How to Create an Account in Workday Learning

Step 1: Register for a New Account

1. **Go to Workday Learning by clicking this link:**
   [Workday Learning](#)
2. **Select Your Country:**
   o Choose "United States of America" (listed alphabetically) and click **Next Step**.

Register to Learn

STEP 1 of 2

Country * ?

United States of America ▼

Next Step

3. **Enter Your Details:**
   o Provide your **First Name, Last Name, and Email Address**.

4. Click **Submit Registration**.

Register to Learn

STEP 2 of 2

First Name *

Rick

Last Name *

Arthur

Email *

rickdarthur@gmail.com

Submit Registration

← **Back to Previous Step**

o You will then receive a message telling you what's next:

Success!
Your account details were submitted.

What's Next
When your account is approved, you'll receive 2
emails with your username and temporary password.

Step 2: Check Your Email

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

| **Previous IowaDOTU Users:**	**New External Users with NO Previous IowaDOTU User Account**
If you had an account in IowaDOTU and are using the same email address, it may take additional time for you to receive the emails. Contact us at dot.ttcp@iowadot.us with any questions.	This will take a few minutes if your email address is new to Workday Learning. Contact us at dot.ttcp@iowadot.uswith any questions.

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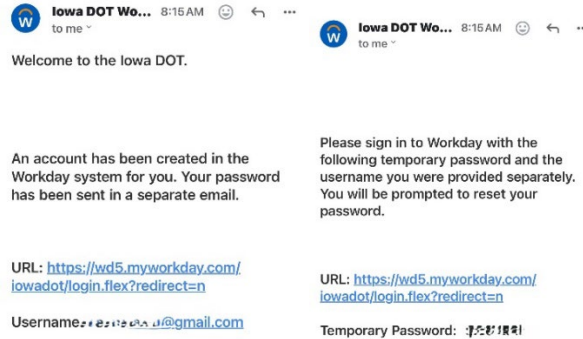
2. **Change your Password:**
   o After logging in, you will be prompted to change your password.

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. **Enter Additional Account Details:**
   o Click on the Person Icon in the upper right corner of the screen 👤
   o Click View Profile.

Rick Arthur [E]

View Profile

o Click the **Actions** button (under your name) and select **Additional Data**, **View All**

Rick Arthur [E]
Extended Enterprise Learner
Actions

Actions

Additional Data   >

Favorite   >

Preferences   >

Workday Account   >

o Scroll to the bottom and click **Edit**

Manager Email	(empty)
Hire Date	(empty)
USDOT#	(empty)

(Edit)

- o Complete all required fields, USDOT# is not required for TTCP.

EEL Additional Data

Gender	☰
Ethnicity	☰
Home Address	
Home City	
Home State	☰
Home Zip Code	
Employer Name	

- o Click **OK**

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

☰ MENU   I◉WA DOT

   - o Select **Learning** from the dropdown menu.

Apps   Shortcuts

Your Saved Order   ↑↓
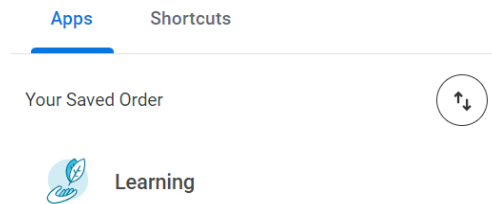
🍃 Learning

6. **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 us at dot.ttcp@iowadot.us