

Guide to creating an NIC account

Register for NIC ID

Step 1: Go to <https://appengine.egov.com/submissions/Account/Login> and select the NIC ID Sign in/Sign Up Button.



You need to sign in to access this resource.

Choose a sign in option

NIC ID SIGN IN / SIGN UP

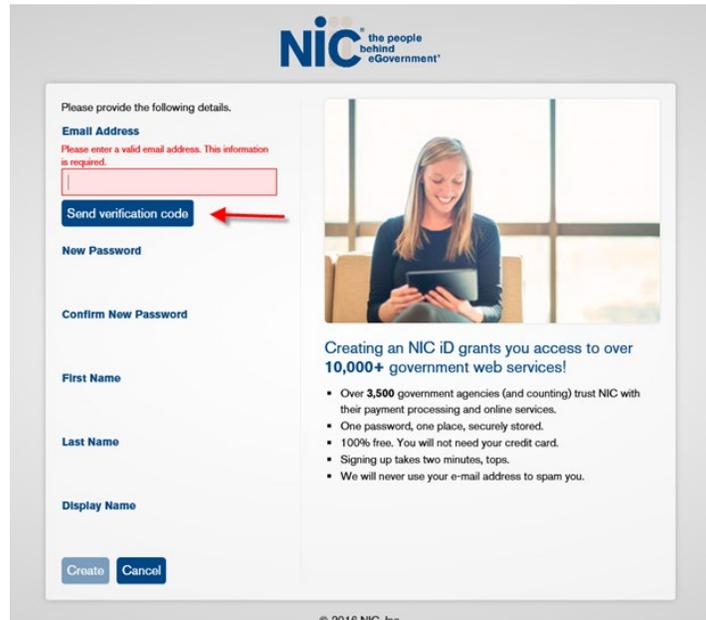
NIC EMPLOYEE SIGN-IN

SSO LOGIN

Step 2: Click on Sign up now.

A screenshot of the NIC ID sign-in/sign-up page. The page features the NIC logo at the top left, with the tagline 'the people behind eGovernment'. Below the logo is a sign-in form with fields for 'Email Address' and 'Password', and a 'Sign in' button. To the right of the form is a photograph of a woman smiling while using a tablet. Below the photo is a section titled 'Creating an NIC iD grants you access to over 10,000+ government web services!' followed by a bulleted list of benefits. At the bottom of the form area is a 'Sign up now' button, which is highlighted with a red arrow. The footer of the page includes the copyright notice '© 2016 NIC, Inc.' and links for 'Privacy Policy' and 'Terms of Use'.

Step 3: Enter your email address and click Send verification code



The screenshot shows the NIC registration interface. At the top is the NIC logo with the tagline "the people behind eGovernment". Below the logo, it says "Please provide the following details." The "Email Address" field is highlighted in red, with a red arrow pointing to the "Send verification code" button. Other fields include "New Password", "Confirm New Password", "First Name", "Last Name", and "Display Name". At the bottom are "Create" and "Cancel" buttons. To the right of the form is a photo of a woman using a tablet and a list of benefits of creating a NIC ID.

NIC the people behind eGovernment[®]

Please provide the following details.

Email Address
Please enter a valid email address. This information is required.

Send verification code

New Password

Confirm New Password

First Name

Last Name

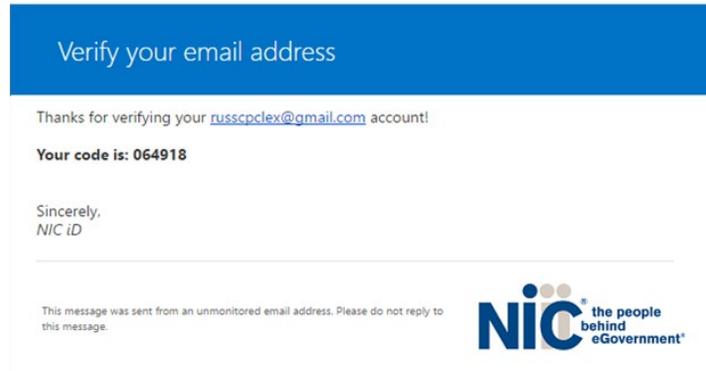
Display Name

Creating a NIC ID grants you access to over **10,000+** government web services!

- Over **3,500** government agencies (and counting) trust NIC with their payment processing and online services.
- One password, one place, securely stored.
- 100% free. You will not need your credit card.
- Signing up takes two minutes, tops.
- We will never use your e-mail address to spam you.

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Step 4: Check your email for the code



Step 5: Enter the Verification Code and click Verify Code

Please provide the following details.

Email Address
russcpclx@gmail.com

Verification code
064918

Verify code **Send new code**

New Password

Confirm New Password

First Name

Last Name

Display Name

Create **Cancel**

NIC the people behind eGovernment

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Step 6: Then create a New Password, confirm your Password, enter your First and Last name and your desired Display Name. Then click Create. (Note – Disregard “Not Allowed” notice after clicking Create, if applicable. Continue to Step 7.)

Please provide the following details.

Email Address
russcpclx@gmail.com

Change e-mail

New Password
9-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * _ - + = {} | ! : ; , ? / ' ~ * () ; This information is required.

Confirm New Password

First Name

Last Name

Display Name

Create **Cancel**

NIC the people behind eGovernment

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Step 7: Return to <https://educate.iowa.gov/higher-ed/authorization>, select the intended registration, exemption, or financial responsibility application to begin.

Password Reset

Step 1: Go to <https://appengine.egov.com/submissions/Account/Login> and select the NIC ID Sign in/Sign Up Button



You need to sign in to access this resource.

Choose a sign in option

NIC ID SIGN IN / SIGN UP

NIC EMPLOYEE SIGN-IN

SSO LOGIN

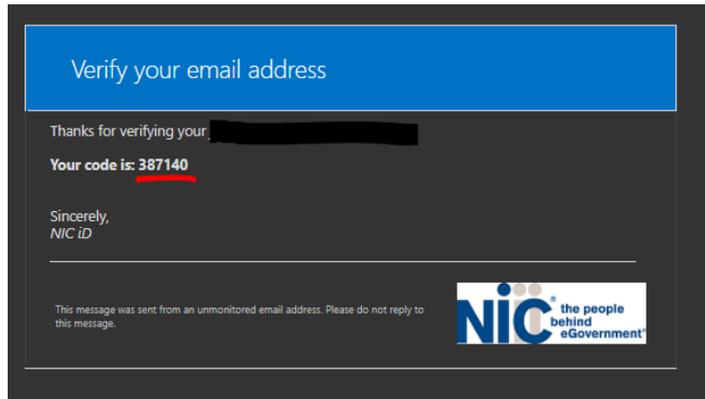
Step 2: Select the 'Forgot your password?' link

A screenshot of the Appengine sign-in page. On the left, there is a form with fields for 'Email Address' and 'Password'. A red line underlines the 'Forgot your password?' link next to the password field. Below the password field is a blue 'Sign in' button. Underneath, there is an 'OR' separator and a yellow 'Sign up now' button. On the right, there is a photograph of a woman using a tablet. Below the photo, there is a heading 'Creating a NIC iD grants you access to over 10,000+ government web services!' followed by a bulleted list of benefits: 'Over 3,500 government agencies (and counting) trust NIC with their payment processing and online services.', 'One password, one place, securely stored.', '100% free. You will not need your credit card.', 'Signing up takes two minutes, tops.', and 'We will never use your e-mail address to spam you.'

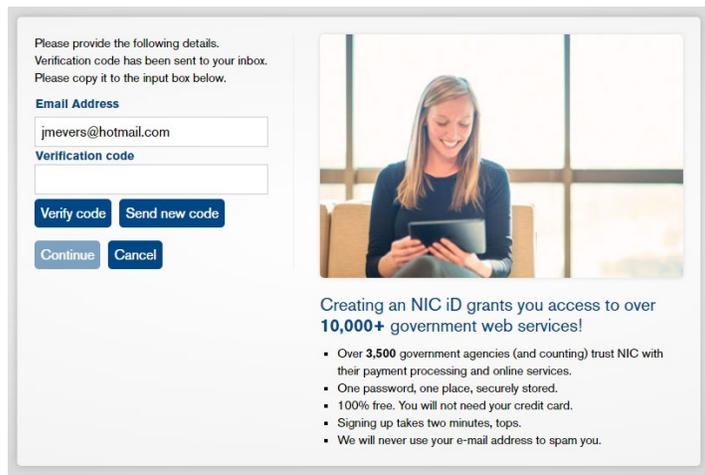
Step 3: Enter your email address and select the Send Verification Code button

A screenshot of the Appengine email verification page. At the top, it says 'Please provide the following details. Verification is necessary. Please click Send button.' Below this is an 'Email Address' field with a red error message: 'Please enter a valid email address.' Underneath the field is a blue 'Send verification code' button. At the bottom left, there are 'Continue' and 'Cancel' buttons. On the right, there is the same photograph of the woman with the tablet and the same promotional text and bulleted list as in the previous screenshot.

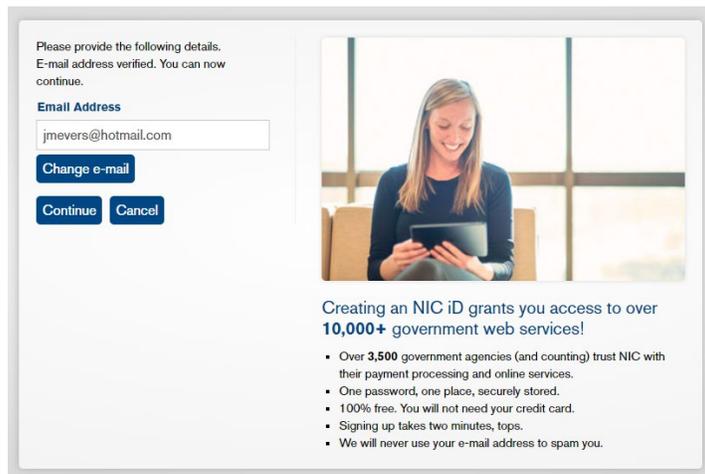
Step 4: Log into your email and view the email titled 'NIC ID account email verification code'



Step 5: Enter the Verification Code and Select the Verify Code button



Step 6: If needed, updated your email address. Otherwise, select the Continue button



Step 7: Enter your new password and confirm it. Select the Continue button to save.

Please provide the following details.

New Password

Confirm New Password



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Account Support

Contact iowa-support@tylertech.com

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