

How to Create Professional Accounts from the I Have A Plan Iowa® Professional Center

Note: This feature is only available to users who have administrative level access.

1. Sign into your Professional Center Account at: <https://procenter.ihaveaplaniowa.gov>.



2. Go to the **Administration** tab.



3. Select **Manage Professional Accounts**.



4. Choose between **Professional Account** or **Administrator Account**.



5. Fill out the required fields. A valid email address must be entered for the professional to receive electronic password reset requests from students, as well as to use the “Forgot account name or password?” function for their own account. The professional center passwords must be between 8-12 characters and contain both alpha and numeric characters with no special characters. When finished, select **Create Your Account**.

6. Distribute the account name and password to the professional. Upon initial sign in, they will be on the “My Account” page where they must complete the security question and answer fields. This information will be needed if they forget their account name or password.

7. Once an account is created, you will return to the **Manage Professional Accounts** page, where the new account will appear. From this page accounts can be edited to revoke professional center or administrative rights, or an account may be upgraded to grant administrative rights.

Tip: If a professional user is ever unsuccessful with the “Forgot account name or password?” retrieval process, they will need to call the IHAPI vendor at 1-800-281-1168 for assistance.

Note: Professional Center accounts will be prompted to change passwords every 90 days. Professionals cannot use the previous four passwords.

Manage Professional Accounts

Create Professional Center Account
 Creating a professional account gives a professional access to the tools in the Professional Center including access to the student center.

Account Information

Create account for a: Choose one

Title: Mr.

First name: [text box]

Last name: [text box]

E-mail Address: [text box]

E-mail Address(repeat): [text box]

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.

Account Name and Password

Choose an account name and password. You will need these every time you wish to access or modify any of your information, so please choose something easy to remember.

Account name: [text box] Account name must be between 5 to 30 characters long, using only characters a-z,0-9,(,),(,)-,_,(,)_ E-mail address is allowed.

Password: [text box]

Password (again): [text box]

Cancel Create Your Account

Manage Professional Accounts

Manage Professional & Administrator Accounts
 Here you can create new Professional or Administrator Accounts, view all Professional & Administrator accounts associated with this site, and change their account types.
 Click an account name to view its portfolio.

Account Creation
 Create a new: Professional Account Administrator Account

Account Owner & Account Name	Account Type	Actions
Test_Another (anotherst@iowaid)	Professional Administrator	Remove Administration Privileges Remove Professional Center Privileges
Test_Eric (eric.test)	Professional Advisor	Upgrade to Administrator Account Remove Professional Center Privileges
Test_Julie (julie.test@iowaid)	Professional Administrator	Remove Administration Privileges Remove Professional Center Privileges
Test_ProCenter (ProCenter.Test@iowaid)	Professional Advisor	Upgrade to Administrator Account Remove Professional Center Privileges

