



Iowa Financial Literacy Program

Guide for Creating Student Accounts



I. Existing I Have A Plan Iowa™ Student Accounts

1. Go to www.IHaveAPlanIowa.gov.
2. Sign in with your existing account id and password.
3. Continue with Section III of the instructions.

II. New Student Users: Creating an I Have A Plan Iowa™ Student Account

1. Go to www.IHaveAPlanIowa.gov.
2. Select *Create an Account*.
3. Determine whether or not you have already created an A&A account. Most individuals have not. If you have not, click *Continue*.
4. Click the *Go* button to indicate you are a high school student.
5. Enter your date of birth. Click *Find* to locate your school.
6. Choose your school and click *Continue*.

Note: A list of PK-12 schools is the default list. If you are connecting to a college, workforce or other site, you should click the appropriate group at the top of the screen to populate that list.

7. Enter the requested information. You should use your legal first and last name.

Note: An email address is required. However, if you do not have an email address, you may check the box that allows the system to create one for you.

Hint: Enter an external email address if you have one. It will allow you to retrieve your account name if you forget. We will NOT use your email address for spam or solicitation.

8. Create your account name. The default format for your account name will be `firstname.lastname@iowaid`. Note that the `@iowaid` suffix is automatically added to the account name. For example, if your name is John Smith, your default account name will be `john.smith@iowaid`. You may change your account name by typing your preferred name into the account name field.

Note: Your account name must be unique to you. This means that if you have a common name, such as John Smith, another John Smith may already have an I Have A Plan Iowa™ account using `john.smith@iowaid`. In this case you would need to modify your account name to make it unique. Examples: `john.smith2010@iowaid`, `john_smith@iowaid`, `johnsmith@iowaid`

9. Select your password. Your password must meet the criteria outlined on the screen in order to be accepted by the system. When you have entered a valid password, you will see the green check mark and confirmation message.
10. If you have previously used either of the Choices programs, you may import your existing Choices Portfolio into your new I Have A Plan Iowa™ account by selecting the *Import Now* button and entering the requested information.



11. Check the box indicating you have read and agree to the privacy policy and terms of use. Make note of your account name and password and click *Create Your Account*.
12. Select *Continue*.
13. Enter your account name and password. At the end of your account name, be sure to include @iowaid. For example, if your account name was john.smith, enter john.smith@iowaid. Remember your password is case-sensitive. Do **not** check the *"Take me to my Account Options after I Sign In"* box.
14. Click *Sign In*.
15. On this page you must create your identity baseline questions. If you forget your password, you can answer these questions to gain access to your account. These questions verify that it is you and not someone else trying to access your account.

Hints:

- *Choose questions and answers that you know well, but that others don't.
- *Avoid special characters like commas or quotes that you may not enter the same way later.
- *Keep your answers simple. Use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
- *You must create your own question for Question 3.

16. Click *Save Identity Baseline*.
17. You are now signed into I Have A Plan Iowa™. Remember to keep your account name and password in a safe place for the next time you sign in.

III. Activating Iowa Financial Literacy Program Student Accounts

1. Once you are signed into I Have A Plan Iowa™, click the Iowa Financial Literacy Program button on the right side of the page.
2. On the welcome page, enter the class code provided by your instructor.
3. Select your high school graduation year.
4. Click *I'm done – create my account!*
5. A confirmation page will appear. Click *Get Started*.
6. You will now be on the Iowa Financial Literacy Program homepage.
7. Click on the *Curriculum* tab to access the learning modules. EverFi Certification is earned by successfully completing all ten modules. The Overview must be completed before moving on to the modules. A game will appear on your screen each time you load a module. You can view the module's download progress at the bottom right hand corner of the game.

