

# Iowa Mandatory Reporter Instructions

Follow the steps below to complete Iowa Mandatory Reporter training:

1. Access the Department of Human Services website.  
[dhs.iowa.gov](https://dhs.iowa.gov)
2. In the blue bar select Family Services/Mandatory Reporter.
3. From the *Mandatory Reporter Information* page select **sign in here**.
4. Follow the page instructions to create an account.
5. Use a permanent email address. A student email is not recommended.
6. If a leader's name and email are required, use *Allen College* as the leader's name and [admissions@allencollege.edu](mailto:admissions@allencollege.edu) as the email address. This is not always needed.
7. Complete the separate Adult and Child Mandatory Reporter trainings.
8. Submit certificates to the Admissions office using one of the following methods:

Email: [academics@allencollege.edu](mailto:academics@allencollege.edu)

Mail: Allen College  
Attn: Admissions  
1825 Logan Avenue  
Waterloo, IA 50703

If questions arise, please contact [academics@allencollege.edu](mailto:academics@allencollege.edu) or (319) 226-2517.