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## i-PoWeR is Iowa's New Registry

**i-PoWeR** is a program that allows individual professionals to load their qualifications and credentials into a centralized paperless system to take with them, regardless of their workplace.

Each person should know and secure their OWN username (registry ID) and password for their OWN use, throughout their career.

### Tips to remember:

**Tip 1:** Use Chrome as your browser. The programmers developed the system with Chrome in mind. You can try other browsers but may experience issues.

**Tip 2:** If you are having issues, click the Ctrl and F5 keys or Ctrl and R (from a Mac) to reset the system and try again.

**Tip 3:** Use a personal email to create your username and password so it's easy to reset in the future.

Iowa's training registry has a new look, new name, and many new features!! Don't worry! We kept the URL (website) and the IDs (username) and passwords the same!

**Login:** Use the username (ending in @iowaid) and password that you have always used!

**Linking to your existing roles:** Click on the **green dot** on top of the screen to search/choose the facility, then role (if you have more than one). Each facility has its own view so if you expect to see a request and you don't see it, you may need to change your facility.

### Requesting New Roles and Linking to your business:

1. After you sign in, click Link to a Role at the top of the screen,
2. If you work for a center or home (in child care), click "Select" in "an early learning or school age care program and role",
3. From the "My role is" dropdown, select the role that best fits your job,
4. From the "I Work at" field, start typing the name of the child care facility you work for (the way it is typed on the license),
5. Click the Submit button.

If you can't find your business, click the "Cannot find business" button.

**Managerial Roles in a child care facility:** The roles that have the ability to Batch Enroll employees are:

1. Center Owners,
2. Directors,
3. Co-Directors,
4. Assistant Directors,
5. On-Site Supervisors,
6. Facility Managers
7. Office Managers,
8. Financial Managers,
9. Board Members

Center Directors and On-Site Supervisors are approved by our DHS licensing staff. All other roles are approved by the Center Director (for that facility).

### Requesting Enrollment:

1. After you login to the system, click Search Trainings,
2. To narrow your search results, click Filters,
3. Select or enter in filters screen and click Apply Filters (DO NOT enter into each field. Choose one or two filters to start),
4. View results and click Enroll button for desired request,
5. From the Confirmation screen, click the Yes button if you are sure you would like to enroll,
6. After the organization accepts the request you will receive an email with the needed information.

## What first-time participants really need to know

### Tips to remember:

**Tip 4:** Create your account and access your email from the same device and during the same period of time. Leaving, closing the browsers, or using a different device will cause issues.

**Tip 5:** Make sure you can access your email account from the same device you created it. Complete this process before any other person starts the process (if on the same device).

**Tip 6:** When searching for classes and series, click Search Trainings. Search Trainings doesn't include conferences. When searching for conferences, click the green ribbon that says "View upcoming conferences".

**New to the system:** Create a username (ending in @iowaid) and password that you will be able to access regardless of where you work.

### Steps to Create a New username and password:

1. Click <https://ccmis.dhs.state.ia.us/trainingregistry/TrainingRegistry/Public/> to access the i-PoWeR system,
2. Click Login,
3. Click the blue "click here" next to Don't have an account,
4. Click the Create an Account tab,
5. Enter your First Name and Last Name, click Register,
6. Enter an "Account ID" of your choice,
7. Enter your own valid email address that you will have access to even if you change jobs/positions,
8. Enter your email address again to confirm your email address, Click Save Account Details,
9. Read the message from entaa.iowa.gov and click OK,
10. A page will display that lets you know an email was sent, Retrieve email and click on the link within the email to activate the account,
11. Set up security baseline questions,
12. Set-up password,
13. Sign in.

### Steps to Create an i-PoWeR Account and Link to a Role/Business:

1. After logging in with the username and password, the participant will land on a page that says, "Complete your basic profile information". Complete each field that is required. Click Submit,
2. The system will then take you to a page called that says, "Link to Role and Business Information". If you work for a child care facility, click the "Select" button in the box that says, "an early learning or school age care program and role,
3. The system will then take you to a page called "An Early Learning or School Age Care Program and Role" where you will select your role from the dropdown,
4. Begin entering the business name in the field under "I Work at",
5. If you are not able to see the business you work at then click the "Cannot find business" button. This will give you instructions about what you need to do next,
6. After you have requested a role in the system you are able to search trainings, request enrollment into trainings, view/edit your profile, and view reports that are applicable.

## Here to Help:

### **Tutorials for your viewing pleasure!**

Please check out the CCR&R website to see the tutorials of the system at: <https://iowaccrr.org/>

### **When you have questions about your upcoming training:**

The My Enrollments link located on the left navigation or inside your profile page is a great place to start. Click the title of the training and see all of the details that we have about that event. If that doesn't help, click the title of the training, and contact the organization that is offering the training.

**When you have questions about your login information:** Click Login, from the Login screen, click Report Issue to State Service Desk. Give them your email address and your @iowaid and let them know what issue you are having.

**When you have questions about the i-PoWeR system:** Click "Contact i-oWeR"

- **Your licensing consultant:**

Your DHS licensing consultant is always there to answer questions about eligibility and compliance and to point you in the right direction when it comes to following the DHS requirements. Directors and On-Site Supervisors are approved by the licensing consultants. Training is reviewed by the licensing consultants for DHS compliance.

- **Your Child Care Resource and Referral Representative:**

Child Care Resource & Referral (CCR&R) is a program to support quality child care throughout the state of Iowa. CCR&R is available to assist families in selecting child care providers who best meet the needs of a child and their family. Child Care Consultants provide on-site consultation to licensed preschools, centers, nonregistered home providers and Child Development Home providers.

- **The people who manage the login information:**

The EAA sign in process is not located at the Iowa Department of Human Services so can't help with this issue because DHS doesn't have access to that system. Click Login, click Report Issue to State Service Desk, give them your email address and your @iowaid and ask them for help. They are amazing to work with and very helpful.

- **The i-PoWeR Program Manager:**

Click on Contact i-PoWeR at the bottom of the i-PoWeR system or on the left navigation (when you are signed in to the i-PoWeR system) to ask a question about the system or report a problem with the system. If you provide a screenshot of the issue, that will be sent on to the programmers for assistance.

*Thank you for all you do to make sure all Iowa's children  
are healthy, happy and successful.*