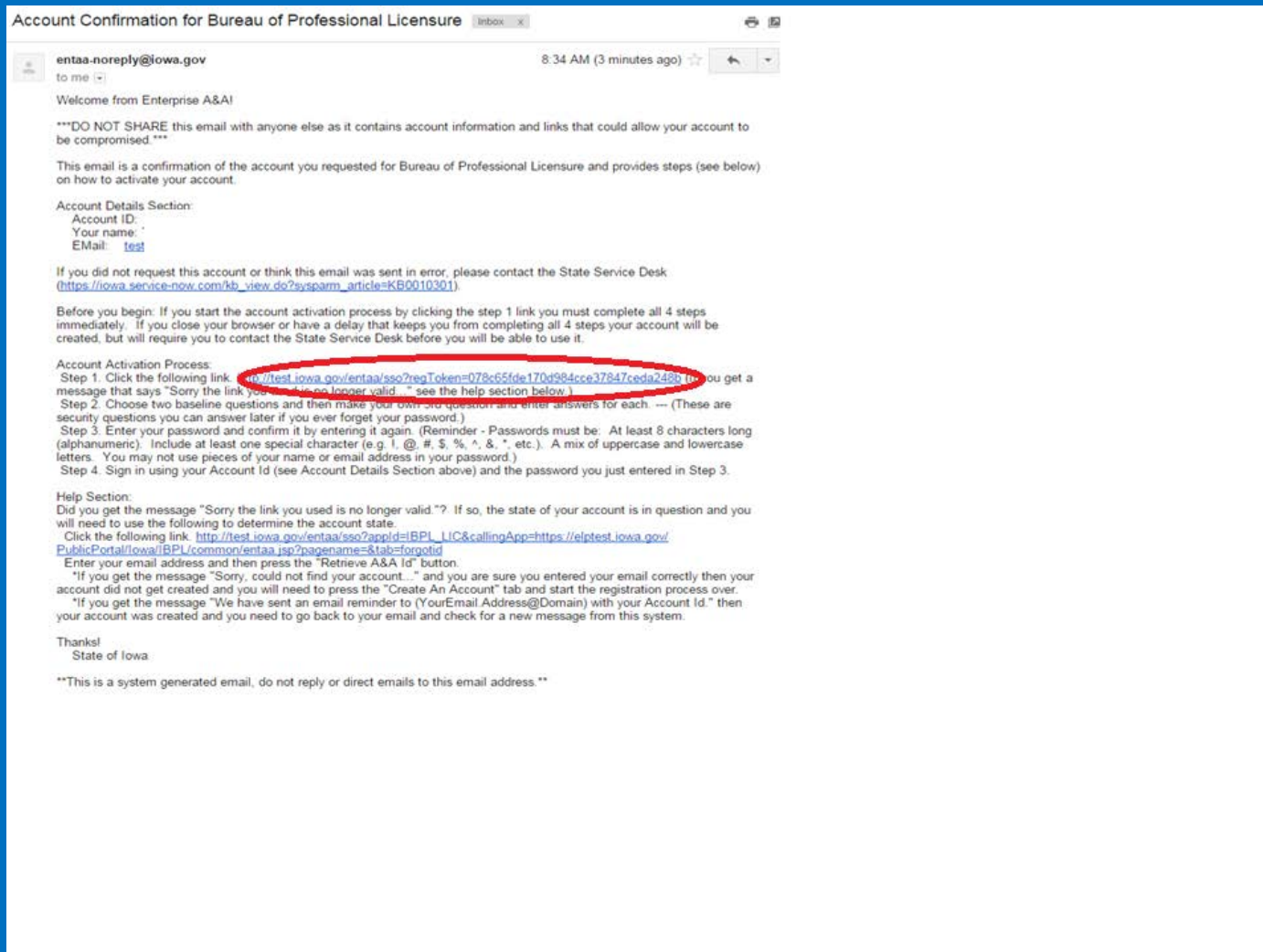
Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

Trans Id: JQ6CVF  
You are looking at:  
Registration Confirmation

[Additional Terms, Privacy & Warranty Information](#)  
Enterprise Authentication & Authorization - Common Interface

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Open the email with the subject “Account Confirmation”. Click the link in the body of the email.



Select security questions and provide answers.  
Write a security question for Question 3 and  
provide your answer. Click Save Identity Baseline.

**Identity Baseline**

## Bureau of Professional Licensure

Identity Baseline for TEST\_AMANDA1217@JOWAID

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:

(Create your own questions)

**Question 3:**

Answer 3:

Confirm:

[Save Identity Baseline](#) [Help](#)

**Baseline Guidelines**

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.

TRANS ID: BFPBOA  
You are looking at:  
Identity Baseline Setup

Additional Terms, Privacy & Warranty Information  
Enterprise Authentication & Authorization - Common Interface

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# Next, You will need to create a password for your account.

The screenshot shows a web interface for changing a password. The main heading is "Bureau of Professional Licensure". Below it, the text reads "Password Change for TEST.AMANDA1217@IOWAID". There are two input fields: "Enter new password:" and "Confirm new password:". At the bottom of the form area, there are three buttons: "Save New Password" (green), "Cancel" (white), and "Help" (dashed border). Below the form is a "Password Rules" section with the following text: "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 very bottom, there is a footer with three columns of text: "Trans ID: 85F8DA", "Additional Terms, Privacy & Warranty Information", and "Version 4.0.2". Below the first column is "You are looking at: Change Password". Below the second column is "Enterprise Authentication & Authorization - Common Interface". Below the third column is "©2004 State of Iowa".

**Bureau of Professional Licensure**

Password Change for TEST.AMANDA1217@IOWAID

Enter new password:

Confirm new password:

Save New Password

Cancel

Help

#### 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.


Trans ID: 85F8DA  
You are looking at:  
Change Password

Additional Terms, Privacy & Warranty Information  
Enterprise Authentication & Authorization - Common Interface

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Once you have created your Password, click Sign In from the menu on the left. Enter your SS# and Date of Birth in the correct box. Click Validate.



Iowa Department of Public Health  
Promoting and Protecting the Health of Iowans  
Bureau of Professional Licensure

- Home
- General Public - No Sign In Required
- Licensing Services - Sign In Required
- Sign In**
- Create an Account
- Help

### Online Service Log In

•

**Log on**  
**WARNING:** Enter **YOUR** social security number **without** dashes.  
Enter **YOUR** date of birth (MM/DD/YYYY).

If you receive an error please call 515-281-0254 and tell staff you received an error on the validation page.

**Search for User Profile**

SSN\*:

Confirmation of SSN\*:

Date of Birth\*:

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