



Fire Service Training Bureau

To sign up for an Iowa FSTB ACADIS portal account, you **MUST** first have an ID.IOWA.GOV account. Follow the instructions below to create that account.

STEP 1 - Sign up for **ID.IOWA.GOV**

1. Go to <https://id.iowa.gov>
2. If you do not have an ID.iowa.gov account, click “Sign up”
4. Verify email address and set a password.

Sign In or Sign up below

Username
Typically your email address (NOT @IOWAID)

This field cannot be left blank

[Next](#)

[Unlock account?](#)
[Help](#)

Don't have an account? [Sign up](#)

Set up security methods

Security methods help protect your State of Iowa - ID.iowa.gov account by ensuring only you have access.

Required now

Email
Verify with a link or code sent to your email
[Set up](#)

Password
Choose a password for your account
[Set up](#)

[Back to sign in](#)

3. On the next screen, provide:
 - a. First name, Last Name, & **PERSONAL** email address.
** Do **NOT** use employer provided email address. **
 - b. **Click “Sign Up”**

5. Set up Multi-Factor Authentication

Note: MFA is required. If you are not prompted to sign up for MFA, you will be prompted once you sign into the ACADIS portal.

Sign up

First name

Last name

Email

[Sign Up](#)

[Already have an account?](#)

Set up security methods

Security methods help protect your account by ensuring only you have access.

Okta Verify
Okta Verify is an authenticator app installed on your phone, used to prove your identity. Used for access or recovery.
[Set up](#)

Phone
Verify with a code sent to your phone. Used for access or recovery.
[Set up](#)

Security Question
Choose a security question and answer that will be used for signing in. Used for recovery.
[Set up](#)

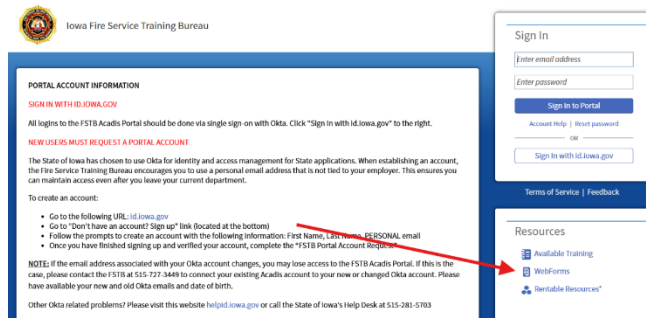
Authenticator	Instructions	Notes
Security Question	Instructions Video	Required
Okta Verify (Push Notifications)	Instructions Video	Strongly Recommend Can be used to access and recover (Self-Service).
Phone (SMS & Voice)	Instructions Video	Strongly Recommend Can be used to access and recover (Self-Service).
Google Authenticator	Instructions	Encouraged with limited internet access. Can be used to access.

****Note**** ID.IOWA.GOV and @IOWAID are not the same. If your State of Iowa account ends in @IOWAID it will not work. You must create a new ID.IOWA.GOV account.

STEP 2 - Sign up for ACADIS

Once your ID.IOWA.GOV account has been created, visit the Fire Service Training Bureau Acadis Portal site at <https://iafstb.acadisonline.com> to create an ACADIS portal account.

6. Under “Resources”, click on “Webforms”



7. From the list of Webforms, select “FSTB Portal Account Request”



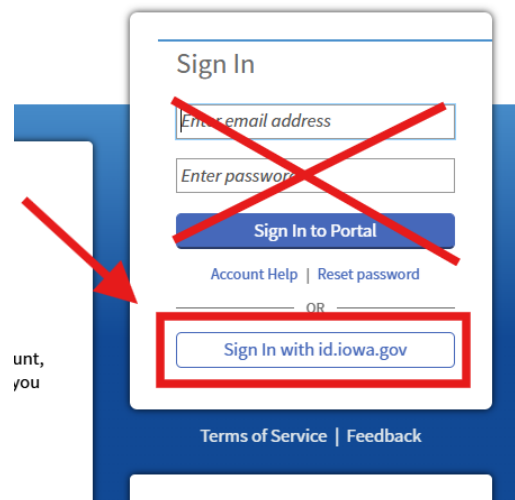
8. Fill out the webform with all required information.

9. Be sure that you include the email you used for your **id.iowa.gov** account in the appropriate field. This will be your **personal** email or **id.iowa.gov** email.

10. Once the webform is completed and submitted, the request will go to the FSTB team.

11. A “welcome” email will be sent. Please check your junk mail folder if you do not receive it. The welcome email will come from **ACADIS-NoReply@dps.state.ia.us**

12. Login by clicking “Sign in with id.iowa.gov”. Do **NOT** use the Acadis email address and password fields or the “Reset Password” in Acadis.



13. Set up Multi-Factor Authentication if you did **NOT** set up MFA under Step 1.

- Follow step 5 on the previous page to set up MFA.



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Need Help?

For **ID.IOWA.GOV** related issues, please visit <https://helpid.iowa.gov/> or call the State of Iowa's Help Desk at 515-281-5703.

For **ACADIS** related issues, please call the Fire Service Training Bureau at 515-727-3449 or email us at fstb-acadis@dps.state.ia.us.

Background:

The instructions pertain to the initial sign-up and log-in for the ACADIS readiness suite where you can sign-up and look for historical class records.

The State of Iowa uses id.iowa.gov which is the Single Sign on (SSO) application that allows users to log in using a single ID and password to access several software systems without re-entering their authentication factors each time.

Multifactor Authentication (MFA) is an electronic authentication method that requires additional layers of validation to access network applications and resources. You may have experienced this when your bank texts you a number to continue to log into your account.

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