

## IowaGrants.gov New User Registration Instructions

Are you new to IowaGrants.gov? Follow these basic instructions to create an account and begin your grant application.

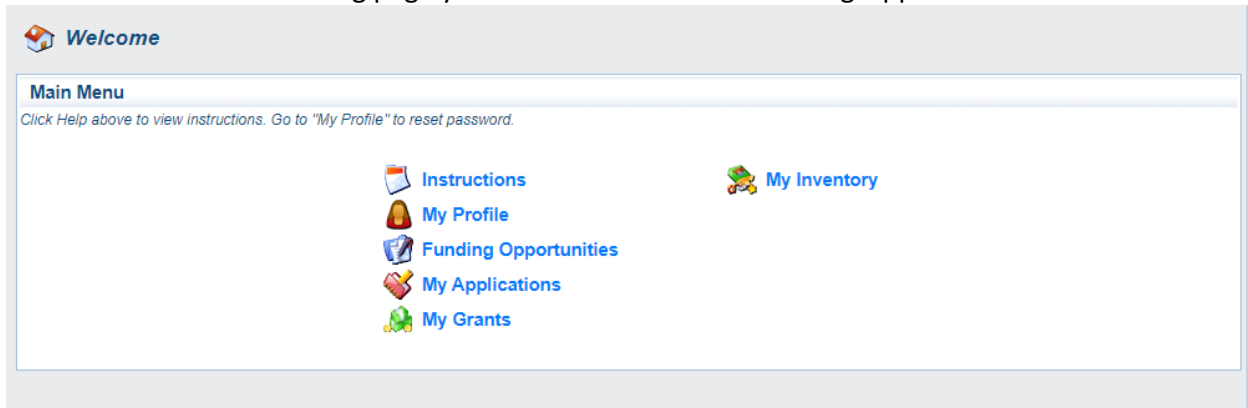
1. Go to [www.iowagrants.gov](http://www.iowagrants.gov)
2. Click “New Users Register Here”
3. Enter your first and last name.
4. Choose an Account ID name. Please note, this will be your user ID in the system.
5. Click “Save Account Details.” You may receive a pop-up message that asks if you want to continue with your registration. Click “OK.”
6. Next you’ll receive a confirmation email.
7. Open the confirmation email and follow the instructions. You will;
  - a. Click a confirmation link;
  - b. Choose security questions; and
  - c. Confirm a password.
8. Go to [www.iowagrants.gov](http://www.iowagrants.gov) and into your account with your new username and password to finish activation.
9. Enter your basic information and select your Program Area of Interest (**Apprenticeship**).
10. Click Register.
11. Your registration is now pending final system approval. You will receive a confirmation email once approval is complete.

*If you have any questions regarding these instructions or want additional assistance, please contact Brian Dennis, [Brian.Dennis@iwd.iowa.gov](mailto:Brian.Dennis@iwd.iowa.gov) or 515-725-3666.*

## Locating a Funding Opportunity in IowaGrants.gov Instructions

Once you have received your final system approval in IowaGrants.gov or if you are already registered, follow these steps to locate a funding opportunity and begin your grant application.

1. Log into IowaGrants.gov
2. On the “Main Menu” landing page you will a section called “Funding Opportunities”



3. Click the “Funding Opportunities” link and it will take you to a listing of several current funding opportunities available in IowaGrants.gov
4. From the list you can choose:
  - a. Iowa Health Career Registered Apprenticeship Program (ID #: 442165)
  - b. Teacher and Paraeducator Registered Apprenticeship (TPRA) (ID#: 442221)
5. By clicking the “Opportunity Title” of any specific funding opportunity; you will be taken to a summary page of the opportunity.
6. From this page you can select to either “Copy an Existing Application” or “Start a New Application”.
7. Each Opportunity will have sections dedicated to the:
  - a. Full NOFO
  - b. Budget Template
  - c. Various Appendices

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