



## IOWA DEPARTMENT OF EDUCATION

### *Instructions for Accessing the Consolidated Accountability and Support Application (CASA) through the Iowa Education Portal*

#### 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](#)

- Think you might have an A&A account but forgot your user ID or password? Start [here!](#)
- Need to create an A&A account? Start [here!](#)
- Need to update your email address or name? Start [here!](#)

\*\*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](#), how do I request access to CASA?

##### Request Access to CASA

- Ready to request access? Start [here!](#)
- 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\_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 – Only nonpublic users should request access at the building level at this time. Building level requirements for public districts do not yet exist and access will not be granted.

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