What do I need to get started?

**A&A Account** – you must have an A&A Account set up in order login to the [Iowa Education Portal](https://iowaedpordata.corp.iowa.gov/ accessed)

- Think you might have an A&A account but forgot your user ID or password? Start [here](https://appletgedu.com/).
- Need to create an A&A account? Start [here](https://appletgedu.com/). 
- Need to update your email address or name? Start [here](https://appletgedu.com/).

**Please note that you DO NOT need to create additional A&A accounts if you are changing schools or districts!**

I have an A&A Account and am able to access the [Iowa Education Portal](https://iowaedpordata.corp.iowa.gov/ accessed), how do I request access to CASA?

**Request Access to CASA**

- Ready to request access? Start [here](https://appletgedu.com/).
- Which role should I choose?

**District Level Users - CHOOSE ONLY ONE**

- **CASA_Supt** – For superintendents only
- **CASA_Submit** – This role is intended only for those responsible for final submissions to the State
- **CASA_Edit** – This role is intended for those who will edit required content but who are not responsible for final submission
- **CASA_View** – This role is read only

**Nonpublic Users - CHOOSE ONLY ONE**

- **CASA_NP_Admin** – For nonpublic head administrator only
- **CASA_Submit** – This role is intended only for those responsible for final submissions to the State
- **CASA_Edit** – This role is intended for those who will edit required content but who are not responsible for final submission
- **CASA_View** – This role is read only

**AEA Level Users - CHOOSE ONLY ONE**

- **CASA_SpEd_Director** – For the director of special education only
- **CASA_Chief_Administrator** – For the chief administrator of the AEA only
- **CASA_Submit** – This role is intended only for those responsible for final submissions to the State
- **CASA_Edit** – This role is intended for those who will edit required content but who are not responsible for final submission
- **CASA_View** – This role is read only

**Building Level Users - CHOOSE ONLY ONE**

- **CASA_Principal** – For appointed principal of the building only
- **CASA_Submit** – This role is intended only for those responsible for final submissions to the State
- **CASA_Edit** – This role is intended for those who will edit required content but who are not responsible for final submission
- **CASA_View** – This role is read only

**State Level Users – Please contact Meredith MacQuigg before requesting access.**