

## Workday Learning Account Set Up: Local Systems Bureau

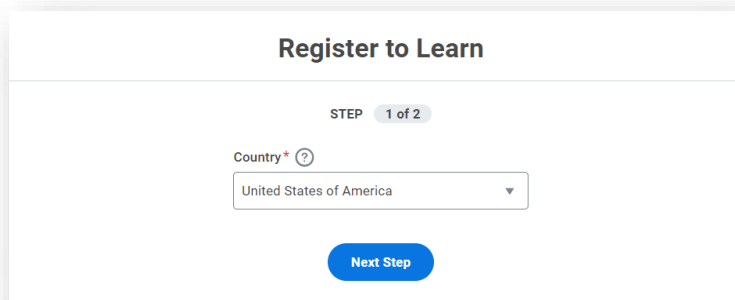
The Iowa DOT has upgraded learning management software from Iowa DOTU to Workday Learning. Please use this guide for assistance with creating a new account and accessing Workday Learning. Please contact [marybeth.sprouse@iowadot.us](mailto:marybeth.sprouse@iowadot.us) for assistance.

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### Step 1: Register for a New Account

1. Use this link to access Workday Learning: [Local Systems WD Learning](#)
  - 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**.



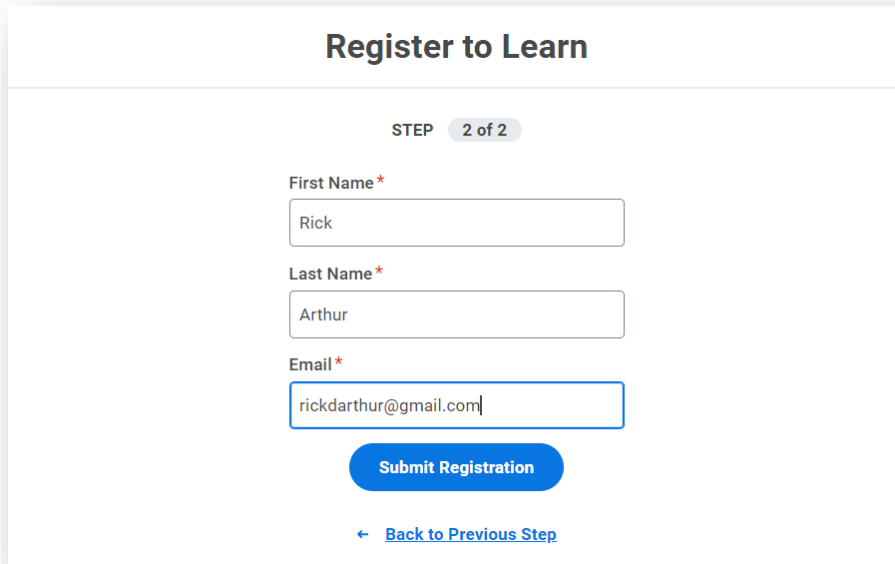
### 3. Enter Your Details:

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

**Important:** Use the same work email address you used in DOTU.

If you're unsure of what email address to use, please contact [marybeth.sprouse@iowadot.us](mailto:marybeth.sprouse@iowadot.us).

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



**Register to Learn**

STEP 2 of 2

First Name\*

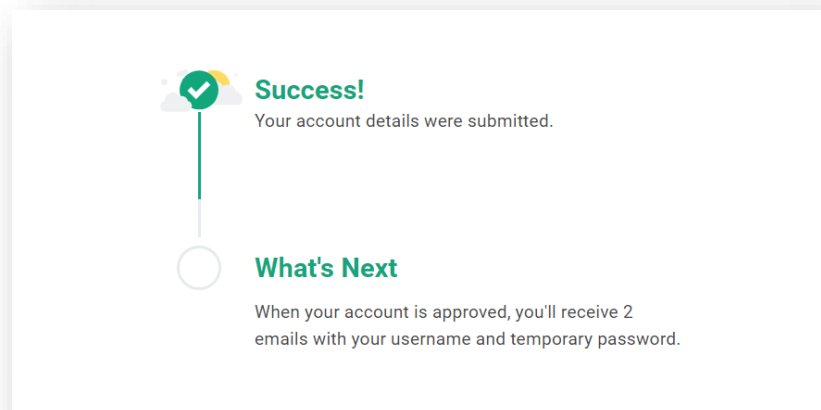
Last Name\*

Email\*

[Submit Registration](#)

[← Back to Previous Step](#)

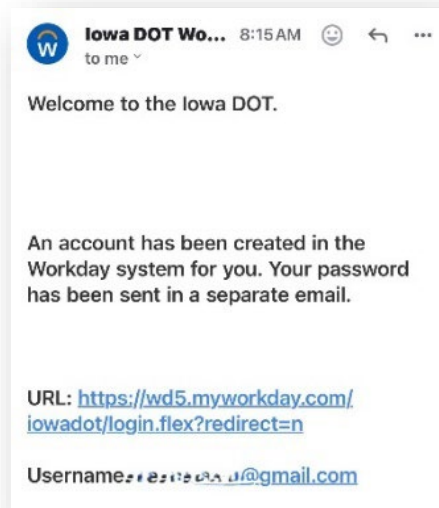
#### C. You will then receive a message telling you what's next:



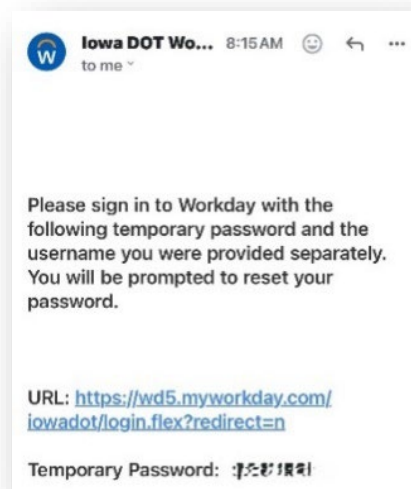
## Step 2: Check Your Email

**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.

Please change your password

### Change Password

Old Password

New Password

Verify New Password

Submit

- 3. Set Up Email Authentication:**

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

### Set Up Email Authentication

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.

Set Up Now

Maybe Later

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

### Send Verification Code

We will send a verification code to your email address so it can be used to verify your identity.

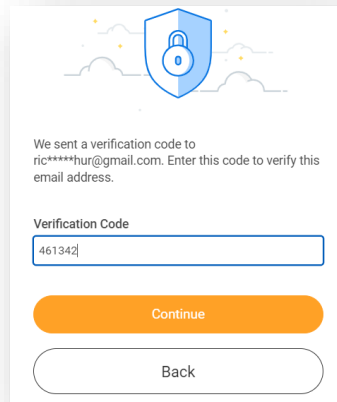
Email Address

ric\*\*\*\*hur@gmail.com

Send to Email

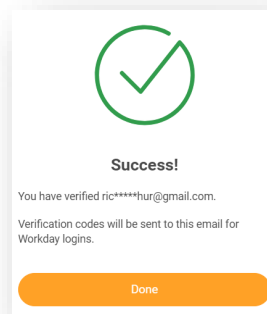
Back

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




A screenshot of a mobile application screen for email verification. At the top, there is a blue shield icon with a padlock. Below it, the text reads: "We sent a verification code to ric\*\*\*\*hur@gmail.com. Enter this code to verify this email address." There is a text input field labeled "Verification Code" containing the number "461342". Below the input field are two buttons: an orange "Continue" button and a white "Back" button with a grey border.

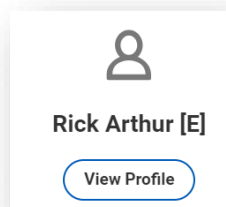
D. Click **Done** to be logged in to your account.



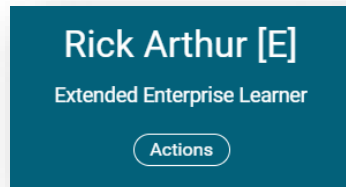
#### 4. Enter Additional Account Details:

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

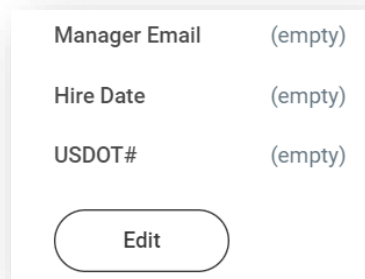
B. Click **View Profile**.



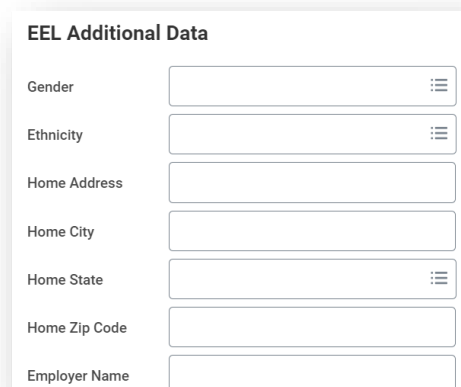
C. Click the **Actions** button (under your name) and select **Additional Data**.



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

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

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

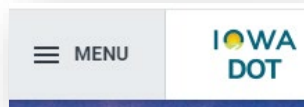
A white rectangular form titled "EEL Additional Data" in bold. It contains seven rows of input fields: "Gender" (dropdown menu), "Ethnicity" (dropdown menu), "Home Address" (text input), "Home City" (text input), "Home State" (dropdown menu), "Home Zip Code" (text input), and "Employer Name" (text input). Each dropdown menu has a three-line icon on the right side.

## Navigating Workday Learning

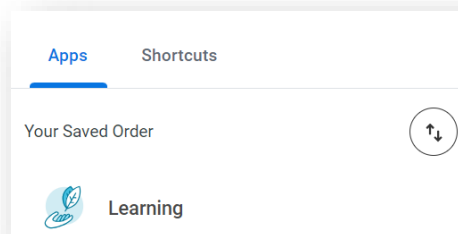
1. Log-in link: <https://wd5.myworkday.com/wday/authgwy/iowadot/login.html?redirect=n>

2. Navigate to Learning:

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



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

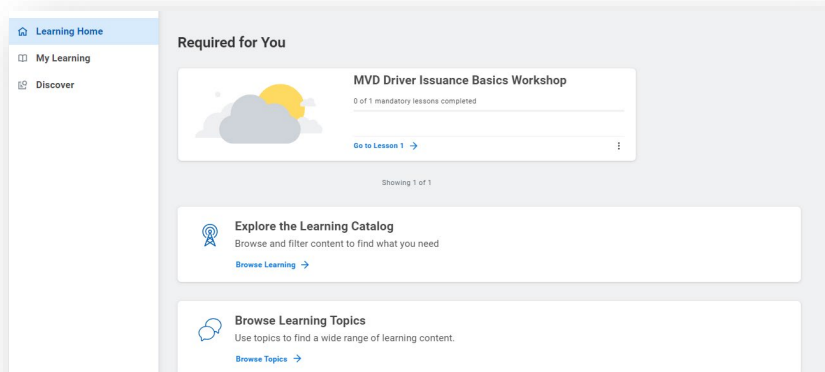


3. Navigating the Dashboard:

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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