

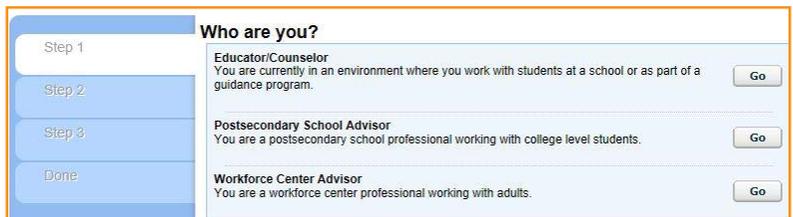
How to Create an I Have A Plan Iowa® Professional Center Account

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

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



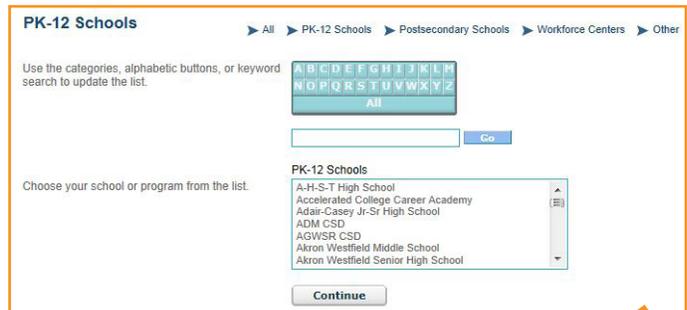
3. Choose your role and select the **Go** button.



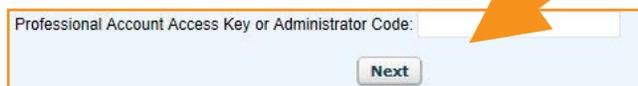
4. Click the **Find** button to choose your school/program.



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**. To acquire your site's code, call Xap Corporation tech support at 800-281-1168.



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 between eight to 12 characters long and contain both alpha and numeric characters with no special characters.

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.

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](#) ➤

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: **SIGN IN**
[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.

Complete the Sign In Help screen.



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.)
Go

Forgot your account name?

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

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