



# 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”

The screenshot shows the ID.iowa.gov sign up page. It has fields for 'Username' (email address) and 'Password'. Below the fields are 'Next' and 'Sign up' buttons. A red arrow points to the 'Sign up' button.

4. Verify email address and set a password.

The screenshot shows the 'Set up security methods' page. It lists 'Email' and 'Password' options, each with a 'Set up' button. A red arrow points to the 'Set up' button for 'Email'.

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”

The screenshot shows the 'Sign up' page. It has fields for 'First name', 'Last name', and 'Email', followed by a 'Sign Up' button. A red arrow points to the 'Email' field.

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.

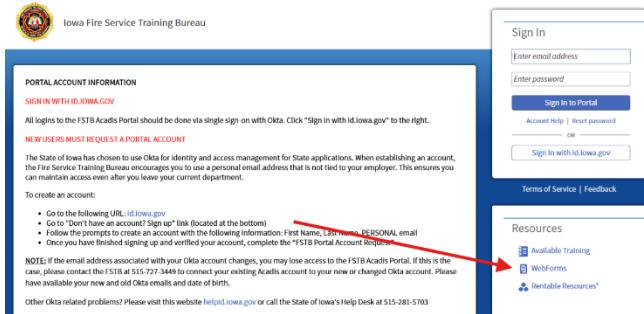
Authenticator	Instructions	Notes
Security Question	<a href="#">Instructions</a> <a href="#">Video</a>	<b>Required</b>
Okta Verify (Push Notifications)	<a href="#">Instructions</a> <a href="#">Video</a>	<b>Strongly Recommend</b> Can be used to access and recover (Self-Service).
Phone (SMS & Voice)	<a href="#">Instructions</a> <a href="#">Video</a>	<b>Strongly Recommend</b> Can be used to access and recover (Self-Service).
Google Authenticator	<a href="#">Instructions</a>	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”



The screenshot shows the Iowa Fire Service Training Bureau portal. In the top left, there is a logo and the text "Iowa Fire Service Training Bureau". Below it, a "PORTAL ACCOUNT INFORMATION" section includes a "SIGN IN WITH ID.IOWA.GOV" button. A note states: "All logins to the FSTB Acadis Portal should be done via single sign on with Okta. Click 'Sign in with id.iowa.gov' to the right." Another note says: "NEW USERS MUST REQUEST A PORTAL ACCOUNT". A "To create an account..." section lists steps: "Go to https://id.iowa.gov", "Click 'I don't have an account' link located at the bottom", "Follow the prompts to create an account with the following information: First Name, Last Name, PERSONAL email", and "Once you have finished signing up and verified your account, complete the 'FSTB Portal Account Request'". A red arrow points to the "FSTB Portal Account Request" link. A note at the bottom says: "NOTE: If the email address associated with your Okta account changes, you may lose access to the FSTB Acadis Portal. If this is the case, please contact the FSTB at 515-777-3449 to connect your existing Acadis account to your new or changed Okta account. Please have available your new and old Okta emails and date of birth." Other Okta related problems? Please visit this website [help.id.iowa.gov](https://help.id.iowa.gov) or call the State of Iowa's Help Desk at 515-281-5703.

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



The screenshot shows the "FSTB Portal Account Request" webform. At the top left is the "Iowa Fire Service Training Bureau" logo. To the right is the "ACADIS" logo. The page title is "WebForms". Below it, a sub-section title is "FSTB Portal Account Request". A red arrow points to this title. A "Description" box contains the text: "This webform is used to request an Iowa FSTB Acadis Portal account and link it to your Okta account, training history and certification history. A Portal account is required to register for certification testing events and FSTB classes." At the bottom are "Terms of Service" and "Feedback" links.

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.



The screenshot shows the "Sign In" page. It has a "Sign In" section with "Enter email address" and "Enter password" fields, and a "Sign In to Portal" button. Below it is "Account Help | Reset password" and "OR". At the bottom is "Sign In with id.iowa.gov". A large red "X" is drawn over the "Enter email address" and "Enter password" fields. A red arrow points to the "Sign In with id.iowa.gov" button, which is highlighted with a red box.

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

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



# Fire Service Training Bureau

## **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](mailto: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.

**\*\*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.