Registering a Lead Certification Class with AMANDA
What is AMANDA

- Replaces the current reporting system
- Division-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

- Directly at:
  - https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp
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.
DPH Regulated Communities

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

Account ID: 
iowaems10.Provider10@iowaid

Password: ********

Sign In

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@iowagov

*If you do not have an @iowagov account use your State of Iowa employee email address.
Creating A New A&A Account

- Same account system used by most State Agencies
- Detailed 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

O Bureau of Environmental Health Services is unable to assist in the retrieval or resetting of forgotten user ID or Password

O Must follow and try all provided instructions (log in screen) for retrieving forgotten user ID or Password

O If still unable to retrieve, contact the DAS OCIO:
  O 515-281-5703
  O 800-532-1174
  O Must be at computer with internet and email access when calling for assistance
This screen may appear the first time you log in

Answer the questions regarding SSN and DOB then select continue
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.
IDPH REGULATORY PROGRAMS
Radiological Health • Emergency Medical Services • Environmental Health

Home > My Profile

<table>
<thead>
<tr>
<th>Home</th>
<th>Sign Off</th>
<th>Help</th>
</tr>
</thead>
</table>

Basic Profile Details
Name: IowaMed10 Provider10
Date of Birth: 02/04/1978
Email Address*: iowamed10.provider10@
Preferred Address: 

Registered User’s Memberships
Ven Horn Test Facility

Physical Address Details
ATTN: 
Street Number**: 221B
Street Prefix: 
Street Name**: Baker
Street Type**: Street
Street Direction: 
Unit Type: 
Unit Number: 
City*: London
County: 
State*: Iowa
Zip Code*: 90210
Phone 1*: 5156534789
Home
Phone 2: 
Phone 3: 

Select a Membership for your Actions

Continue  Reset
# IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

## Programs for Test Lead Facility

<table>
<thead>
<tr>
<th>License #</th>
<th>Applicant</th>
<th>Program</th>
<th>Status</th>
<th>Issue Date</th>
<th>Expiry Date</th>
<th>City</th>
<th>Details</th>
<th>Online Services</th>
<th>Renew</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Education Facility</td>
<td>Active</td>
<td>09/05/2017</td>
<td>09/05/2020</td>
<td>Des Moines</td>
<td>Details</td>
<td>Services</td>
<td></td>
</tr>
</tbody>
</table>

[Make Payment](#)
There will be one “Course Request” available for each of the courses your Training Program is authorized to provide.
IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs > Program Details > Process Details

Education Facility - LEDI

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>Test Lead Facility</td>
</tr>
</tbody>
</table>

Process Description - Course Request

- Course Information
- Public Portal Affirmation

Process Free Form Description - Course Request

- Course Details
- Education Components
- Course Instructors

Expand All

Back
IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs > Program Details > Process Details

Education Facility - LEDI

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Process Description - Course Request

Expand All

Course Information

- **Course Expiration Date (IDPH Only)**
- **Cost of Course**: $0.00
- **Course Group**: LSR Initial Course
- **Course Type**: Initial Course (BFTI & LEDI)
- **Course ID (6 character Maximum)**: LSRIC
- **Course Description**: LSR Initial Course

Public Portal Affirmation

Process Free Form Description - Course Request

Expand All

- **Course Details**
- **Education Components**
- **Course Instructors**
### Process Description - Course Request

- **Course Information**
- **Public Portal Affirmation**

### Process Free Form Description - Course Request

- **Course Details**
- **Education Components**

#### Course Instructors

<table>
<thead>
<tr>
<th>Removed thru Web</th>
<th>Contact type</th>
<th>Contact First Name</th>
<th>Contact Last Name</th>
<th>Contact Phone Number</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>LEAD Instructor</td>
<td>Test</td>
<td>Test</td>
<td>515-555-5555</td>
<td><a href="mailto:A@b.com">A@b.com</a></td>
</tr>
</tbody>
</table>

- Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
Continue to scroll to the right and fill in requested information for “Pink” boxes at a minimum.
Continue process until all instructors have been added
Select this box if you want to remove an instructor from association with your training program.
Continue to scroll to the right and fill in requested information for “Pink” boxes at a minimum.
Must include address where class is located
Additional Questions

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