How to Create an Account in Workday Learning

Step 1: Register for a New Account

- **Go to Workday Learning by clicking this link:**
  Workday Learning

- **Enter your Personal Information:** All items with a red asterisk are a field that must be completed.
  Please select the Affiliation that best meets your needs. If you have questions on this, please contact your TTCP Administrators.

PERSONAL INFORMATION			
First Name*	First Name	Last Name*	Last Name
Email Address*	Email Address	Confirm Email*	Confirm Email
Gender*	Select Gender	Ethnicity*	Select Ethnicity
Home Address*	Home Address	Home City*	Home City
Home State*	Select State	Home Zip Code*	Home Zip Code
Phone Number*	Phone Number	Affiliation*	Select Affiliation

- **Enter your Work Information:**
  All items with a red asterisk are a field that must be completed.

WORK INFORMATION			
Employer Name*	Employer Name	Employer Address*	Employer Address
Employer City*	Employer City	Employer State*	Select Employer State
Employer Zip Code*	Employer Zip Code		
Employer Phone*	Employer Phone	Manager Email	Manager Email
Hire Date	mm/dd/yyyy	USDOT#	USDOT#
Certification Number	Certification number		

- **Click Sign Up.**

- **Review your Information:** You can Edit or Submit.

Step 2: Check Your Email

1. **Wait for Emails:**
   - You will receive two emails from Iowa DOT Workday iowadot@myworkday.com

| Previous IowaDOTU Users:	New External Users with NO Previous IowaDOTU User Account
If you had an account in IowaDOTU and are using the same email address, it may take additional time for you to receive the emails. Contact us at dot.ttcp@iowadot.us with any questions.	This will take a few minutes if your email address is new to Workday Learning. Contact us at dot.ttcp@iowadot.uswith any questions.

2. **First Email:**
   - Contains a link to log in and your **Username**, (your email address).

3. **Second Email:**

o   Contains a link to log in and a **temporary password**.

Step 3: Access Workday Learning

1. **Log In:**
    o   Use the link and temporary password provided in the emails to access Workday Learning.
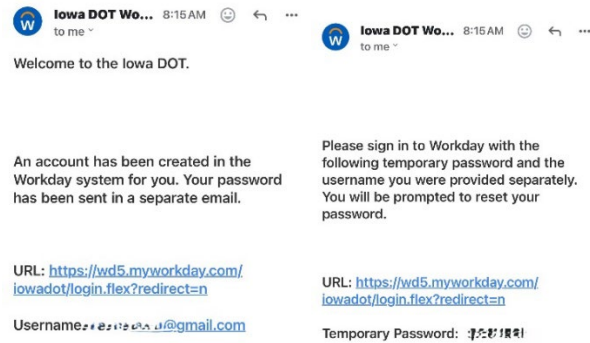
2. **Change your Password:**
    o   After logging in, you will be prompted to change your password.

3. **Set Up Email Authentication:**
    o   Enter your email address and click **Set Up Now.**

    o   Click **Send to Email** to receive a Verification Code.
    o   Check your email for the code, enter it, and click **Continue** to complete setup.

Send Verification Code

We will send a verification code to your email address so it can be used to verify your identity.

Email Address

ric*****hur@gmail.com ▼

Send to Email

Back

We sent a verification code to ric*****hur@gmail.com. Enter this code to verify this email address.

Verification Code

461342

Continue

Back

- o Click done to be logged in to your account.

Success!

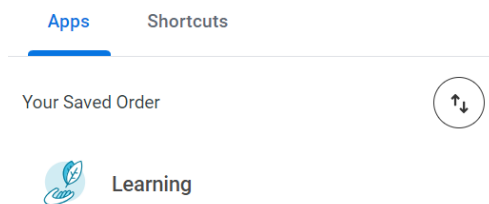You have verified ric*****hur@gmail.com.

Verification codes will be sent to this email for Workday logins.

Done

4. **Navigate to Learning:**
   - o Click on **Menu** in the upper left corner.

   ☰ MENU   IOWA DOT

   - o Select **Learning** from the dropdown menu.

   Apps   Shortcuts

   Your Saved Order   ↑↓

   🍃 Learning

5. **Navigating the Dashboard:**
   - o **Learning Home**: Explore the Learning Catalog and Browse Learning Topics (This is where you will see the courses separated out for you by topic).
   - o **My Learning**: View your enrolled courses, completion status, learning history, and preferences.
   - o **Discover**: Browse and explore learning topics.

Feel free to ask if you have any questions or need further assistance! Contact us at dot.ttcp@iowadot.us