



LEGISLATIVE
SERVICES AGENCY

Serving the Iowa Legislature

Glen Dickinson, Director

New Legislator Orientation
Computer Services Division, Legislative Services Agency
Help Desk 515.281.6506 - helpdesk@legis.iowa.gov

Hardware/Software

- All legislators and their secretaries are provided with laptop computers.
- The laptops are loaded with the Windows 10 operating system and Microsoft Office 2010.
- The laptops all have wireless access capabilities. The Capitol has wireless access.
- Four printers are located in both the Senate and House chambers for legislator use.

Network Access

- Legislators will receive a network user name and password sign-on to access the legislative network.
- Outlook email accounts are set up for every legislator.

Remote Access

Remote access to email and the Legislative network is available through an Internet connection.

- Remotely connect to the Legislative network for access to files, software, and email:
 - Connect to the Internet and open a browser
 - Go to <https://citrix.legis.iowa.gov>
 - Enter your Username and Password
 - First time users – click **Allow Full Access** if asked for security clearance.
- To remotely connect to the Microsoft Outlook email only:
 - Connect to the Internet and open a browser
 - Go to <https://webmail.legis.iowa.gov>
 - Enter your Username and Password

Chamber Support/Help Desk

- The Computer Services Division offers computer support in both the Senate and House chambers.
- Staff will typically be available from the time the chambers convene until they adjourn for the day.
- The Help Desk is also available to answer any questions you may have by telephone at 515.281.6506. The Help Desk phone is answered after hours during session.

Computer Training

- The following computer classes are offered for legislators and session staff: Microsoft Outlook, Microsoft Word/Excel, Legislative Website training, File Management, Overview training (intended for the returning and proficient users), Committee Forms (held on the second day of session during the speeches), and the Bill Management System.
- We have included the training calendar in your packet.
- We will provide a laptop and a test account for your use during training.
- To sign up for training, call the Help Desk at 515.281.6506.

Iowa General Assembly Website

- The Legislative Website Address: <https://www.legis.iowa.gov>
- Bill Management System: <https://www.legis.iowa.gov/portal>
 - Enter your Username and Password to log onto the system. This program allows legislators to request and review bill drafts electronically.

Personal Digital Assistant (PDAs)

- Computer Services supports portable devices based on Android or iPhone.
- Wireless support is available but not all models of PDAs are compatible with our network. No recommendation can be given because of the large number of different models available.
- In order for us to support your PDA, you must bring all software and hardware components necessary and know all passcodes/passwords required.