How to Create an Account in Workday Learning

Step 1: Register for a New Account

Go to Workday Learning by clicking this link: https://opmapps.iowadot.gov/learning/eelsignup

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.

o Review your Information: You can Edit or Submit.

Step 2: Check Your Email

Wait for Emails:

You will receive two emails from Iowa DOT Workday iowadot@myworkday.com

New External Users with NO Previous IowaDOTU User Account This will take a few minutes if your email address is new to Workday Learning. Contact us at dot.ttcp@iowadot.uswith any questions.

First Email:

• Contains a link to log in and your Username, (your email address).

Second Email:

• Contains a link to log in and a temporary password.

Step 3: Access Workday Learning

Log In:

Use the link and temporary password provided in the emails to access Workday Learning.



Change your Password:

• After logging in, you will be prompted to change your password.

Change F	assword	
Old Password		
New Password		
Verify New Pa	ssword	

Set Up Email Authentication:

• Enter your email address and click Set Up Now.

Set Up Email Authentication



- 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.	We sent a verification code to ric*****hur@gmail.com. Enter this code to verify this email address.
Email Address	Verification Code
ric****hur@gmail.com •	461342
Send to Email	Continue
Back	Back

• Click done to be logged in to your account.

(\checkmark
S	Success!
'ou have verified ric*	*****hur@gmail.com.
'erification codes w Vorkday logins.	ill be sent to this email for

Navigate to Learning:

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• Click on **Menu** in the upper left corner.



Navigating the Dashboard:

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

Learning