

Iowa Department of Public Health Bureau of Environmental Health Services

Registering a Lead Certification Class with AMANDA

September 2017

What is AMANDA

- Replaces the current reporting system
- Oivision-wide platform used to manage all certifications and licenses issued/regulated by the ADPER-EH Division
 - Individuals
 - Facilities
- Common log-in, profiles, and pages

Before you can "open" your Training Program's AMANDA page you must be registered with AMANDA through your individual profile and be "linked" to the Training Program

If you or authorized staff do not have an Iowa Lead professional certification, but will be maintaining an Iowa Lead **Certification Training Program's** AMANDA page, you or they will need to create an individual A&A log in (user id & password) and an AMANDA profile page before you or they can be "linked" to the Training Program's page

How to get to AMANDA

Link from the IDPH Regulatory Programs Lead Certification webpage:

https://idph.iowa.gov/regulatory-programs/lead

O Directly at:

https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDP H/common/index.jsp

Radiological Health

Emergency Medical Services
Environmental Health

Но	me >			
P	ublic Search			
S	ign In			
N	ew User Registration			
Н	elp			

WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN: BUREAU OF EMERGENCY AND TRAUMA SERVICES BUREAU OF ENVIRONMENTAL HEALTH SERVICES BUREAU OF RADIOLOGICAL HEALTH

NOTE: This application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly. Pop up blocker must be turned off and iowa.gov added to compatibility view and to trusted sites.

INDIVIDUAL APPLICANTS: If you have an @IOWAID account and password, select the SignIn button. If you have **never** used the online services site, create an account by selecting the **New User Registration** button. Please view the following tutorial to assist you with creating your account.

INSTRUCTIONS TO CREATE ACCOUNT

BUSINESS APPLICANTS: An individual authorized to represent your account will need to SignIn or create a new account as described above. Once this Individual is Logged in, they will be able to create a New **Business Profile** to apply for the appropriate license on behalf of your business. Additional instructions will be provided on how to complete the **Business Application** once the Individual is Logged In.





Create An Account Forgot Password

assword Forgot Id

DPH Regulated Communities

Enter your Account Id and Password and press sign in to continue.

Account ID:		
Iowaems10.Provider10@iowaid		Sign In
Password:		Account Details
•••••	*	
		What is A&A? Help
		Report Issue to State Service Desk

Account Id Examples

Public User Account Format:

firstname.lastname@iowaid

State Employee Account Format:

firstname.lastname@iowa.gov

*If you do not have an @iowa.gov account use your State of Iowa employee email address.

Creating A New A&A Account

- Same account system used by most State Agencies
- Obtailed instructions found on-line at top of log in page
- Must have a valid email address before beginning 2-step process
- Must create a user/ID name and password following their standards
- After successful creation of username & password, a message will be sent to your listed email address for completion of requirements
 - Requirements must be completed in one sitting (10 minutes)
- Once completed secure log in information for future use

If you are locked out of your A&A account

- Ø Bureau of Environmental Health Services is unable to assist in the retrieval or resetting of forgotten user ID or Password
- Must follow and try all provided instructions (log in screen) for retrieving forgotten user ID or Password
- If still unable to retrieve, contact the DAS OCIO:
 - 515-281-5703
 - 800-532-1174
 - Must be at computer with internet and email assess when calling for assistance



Radiological Health

Emergency Medical Services
Environmental Health

Home	Individual Information	
Sign In	SSN:	555779999
Help	Confirm SSN:	555779999
neib	Date of Birth:	07/04/1976

This screen may appear the first time you log in

Answer the questions regarding SSN and DOB then select continue



Radiological Health

Emergency Medical Services
Environmental Health

Home	Basic Profile D)etails				PI	N: 690
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If you or your authorized staff do not see the Training Program you or they are suppose to have access to for management of the Training Program's information, the Training Program Director will need to send an email message to kane.young@idph.iowa.gov indicating that you or a staff member are authorized to have access to the Training Program's AMANDA page. Include contact information for the individual to be authorized



Radiological Health

Emergency Medical Services
Environmental Health

Home > My Profile

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IDPH REGULATORY PROGRAMS

Radiological Health

Emergency Medical Services
Environmental Health

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Radiological Health

Emergency Medical Services
Environmental Health

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There will be one "Course Request" available for each of the courses your Training Program is authorized to provide.



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IDPH REGULATORY PROGRAMS

Radiological Health

Emergency Medical Services
Environmental Health

Home > My Programs > Program	Details > Process Details	
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Course Information		
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Education Components		
Course Instructors		
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Radiological Health

Emergency Medical Services
Environmental Health

Home > My Programs > Program Details > Process Details

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Radiological Health Emergency Medical Services Environmental Health

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Radiological Health Emergency Medical Services Environmental Health

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Additional Questions

Please contact the AMANDA help desk at: 855-824-4357 or by email at: ADPEREHreg@idph.iowa.gov