iQIES Onboarding Process
Quick Reference Guide
State Agency Assessment Coordinator Role

Overview

This document provides the steps involved to onboard the State Agency Assessment Coordinator Role in iQIES.

- For detailed information on onboarding, refer to iQIES Onboarding Guide.
- For detailed information about user roles, refer to User Roles Matrix on the iQIES Help page.
- A red asterisk (*) indicates a required field.

iQIES Onboarding Process Steps

1. **Create an account in HARP.** Choose one of the following options:
   - Enter profile information. Click Next.
   - Choose User ID, Password, and Challenge Question and Answer. Click Next.
   - Answer Identity Proofing Questions. Click I am not a robot checkbox. Click Next. An email is automatically generated confirming account creation.
   - Click Login to Complete Setup to log into HARP and set up two-factor authentication.
   - Select Device Type from drop-down menu.
   - Enter Phone Number. Click Send Code. A code is sent to the device.
   - Type Security Code. Click Submit.

2. **Select user role in iQIES**
   - Click Request User Role. The Select a User Category page opens.
     - **Note:** To request user roles after initial login, go to the top right corner and click the caret next to the username. Select Request User Role. The Select a User Category page opens.
   - Select State Agency. Click Next. The Select a User Role page opens.
   - Select State Agency Assessment Coordinator. Click Next. The Add Organizations window opens.
   - Select State. Fill out any other available information. Click Submit Request. The Role Request Submitted green banner shows on the top of the page.

3. **Await Approval**

   The designated SO approves each iQIES user role and an email is automatically generated once the role is approved. Approvals may take up to several days. Reach out to the SO for a status update, if necessary.

1 A training video is available at https://www.youtube.com/watch?v=G1zj8JqxWg4