

## How to Create an I Have A Plan Iowa® Professional Center Account

1. Go to <http://procenter.ihaveaplaniowa.gov>.

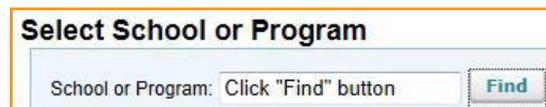
2. Select **Create a Professional Center Account**.



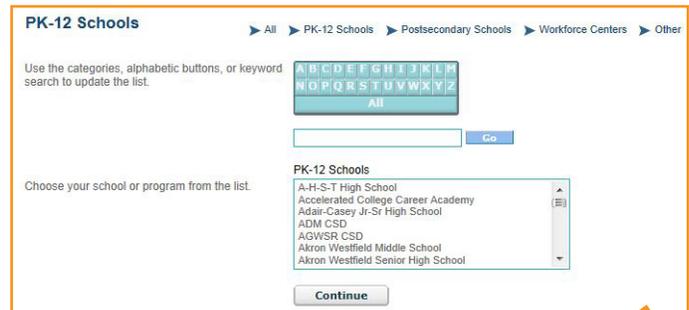
3. Choose your role and select the **Go** button.



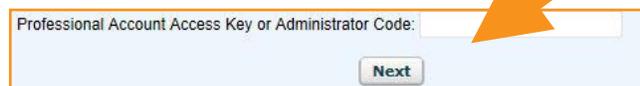
4. Click the **Find** button to choose your school/program.



5. The selection screen will appear. Choose your school/program and then select **Continue**.



6. Lastly, enter your site's Professional Account Access Key (PAAK) or Administrator Code and click **Next**.



7. Enter the requested information.

**NOTE:** You can select “yes” if you want students to be able to electronically contact you to request a password reset. If you do this you will need to be sure to enter an e-mail address rather than selecting a system generated address be created for you.



8. Create your account name and password.

**The account name must be at least five characters long.**

**The password must be five to 12 characters long.**

9. Enter a security question and its answer. You will be asked this question if you ever need to retrieve your account name or password.

10. Check the box for the privacy policy and terms of use.

11. Click **Create Your Account**.

12. You will now see your confirmation page. Notice that your account name is listed. Select **Click here to continue**.

13. You are now signed into your professional account.

**NOTE:** Professional Center passwords expire every 90 days. You will be prompted to set a new password upon expiration. You cannot reuse the previous four passwords.

### Create Professional Center Account

#### Account Information

Title:	<input type="text" value="Click Here"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
E-mail Address:	<input type="text"/>
E-mail Address(repeat):	<input type="text"/>
<input type="checkbox"/> Check here if you do not have your own e-mail and would like to use this site's account as your primary e-mail.	
Do you want students to be able to contact you for their passwords?	<input type="radio"/> Yes <input checked="" type="radio"/> No

#### Account Name and Password

Choose an account name and password. You will need these every time you sign in to this system. Please choose something you can easily remember. Your account name cannot contain spaces and apostrophes. Your password must be at least 5 characters but not longer than 12 characters, cannot contain any spaces and must not be the same as your account name.

Account name:	<input type="text"/>	Use only characters a-z,0-9,(,),(-),(.),(_). E-mail address is allowed.
Password:	<input type="password"/>	
Password (again):	<input type="password"/>	

In case you forget your password choose a security question and answer to that question.

Question:	<input type="text"/>
Answer:	<input type="text"/>

I have read and agree to the [privacy policy](#) and [terms of use](#) of this site.



**Create Your Account**

**You have successfully created your account**  
Your account name is **demoaccounts1**.  
Your new e-mail address is **demoaccounts1@procenter.ihaveaplaniowa.gov**.  
This new e-mail address was created for you from your account name so that you can send and receive messages in the Professional Center. You can share it with others if you want to receive their messages in the Professional Center.

[Click here to continue](#) ➤

**i have a plan**  
Professional Center IOWA

Signed in as: Demo Accounts Iowa (Training) [My Account] SIGN OUT

Students & Groups | Reports | Resources | Communication

**Students & Groups**  
Find individuals, define groups of students and manage your groups.  
Students & Groups

**Reports**  
Create reports showing site usage, assessment results and outcomes.  
Reports

**Resources**  
Find lesson plans for your subject, and get help using the system.  
Resources

**Communication**  
Send or review messages and set up your events calendar.  
Communication

**i have a plan**  
IOWA  
Go to I Have A Plan Iowa™



**NOTE:** If you forget your account name or password:

Click on "Forgot your account name or password?"



**Professional Center**

**Sign In**  
to Your Professional Center Account

Account Name:   
Password:    
[Forgot your account name or password?](#)

Don't have a Professional Center account?  
• [Create a Professional Center Account](#)

**What is the Professional Center?**  
The Professional Center gives you all the tools you need to manage your college and career planning programs - administration, reporting, communicating and managing students.

- Students & Groups**  
Find individuals, define groups of students, and manage your groups.
- Reporting**  
Create reports that show site usage, assessment results, and planning outcomes.
- Teaching Tools**  
Find lesson plans for your subject and guidance in using the system.
- Communication**  
Send or review your messages, and manage events that appear on student calendars.

You will get this screen to complete.



If this process is unsuccessful, you will need to call the IHAPI vendor at 1-800-281-1168 for assistance.

**Sign In Help**

Having trouble signing in?

- Make sure that the "CAPS LOCK" on your keyboard is turned off.
- If you used numbers in your password and you're using the number pad to enter them, make sure "NUM LOCK" is turned on.
- You might have just typed your information incorrectly. Try again.
- If you still can't sign in after trying these suggestions or retrieving your password, contact school personnel or Technical Support at 1-800-GO-TO-XAP during business hours.

**Forgot your password?**

Account name:   
E-mail address:   
(Enter the e-mail address used when creating your account.)

**Forgot your account name?**

First name:   
Middle initial:   
Last name:   
E-mail address:   
(Enter the e-mail address used when creating your account.)