

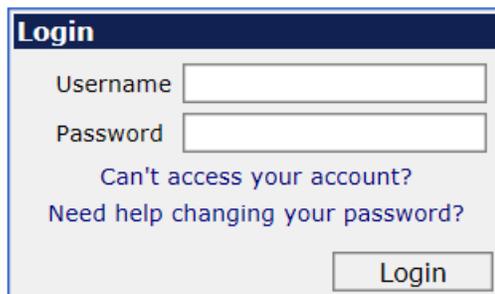
URL & Log on information

Users can log into the web portal to reset their ARTs password. To access the web portal, click on this url:

<https://arts.iowadot.gov/login.aspx>

NOTE: Please bookmark this URL in your favorites.

Clicking on the URL will bring up the log-in screen. This will be your normal ARTs userid and password.



The screenshot shows a login form with a dark blue header containing the word "Login" in white. Below the header are two input fields: "Username" and "Password". Underneath the password field are two links: "Can't access your account?" and "Need help changing your password?". At the bottom right of the form is a "Login" button.

Accessing the web portal version of ARTs will indicate how many days the user has left on their current password, in the upper right-hand corner.



Your password will expire in 18 days.

Registering for password reset

The web portal will notify users if they need to register for password resets. Please click the word [here](#) to get your account set up:

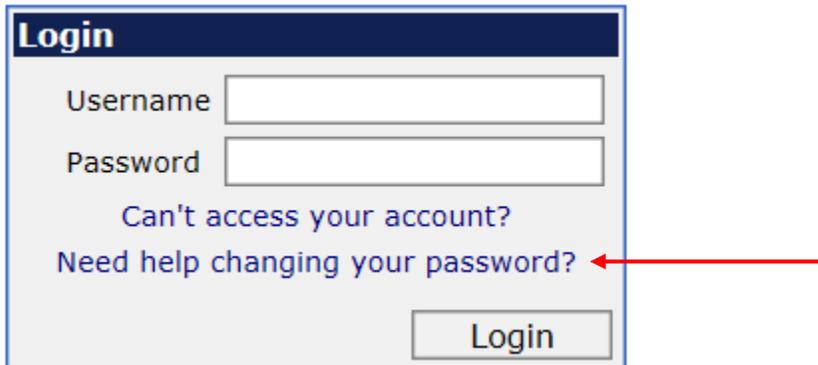


Welcome Brandie McCuen.

You are not registered for password resets. [Click here to register.](#)
Need help registering for password resets?

Resetting your password via web portal

Clicking on the 'Need help changing your password?' link will show the user a video walking them through how to change their password.



Login

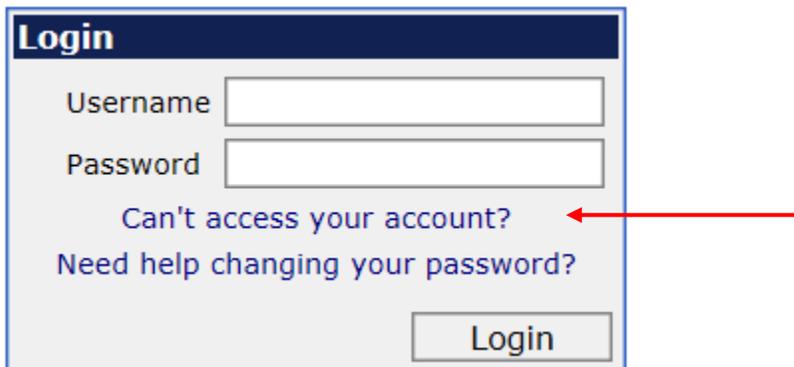
Username

Password

[Can't access your account?](#)

[Need help changing your password?](#)

Clicking on the 'Can't access your account?' link will allow the user to reset their own password.



Login

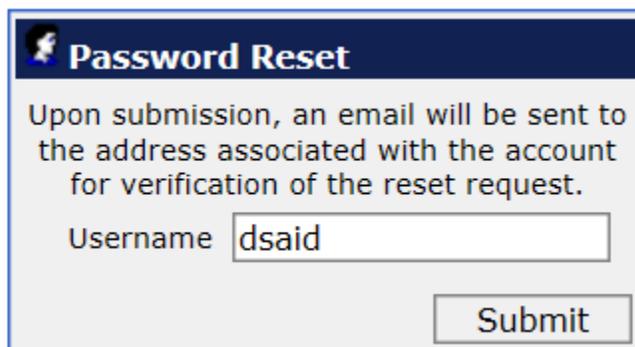
Username

Password

[Can't access your account?](#)

[Need help changing your password?](#)

The user will be prompted to enter their userid and click Submit. An email will be sent to the email address associated with the account.



Password Reset

Upon submission, an email will be sent to the address associated with the account for verification of the reset request.

Username

Within the email, there will be a URL that you must click to reset your password:

ARTS Password Reset



OVSMail@iowadot.us
To  Said, Denise



Your confirmation is needed to deliver the new password.

Please follow this link:

<https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Farts.iowadot.gov%2FPasswordResetRequestVerification.aspx%3FValidate%3DL84pMuNE-WuCJHmQTcoeRYKYDiEIn-FVPhk6wVIBQ457y0LMOQW5QVyWV0NhOYF&data=01%7C01%7CDenise.Said%40iowadot.us%7C8d3c9a1c20344e25b19608d7dcb98655%7Ca1e65fcc32fa4fdd86920cc2eb06676e%7C1&sdata=%2B3t%2FSfvfdkZpd6jn%2B3jCb%2FniGxPH1S62OVFGugdDeEE%3D&reserved=0>

Clicking the link will bring up this screen. Click submit. Once the password is accepted, 'Submit' changes to 'Continue.' Go back to your email.

Password Reset Request Verification

A validation token has been sent to the email provided.
Please enter it below.

Validation Token

**Your password has been successfully reset.
An email has been sent with your new password.**

The email will contain a temporary password that is best if you copy and paste it into the log on screen.

The email will look like this:

ARTS Password Reset



OVSMail@iowadot.us
To  Said, Denise

Your new password is:

zyxG:G@9

The user will go back to the web portal ARTs log on screen and paste the temporary password into the log in screen.

Login

Username

Password

[Can't access your account?](#)

[Need help changing your password?](#)

This will bring up the window for the user to change their password. Once you've entered your new password, click Save.

Password Requirements

Passwords must be changed every **60.00** days.
At least **1.00** day(s) must elapse between password changes.
Passwords must be at least **8** characters long.
You cannot reuse any of the last **24** passwords.
Passwords must contain any **three of the following four** groups of characters:

- Uppercase characters of European languages
- Lowercase characters of European languages
- Base 10 digits (0 through 9)
- Nonalphanumeric characters: ~!@#\$\$%^&* _-+= ` \(){}[];'"<>.,?/

Change Password / Contact Information

You are required to change your password at first logon.

Username: **dsaid**

Old Password: ← **This password is the temporary password assigned via the email.**

New Password:

Confirm Password:

Email Address:
(Ex: John.Smith@iowadot.us)

Phone Number:
(Ex: 2125551234)

Unsuccessful

If you have tried to reset your password and are unsuccessful, please call the Help Desk at (515) 239-1075 and a ticket will be created for the password reset.