Workday Learning Account Set Up: Local Systems Bureau

Please use this guide for assistance with creating a new account and accessing Workday Learning. Please contact marybeth.sprouse@iowadot.us if you need assistance.

Steps:

Step 1: Register for a New Account

1. Use this link to access Workday Learning: Workday Learning

    - Important- this is not the same link you will use to log-in going forward.

    - Future log-in link:
      https://wd5.myworkday.com/wday/authgwy/iowadot/login.htmld?redirect=n

2. Choose "**United States of America**", then click **Next Step**.

Register to Learn

STEP 1 of 2

Country *
United States of America

Next Step

3. Enter Your Details:
     Provide your **First Name, Last Name, and Email Address**.

     Important: Use the same work email address you used in DOTU.

B. Click **Submit Registration**.

C. You will then receive a message telling you what's next:
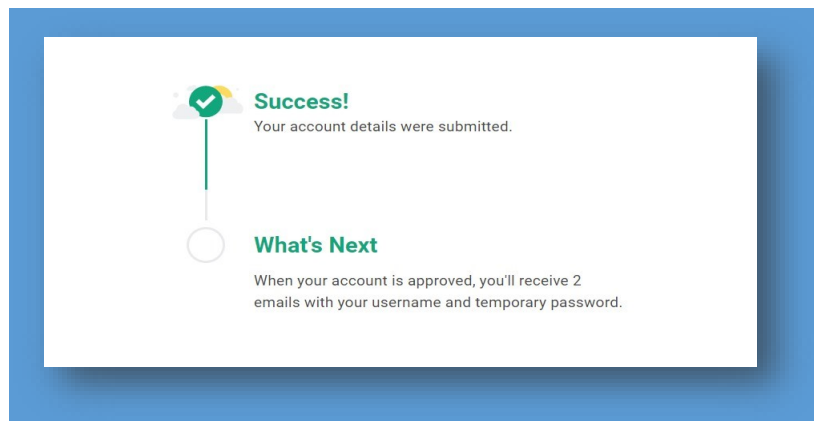
Step 2: Check Your Email

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. (Please allow up to 24 hours)	This will take a few minutes if your email address is new to Workday Learning.

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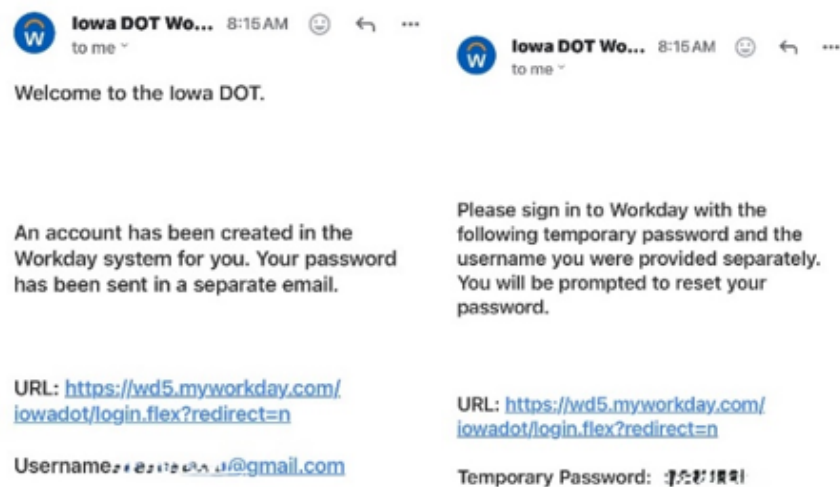   - Contains a link to log in and your **Username**, (your email address).

3. Second Email
   - Contains a link to log in and a **temporary password.**

Step 3: Access Workday Learning

1. Log In:
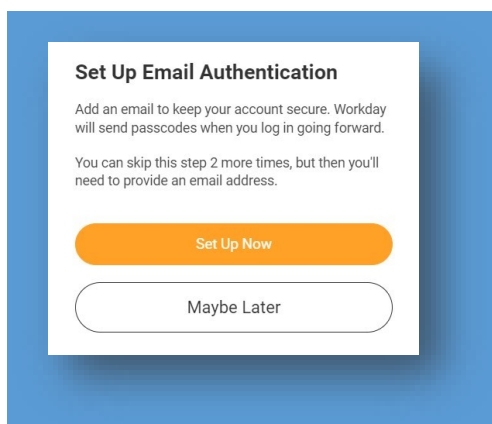   - Use the link and temporary password provided in the emails to access Workday Learning.

2. Change your Password:
   - After logging in, you will be prompted to change your password. **Be sure to follow the password requirements.**

3. Set Up the Email Authentication:
   - Enter your email address and click **Set Up Now**.
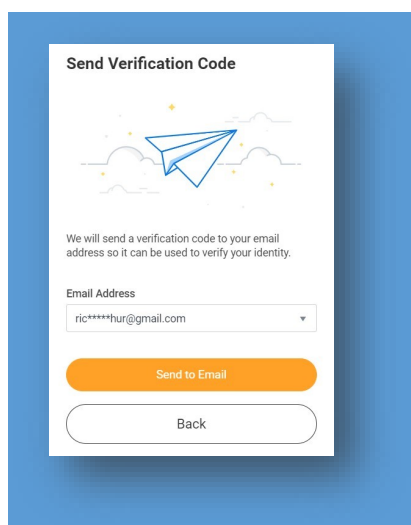
   - Click **Send to Email** to receive a Verification Code.
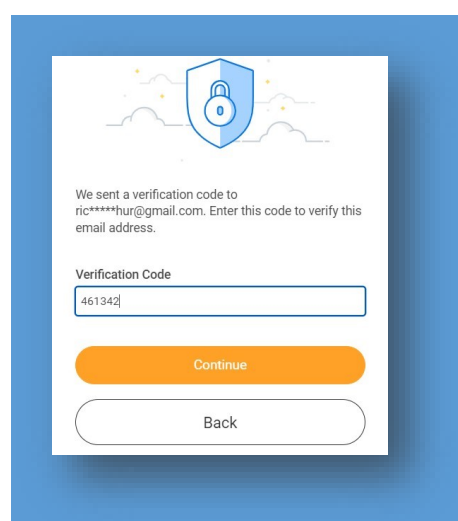   - Check your email for the code, enter it, and click Continue to complete setup.
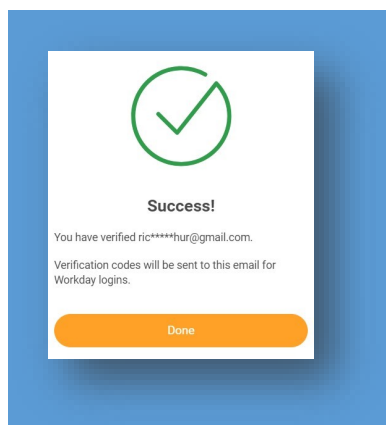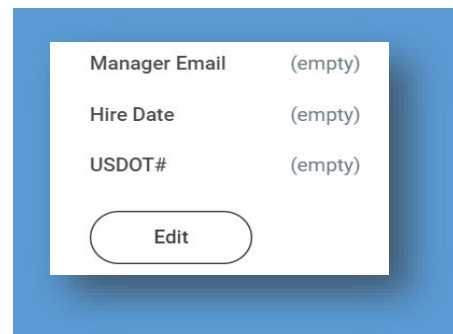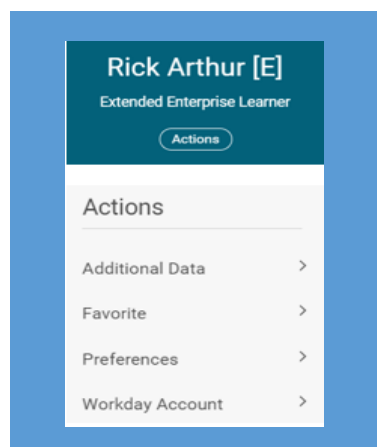

   - Click done to be logged in to your account.
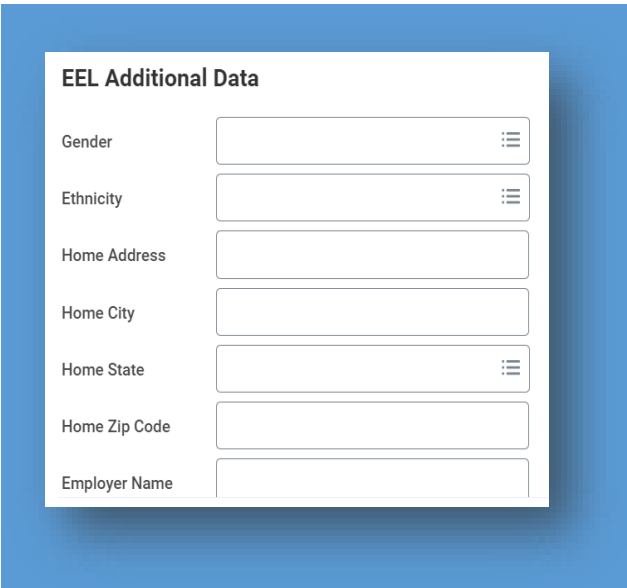
4. Enter Additional Account Details:
- Click on the Person Icon in the upper right corner of the screen 👤
- Click View Profile.
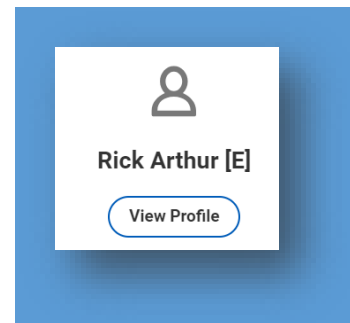
- Click the **Actions** button (under your name) and select **Additional Data, View All**
- Scroll to the bottom and click **Edit**

- Complete all required fields, USDOT# is not required to Local Systems.
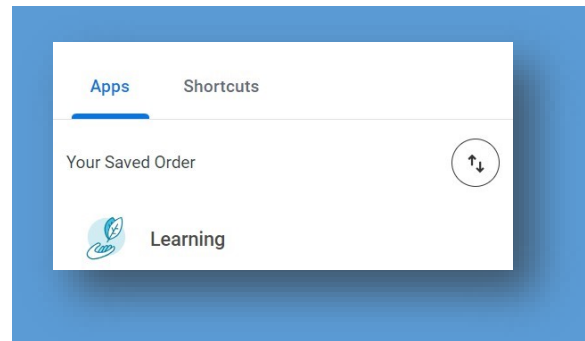
- Click **OK**

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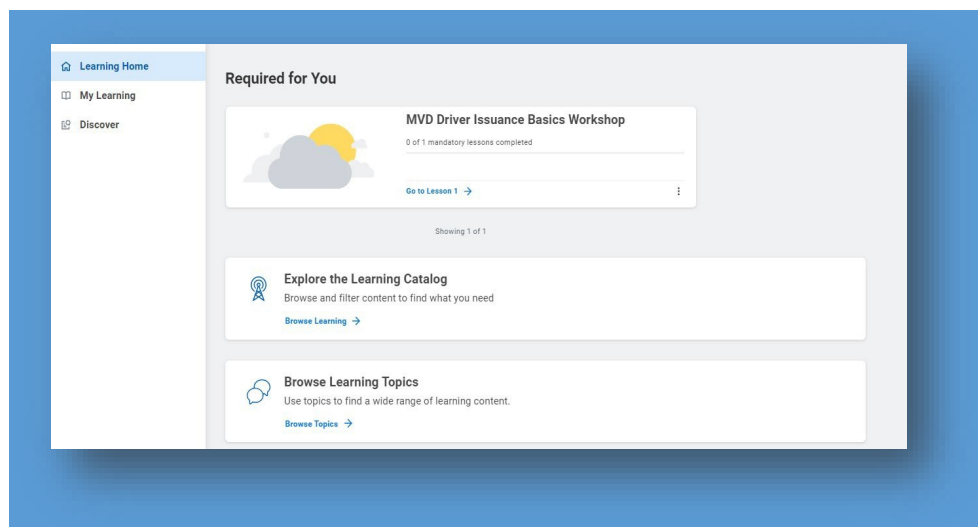

   - Select **Learning** from the dropdown menu.

6. 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 contact marybeth.sprouse@iowadot.us if you have any questions or need further assistance!