

To register for a class, you are required to have an account on the IowaDOTU web page. [Iowa Department of Transportation \(IowaDOTU \) website](https://www.iowadot.gov/). Each attendee will need their own account to be able to register for a class.

If you have previously created an account, please log in, otherwise please create an account. Once you are logged in, you can search for the classes:

Step 1: Click “Search” near the top, center of the page (highlighted in yellow)

Step 2: In the search field on the far left enter “**APPIA for local public agencies**”

Step 3: Select which meeting you would like to attend and click the maroon Details-Enroll(self) button

The screenshot shows the IowaDOTU search results page. At the top, there is a navigation bar with 'Overview', 'Profile', 'Search' (highlighted in yellow), 'Analytics', 'Team', 'Reports', 'Contact', and 'Help'. Below this is a 'Criteria' sidebar on the left with a 'Calendar View' button and a search field containing 'APPIA for Local Public Agencies'. A red 'Search' button is next to the search field, with a grey arrow labeled '2' pointing to it. The main 'Results' area shows a search result for 'APPIA for Local Public Agencies', which is a 'Classroom Instruction Course'. It indicates '40 seats remaining' and provides start and end times for 3/17/2021. A description follows, and at the bottom, it lists the room: 'Swan Lake Conservation Education Center - Carroll - Wapiti Conference Room'. In the top right corner of the result card, there are two buttons: 'Enroll Team' and 'Details - Enroll(Self)', with a grey arrow labeled '3' pointing to the 'Details - Enroll(Self)' button.

Step 4: When the Learning Object Instance opens, click the white Enroll button in the top right corner to complete registration.

The screenshot shows the 'Course Instance Details' page. At the top, there is a 'Learning Object Instance' header with a white 'Enroll' button in the top right corner, with a grey arrow labeled '4' pointing to it. Below the header is a blue banner that says 'Please click Enroll button for enrolling in this learning activity.' Underneath is a 'Course Info' section with a 'Course Name' field containing 'APPIA for Local Public Agencies' and a 'Description' field containing a detailed description of the course, including the note that it is an 'IN PERSON' class and attendees need to bring their own electronic device.

A registration confirmation email with a Calendar Invite will be sent to the address that you have entered in your IowaDOTU account. This email will also be used to send out more information closer to the event.

If you need assistance with registration, please contact Mary Beth Sprouse at 515-239-1256 or marybeth.sprouse@iowadot.us.