# 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 Informat on:** All items with a red asterisk are a field that must be completed. Please select the Affiliation that best meets your needs.

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

### 2. First Email:

o 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.

Please change your password
Change Password
Old Password
New Password
Verify New Password
Submit

# 3. Set Up Email Authentication:

• Enter your email address and click Set Up Now.

#### Set Up Email Authentication

Add an email to keep your account secure. Workday will send passcodes when you log in going forward.			
You can skip this step 2 more times, but then you'll need to provide an email address.			
Set Up Now			
Maybe Later			

- Click **Send to Email** to receive a Verification Code.
- 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.

	$\bigtriangledown$
	Success!
You have veri	fied ric*****hur@gmail.com.
Verification c Workday logii	odes will be sent to this email for ns.
	Done

## 4. Navigate to Learning:

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



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

Apps	Shortcuts	
Your Saved C	)rder	<b>^</b>
L.	earning	

# 5. 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 me at Marybeth.sprouse@iowadot.us