How to Create an Account in Workday Learning

Step 1: Register for a New Account

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

o **Enter your Personal Information:** All items with a red asterisk are a field that must be completed. Please select LOCAL SYSTEMS for the Affiliation.

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

o **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		

o **Click Sign Up.**

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

**Step 2: Check Your Email**

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

2. **First Email:**
   o 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.
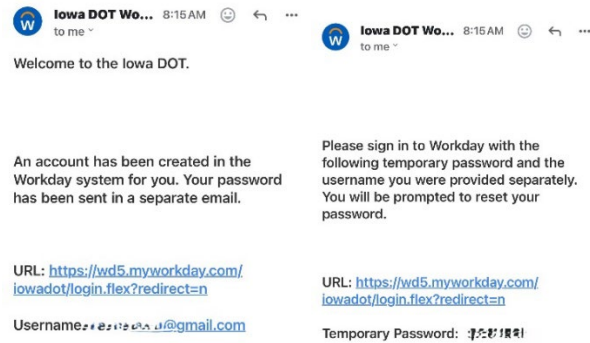
2. **Change your Password:**
   o After logging in, you will be prompted to change your password.

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.

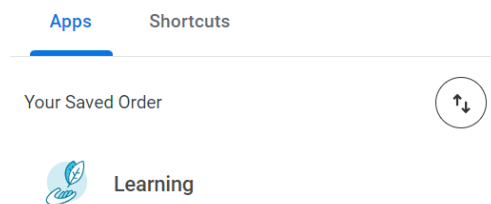Verification codes will be sent to this email for Workday logins.

[Done]

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

   - 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 me at Marybeth.sprouse@iowadot.us