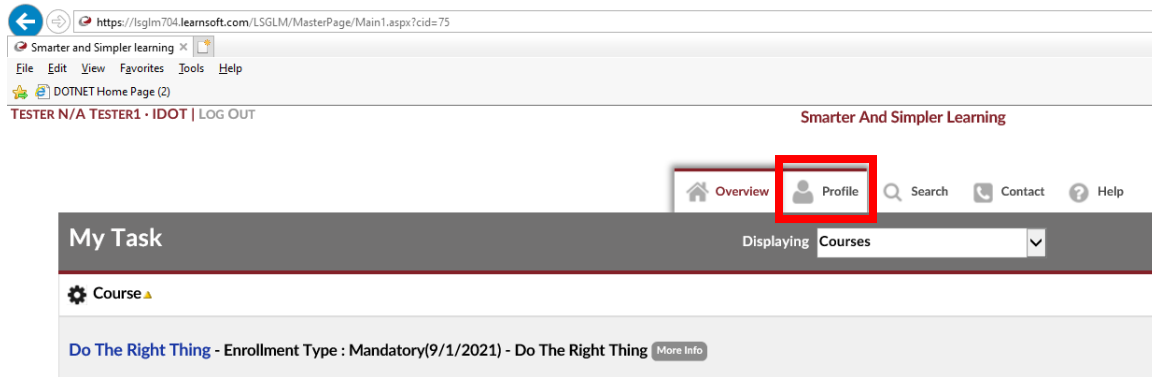
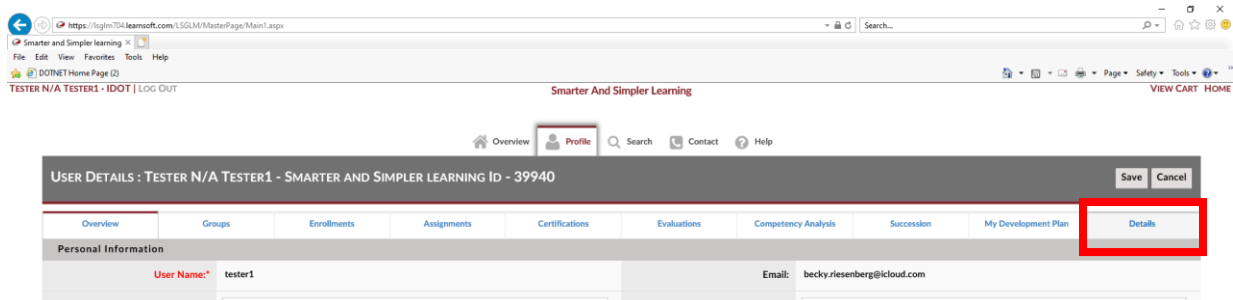


Adding County Field to IowaDOTU Profile for County User

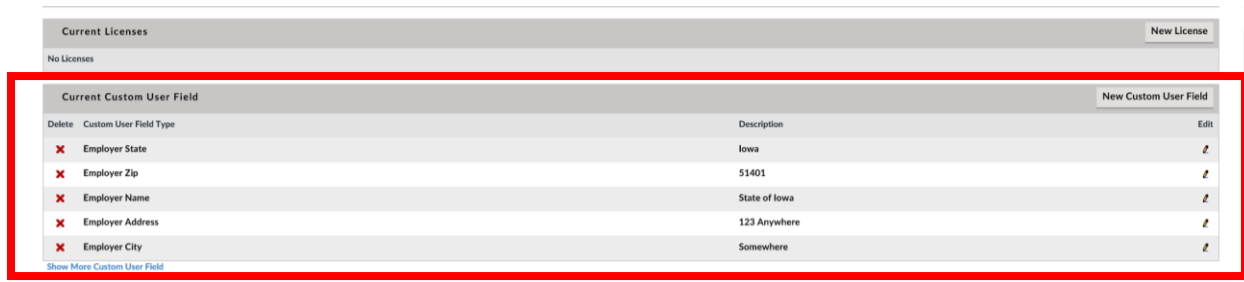
1. Access IowaDOTU: <https://learning.iowadot.gov>.
2. Please use the login window on the right-hand side of the page to enter your credentials and click the Login button.
3. On the dashboard page, click the Profile tab



This is the user's profile page. Click the Details tab



Scroll down until you see "Current Customer User Fields" and click "Show More Custom User Field" link below this section.



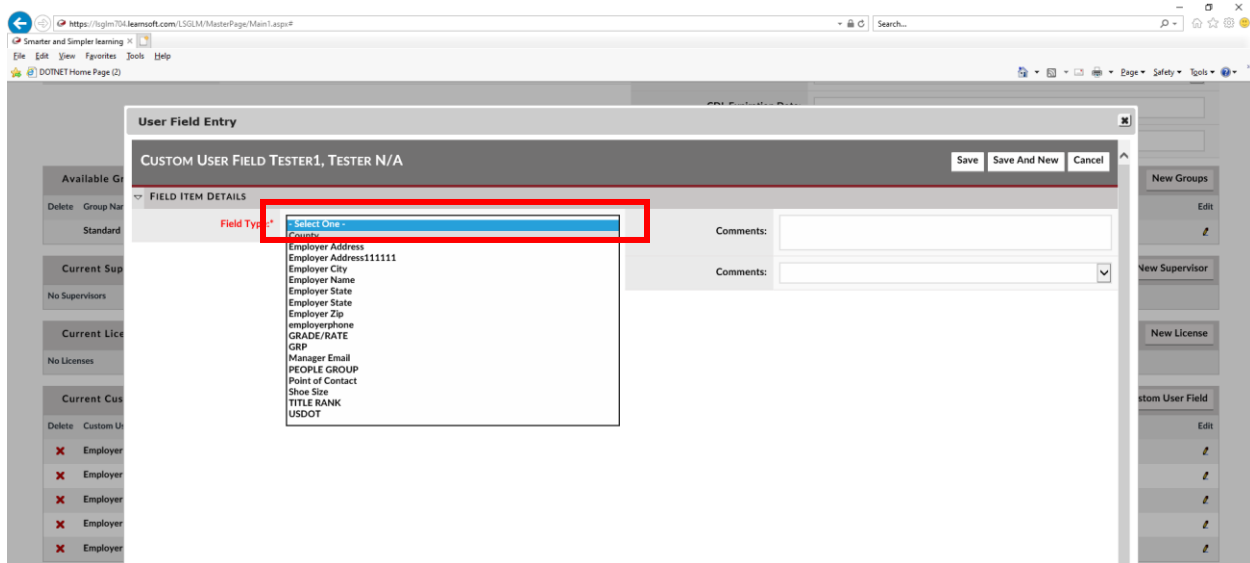
Ensure "County" is not already listed as a field. You may need to click the show more Custom User Fields link in blue below the section.

- If it is already listed, and correct, you are finished with this task and may log out or continue back to the home page. Your process is complete, and no changes are required.
 - If incorrect, edit with the pencil icon to the right and select the correct county of employment.
- If the County field is not listed, Click on the New Custom User Field button at the top right of this section.

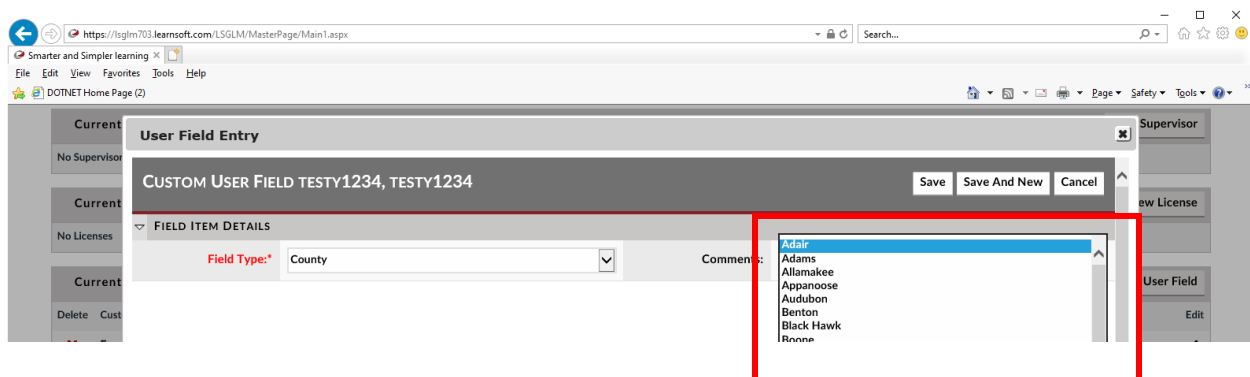
Current Custom User Field			New Custom User Field
Delete	Custom User Field Type	Description	Edit
✗	Employer State	Iowa	✍
✗	Employer Zip	51401	✍
✗	Employer Name	State of Iowa	✍
✗	Employer Address	123 Anywhere	✍
✗	Employer City	Somewhere	✍

[Show More Custom User Field](#)

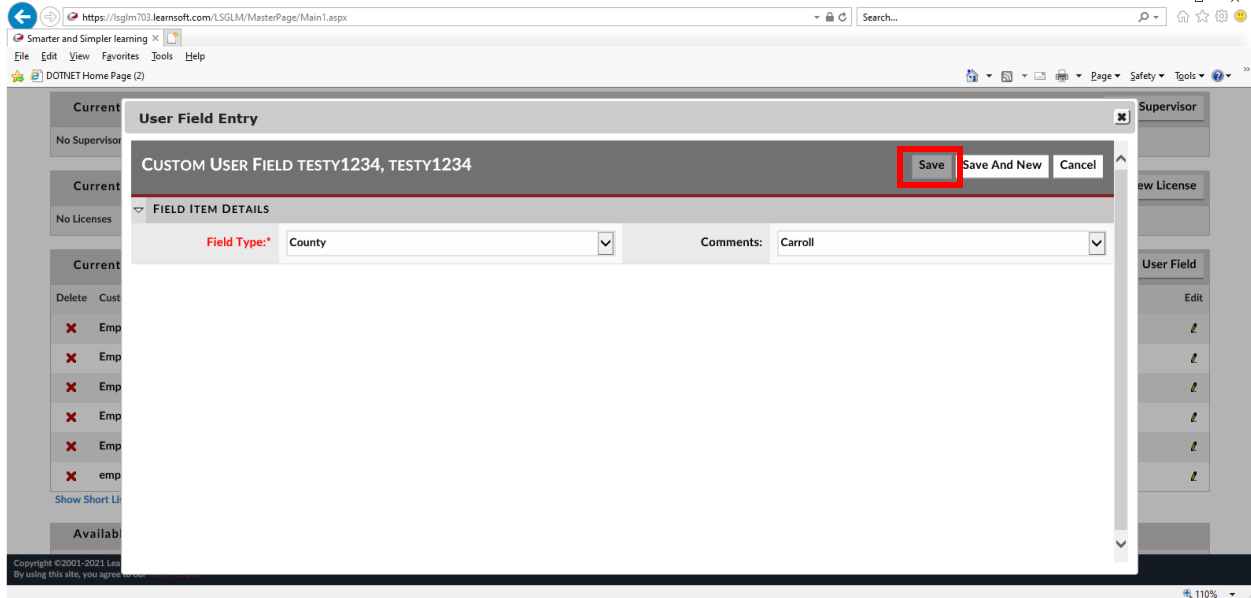
Select the drop-down menu item “County”



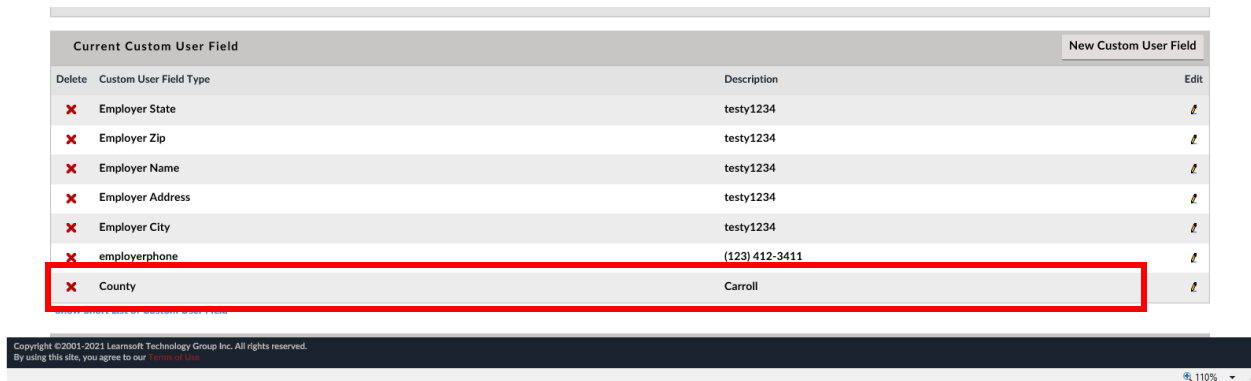
Click on the drop-down arrow to the right of the Comments box and select the appropriate county of employment.



Shown here is the completed fields. Click Save at the top right.



Scroll down to view the added county field. Ensure it is listed.



Scroll back to the top and click the “Overview” tab and complete any outstanding trainings.

