

## Workday Learning Account Set Up: County Vehicle Services

MVD Learning & Development

The Iowa DOT has upgraded learning management software from Iowa DOTU to Workday Learning. Please use this guide for assistance with creating a new account and accessing Workday Learning. Please contact [mvd.learninganddevelopment@iowadot.us](mailto:mvd.learninganddevelopment@iowadot.us) for assistance.

### Steps:

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### Step 1: Register for a New Account

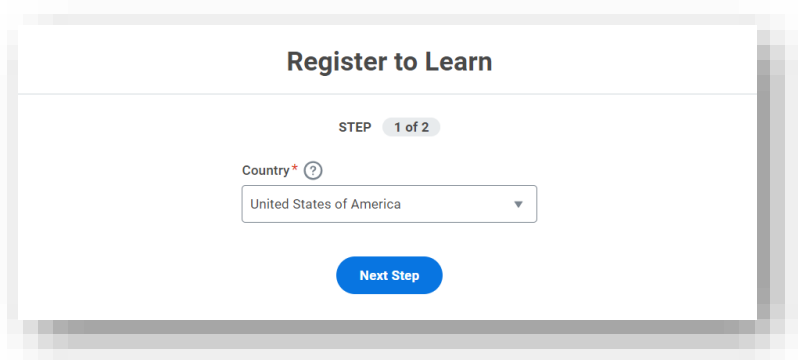
1. Use this link to access Workday Learning: [County Vehicle Services](#)

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

B. **Future log-in link:**

<https://wd5.myworkday.com/wday/authgwy/iowadot/login.html?redirect=n>

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



**Register to Learn**

STEP 1 of 2

Country \* ⓘ

United States of America ▼

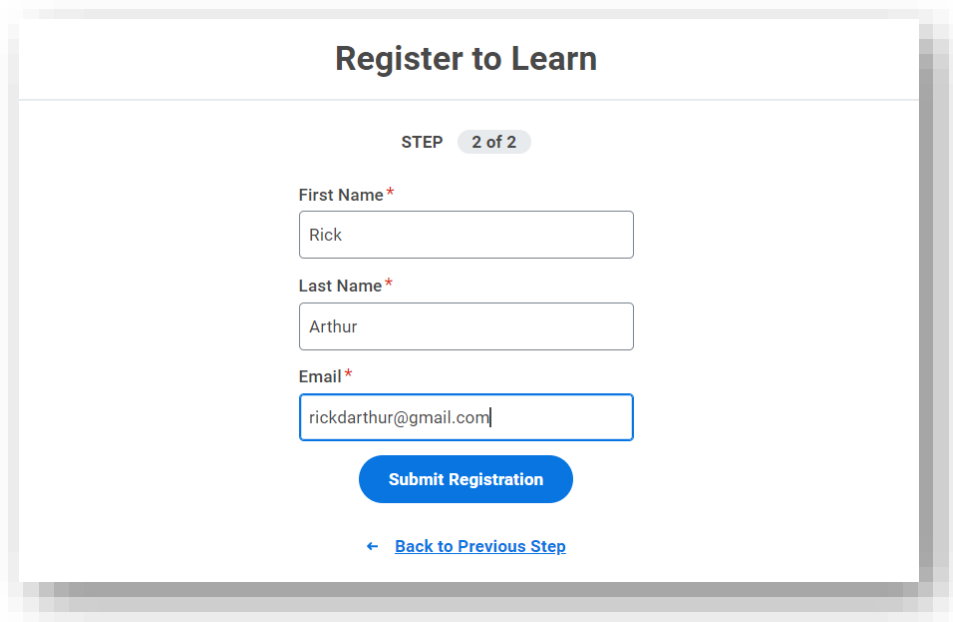
**Next Step**

### 3. Enter Your Details:

#### A. Provide your **First Name, Last Name, and Email Address.**

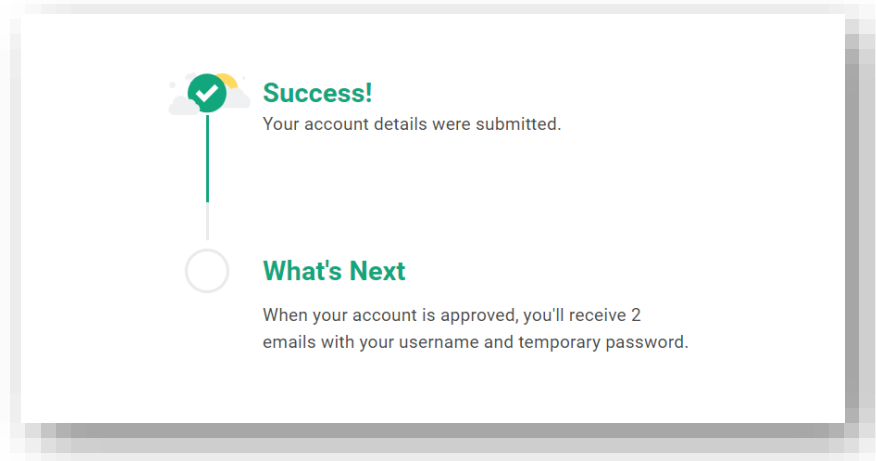
**Important:** Use the same work email address you used in DOTU. You can view your DOTU email address by logging into [DOTU](#) and looking at your profile. If you're unsure of what email address to use, please contact [mvd.learninganddevelopment@iowadot.us](mailto:mvd.learninganddevelopment@iowadot.us).

#### B. Click **Submit Registration.**



The screenshot shows a web form titled "Register to Learn". Below the title, it indicates "STEP 2 of 2". The form contains three input fields: "First Name\*" with the value "Rick", "Last Name\*" with the value "Arthur", and "Email\*" with the value "rickdarthur@gmail.com". Each field has a red asterisk indicating it is required. Below the email field is a blue button labeled "Submit Registration". At the bottom of the form, there is a link that says "← Back to Previous Step".

#### C. You will then receive a message telling you what's next:

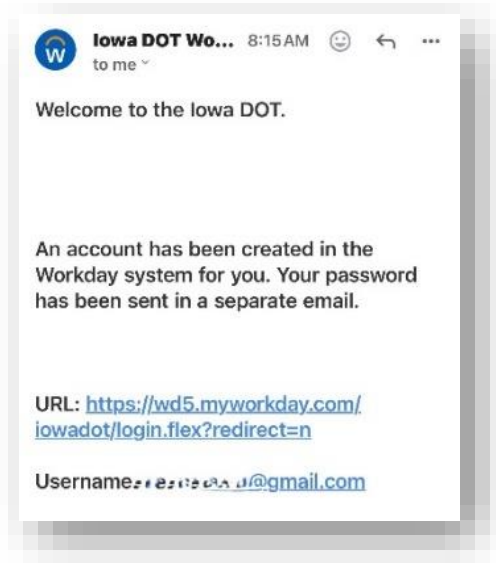


The screenshot shows a confirmation message. On the left, there is a green checkmark icon inside a circle, connected by a vertical line to a smaller empty circle below it. To the right of the checkmark, the text reads "Success!" in bold green, followed by "Your account details were submitted." in a smaller font. Below this, the text "What's Next" is shown in bold green. Underneath, it says "When your account is approved, you'll receive 2 emails with your username and temporary password."

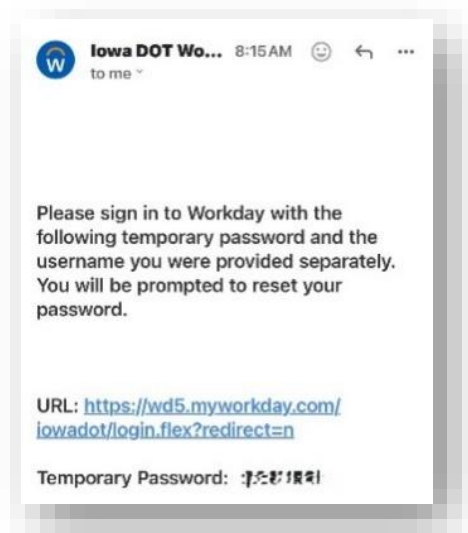
## Step 2: Check Your Email

**Watch for Emails from Workday Learning:** You will receive two emails from Iowa DOT Workday [iowadot@myworkday.com](mailto:iowadot@myworkday.com)

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



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

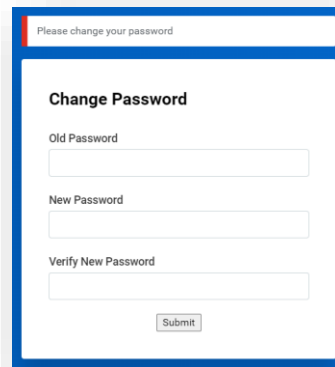


## Step 3: Update Your Workday Learning Profile

1. **Log In:** Use the link and temporary password provided in the emails to access Workday Learning. **Save this link as a favorite for future use.**

- <https://wd5.myworkday.com/wday/authgwy/iowadot/login.html?redirect=n>

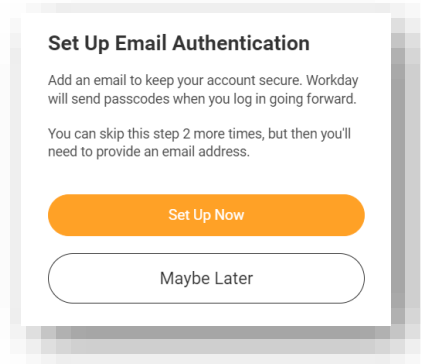
2. **Change your Password:** After logging in, you will be prompted to change your password.



The screenshot shows a 'Change Password' form with a blue border. At the top, it says 'Please change your password'. The form has three input fields: 'Old Password', 'New Password', and 'Verify New Password'. Below these fields is a 'Submit' button.

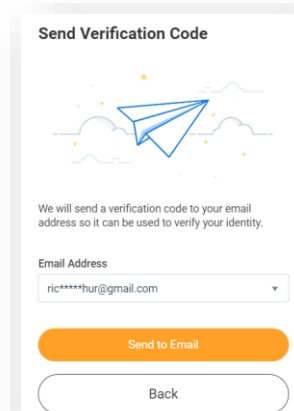
3. **Set Up Email Authentication:**

- A. Enter your email address and click **Set Up Now**.



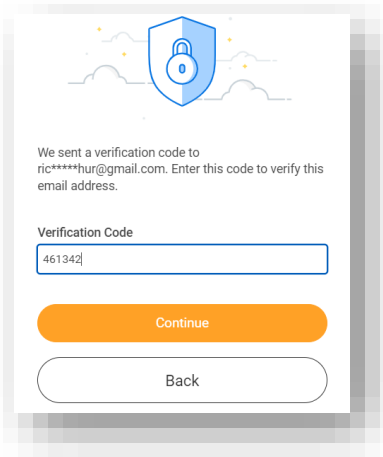
The screenshot shows the 'Set Up Email Authentication' screen. It has a title 'Set Up Email Authentication' and a paragraph: 'Add an email to keep your account secure. Workday will send passcodes when you log in going forward. You can skip this step 2 more times, but then you'll need to provide an email address.' Below the text are two buttons: 'Set Up Now' (orange) and 'Maybe Later' (white with a grey border).

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

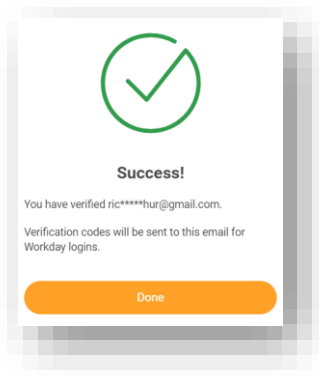


The screenshot shows the 'Send Verification Code' screen. It has a title 'Send Verification Code' and an illustration of a paper airplane. Below the illustration is a paragraph: 'We will send a verification code to your email address so it can be used to verify your identity.' Below the text is an 'Email Address' input field with a dropdown arrow. Below the input field are two buttons: 'Send to Email' (orange) and 'Back' (white with a grey border).


C. Check your email for the code, enter it, and click **Continue** to complete setup.



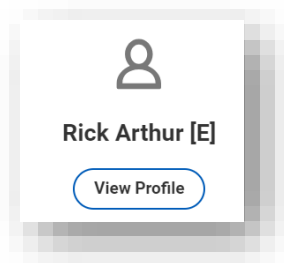
D. Click **Done** to be logged in to your account.



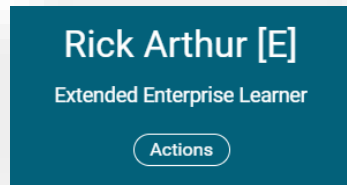
#### 4. Enter Additional Account Details:

A. Click on the person icon  in the upper right corner of the screen.

B. Click **View Profile**.



C. Click the **Actions** button (under your name) and select **Additional Data**.



D. Scroll to the bottom and click **Edit**.

A white rectangular form with a thin grey border. It contains three rows of text: "Manager Email" followed by "(empty)", "Hire Date" followed by "(empty)", and "USDOT#" followed by "(empty)". At the bottom center of the form is a white button with a grey border and the word "Edit" in dark grey.

E. Complete all required fields, including your date of hire and county location, then select **OK**.

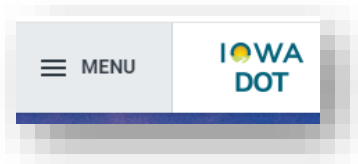
A white rectangular form titled "EEL Additional Data" in bold. It contains seven rows of input fields. The first two rows, "Gender" and "Ethnicity", have a small menu icon (three horizontal lines) to the right of the input box. The remaining five rows are "Home Address", "Home City", "Home State" (with a menu icon), "Home Zip Code", and "Employer Name".

## Navigating Workday Learning

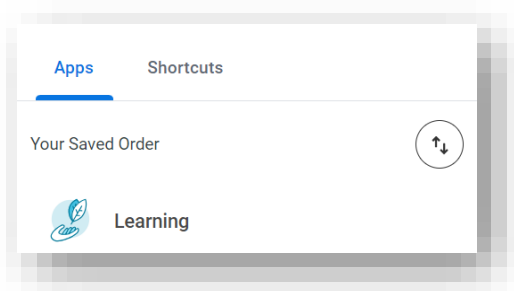
1. Log-in link: <https://wd5.myworkday.com/wday/authgwy/iowadot/login.html?redirect=n>

2. Navigate to Learning:

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



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

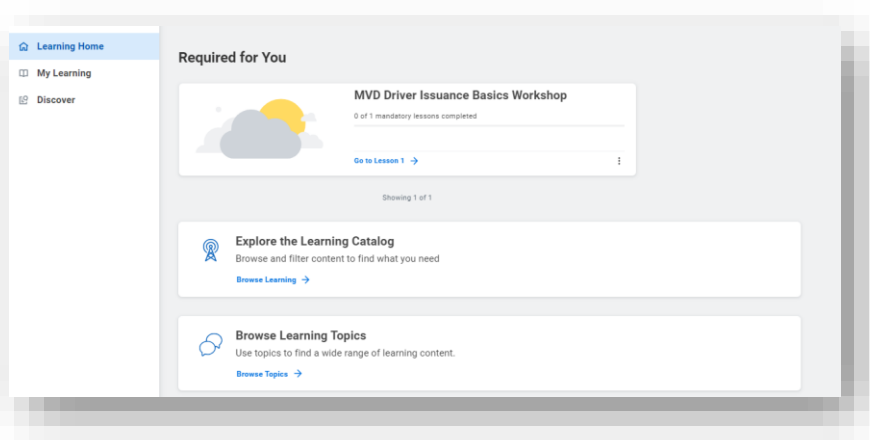


3. Navigating the Dashboard:

A. **Learning Home:** Explore the Learning Catalog and Browse Learning Topics (This is where you will see the courses separated out for you by topic).

B. **My Learning:** View your enrolled courses, completion status, learning history, and preferences.

C. **Discover:** Browse and explore learning topics.



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