

# IOWA DOT EMPLOYEE WEB-BASED TRAINING REGISTRATION INSTRUCTIONS

## STEP #2



Go to...

[IowaDOT U](#)

Enter the user name and password you use to log in to an Iowa DOT computer.

Your "Overview" tab will appear showing the "User Dashboard" and "My Tasks" sections.

## STEP #3



Find a web-based training course...

- Click on the "Search" tab, located above the User Dashboard.
- Click on "Catalog" on the left-hand side of the webpage.
- Open the list of courses at the left by clicking on the plus sign next to "catalog."
- Click on the plus sign next to "TTCP."
- Click in the box next to "TTCP Online Training."
- Click on the red, "Search" button, located above the "Catalog" folders.
- To take other available technical training online courses, click in the box, next to "TC3", and then, click on the red, "Search" button, located above the "Catalog" folders.

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## STEP #4



Register for a web-based course...

Find the course in which you want to register. The screen will show the available courses.

- Click "Details."
- The "Course Instance Details" box will open, then click on the "ENROLL" button.  
**Note:** you do not need to fill-out any information in the "Course Instance Details" box.
- You can add multiple, web-based courses to your list and take them at a later-time.

## STEP #5



Begin a web-based course...

- Click the "Overview" tab.
- Under the "My Task" bar, locate the course, in which you enrolled, and click on the "Launch" button.