

## Non-DOT Users Login Profile Creation

Access Iowa DOTU: <https://learning.iowadot.gov>

1. On the right-hand side of the screen, under **Non-DOT User Login**, select “**Register Here**”

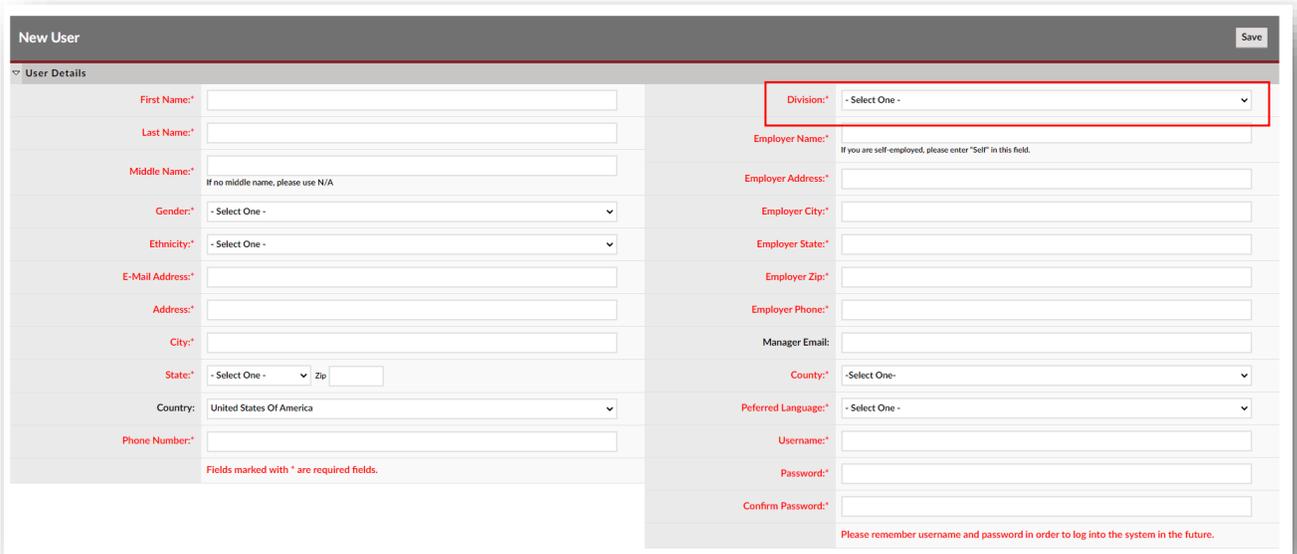
The screenshot displays the Iowa DOTU login interface. At the top center, the logo reads "IOWADOT U Smarter and Simpler Learning". Below the logo are two login panels. The left panel, titled "Iowa DOT Employee Login", includes fields for "User Name" and "Password", and a "Login" button. The right panel, titled "Non-DOT Users Login", also includes "User Name" and "Password" fields and a "Login" button. Below the "Login" button in the right panel is a link labeled "Register Here" which is highlighted with a red box and pointed to by a red arrow. At the bottom of the right panel, there is a link labeled "Click Here" for password recovery.

Contact [mvd.edandoutreach@iowadot.us](mailto:mvd.edandoutreach@iowadot.us) for assistance.

2. The **New User** screen will appear. Please complete all items in red on the screen.

\* **Important:** In the **Division** dropdown box, please select **one** of the below:

1. **Treasurer - County Elected Position only** (this division is used for County Treasurer position only – not employees of County Treasurer’s offices)
2. **Driver Services County** – used for employees who complete Driver’s License issuance functions
3. **Vehicle Services County** – used for employees who complete Motor Vehicle functions
4. **Vehicle and Driver Services** – used for employees who complete Driver’s License issuance and Motor Vehicle functions



The screenshot shows the 'New User' form with the following fields:

- User Details:** First Name\*, Last Name\*, Middle Name\* (with note: If no middle name, please use N/A), Gender\* (- Select One -), Ethnicity\* (- Select One -), E-Mail Address\*, Address\*, City\*, State\* (- Select One -), Zip, Country: United States Of America, Phone Number\*.
- Employment Information:** Division\* (- Select One -), Employer Name\* (with note: If you are self-employed, please enter "Self" in this field.), Employer Address\*, Employer City\*, Employer State\*, Employer Zip\*, Employer Phone\*, Manager Email, County\* (- Select One -), Preferred Language\* (- Select One -).
- Account Information:** Username\*, Password\*, Confirm Password\*.

Fields marked with \* are required fields.

Please remember username and password in order to log into the system in the future.

3. Select **“Save”** when complete.

Please remember username and password to log into the system in the future.