



Governor Terry Branstad

Lt. Governor **Kim Reynolds**



Iowa Boards and Commissions

Welcome to the Iowa Boards and Commissions website. We are very pleased you are interested in serving on a board or commission. These boards and commissions play a very important part in the daily running of the government and the lives of the people of Iowa.

We have moved the process of applying for boards and commissions online in order to make this easier for you, the applicant, as well as for the administration to maintain. Please follow the instructions outlined below.

If you have any questions during the application process please contact:
Tracie Gibler, tracie.gibler@iowa.gov, (515)725-3521.

1. The Boards and Commissions website is located here: <http://openup.iowa.gov/>
2. To begin the registration process, click “Register New Account” at the bottom of the navigation menu on the left of the site.
3. Our website uses a user registration system called Enterprise A&A
 - a. If you have signed up to receive School Alerts, DPS Email Notifications, Sex Offender Registry emails, or one of 200 other State of Iowa services you already have an A&A account and can use it to sign in.
 - b. If you already have an account, you may use the same account ID and password.
 - c. If you have an account ID, your account will typically end with “@iowaid”. For example, [LastName.FirstName@iowaid](#).
 - d. If you are a state employee, your account ID is usually your state email address, and is the same information you use to sign in to Web Warrants.

Sign In or Register

 **Sign In Using A&A**

Register New Account

4. If you do not have an account ID, you will need to create one.
- a. Click the “Begin Registration” button from the “Register New Account” page to create a new A&A account.

Yes	Sign in to your Enterprise A&A account to begin the Iowa Boards And Commissions application process.	Sign In Using A&A ▶
No	Create a new Enterprise A&A account and begin the Iowa Boards And Commissions application process.	Begin Registration ▶
Maybe	If you are unsure, please try to recover your A&A account before you continue.	Account Recovery ▶

- b. You will be asked for your last name, first name and email address.

The image shows two screenshots of the Enterprise A&A registration process. The left screenshot is the 'CREATE AN ACCOUNT' page, which includes a navigation bar with 'SIGN IN', 'CREATE AN ACCOUNT', 'FORGOT PASSWORD', and 'FORGOT ID'. Below the navigation bar, there is a section titled 'Create an account for IGOV Boards and Commissions here.' with a sub-header 'Sign up now to get credentials you can use for IGOV Boards and Commissions and at other Enterprise A&A enabled sites.' and two input fields for 'First Name' and 'Last Name'. The right screenshot is the 'Single Sign On - IGOV Boards and Commissions' page. It features a navigation bar with 'Single Sign On - IGOV Boards and Commissions'. Below the navigation bar, there are several input fields: 'Account Id' (with a suggested value 'JOHN.DOE@IOWAID'), 'First Name' (with a suggested value 'John'), 'Last Name' (with a suggested value 'Doe'), 'Email', and 'Confirm Email'. At the bottom right of the form, there are two buttons: 'Save Account Details' and 'Cancel'.

- c. An account ID will be suggested to you. You may change the account ID if you wish.
- d. After you complete the form an email will be sent to the address you provided. The email will contain a link which is required to activate your account. Click the link to accept the A&A account.
- e. You will be asked to complete three security questions. These questions are used to recover your password if you ever forget it.
- f. You will need to create a password. The password must be at least eight (8) characters in length (it can be longer). It must contain one upper case letter, one lower case letter and one number.
- g. Enter your account ID and password information when prompted to sign in and you will be taken back to the boards website.
- h. Once you have completed the account sign up process, you will be returned to the sign in page for the Iowa Governor’s Boards and Commissions website and you may begin the board application process.

5. After you finish signing in with A&A you will be asked to enter your name and address. This is step 1 of the application process. Select the “Save and Continue” button at the bottom of the page when you’ve finished entering the requested information.
6. The next step of the application process is to fill out your account profile. Please complete all required information. These are indicated by an asterisk.
 - a. When you feel you have completed the Profile, please select the “Save Complete Application” button
 - b. If you would like to complete the Profile page later, you may select the “Save Partial Application” button so you may return and continue filling it out later. If you do return, you will not need to Register again, you may click “Sign In Using A&A” instead and provide your A&A username and password.
 - c. Once you have saved the complete application (profile), you will be asked to affirm the information you provided is correct. You will be asked to type in your name.
7. The next item to complete is the Background Information. Please select the “Continue to Background Information” button or link and complete the questions provided.
8. Background Information
 - a. Although the first section is not required, it is very helpful in the processing of your application. Please complete the Yes/No answers.
 - b. Complete all required fields. These are noted with an asterisk.
 - c. You are asked to authorize the Iowa Division of Criminal Investigation and the Governor’s Office to obtain records. The particular items are noted on the form. You will once again be asked to type in your name.
9. Your profile is now complete, but your application has not yet been filed. There are many boards and you must choose which ones you want to apply to.
10. You may now apply to the boards and commissions of your choice.
 - a. You may apply to up to ten (10) boards and commissions.
 - b. Please select the board(s) and commission(s) you wish to apply to by selecting the box at the right of the name.
 - c. When you have finished your selection(s), please select the “Apply” button at the bottom of the page.
 - d. You will be asked to confirm your selections. Please select the “Confirm” button.
11. Congratulations! You have now completed the process of applying to Iowa Governor’s Boards and Commissions.