

## IOWADOT U INSTRUCTIONS FOR IOWA DOT EMPLOYEES

### TO ENROLL IN A CLASS:

Go to <https://learning.iowadot.gov>

The following screen will appear.



**IOWADOT U**  
Smarter and Simpler Learning

### Iowa DOT Employee Login Page

To access the site, please type in your user name and password just as you would to login to your DOT computer

  
  
**Login**

If you are not a DOT Employee and would like to access *IowaDOTU*, please click on this link to the [Non-DOT User Login](#)

Enter your User Name in the top white box and your password in the bottom white box.

Your User Name and password are the same you use to login to your DOT computer.

Press **Login**.

You should see the screen below. This is the **My Courses** screen. It will show courses that you have registered for.

You can return to this screen at any time by pressing the **My Courses** icon at the top of the screen.

0 Session Page 1 of 0

There are several ways to find TTCP classes. The first is by clicking on **Calendar**.

A screen similar to the one below should appear.

You can then move through the calendar to the date of the class you want, find the class, and click on it to enroll.

B. B. User - IDOT | log out View C

Calendar

SEARCH CRITERIA HEADER Search

1 7 31 December 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	<ul style="list-style-type: none"> <li>NEW EMPLOYEE ORIENTATION (8:00 AM - 8:30 AM - 4:00 PM);</li> <li>THRIVING ON CHANGE (8:30 AM - 4:00 PM);</li> <li>FACE2FACE COMM EMPLOYEE (8:30 AM - 9:00 AM - 4:00 PM CST);</li> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> <li>Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM); Room -</li> <li>M.E.E.T TRAINING (3:15 PM - 4:30 PM); Room -</li> </ul>	<ul style="list-style-type: none"> <li>ADA/EEO:AA/PSH (8:00 AM - 11:30 AM); Room -</li> <li>PCC Level I certification (9:00 AM - 4:00 PM CST);</li> <li>PCC Level I certification (9:00 AM - 4:00 PM CST);</li> <li>VALUING DIVERSITY (12:30 PM - 4:30 PM);</li> <li>ADAPTING4CHANGE (1:00 PM - 4:00 PM); Room -</li> </ul>	<ul style="list-style-type: none"> <li>CREATIVE THINK &amp; PROB SOL (8:30 AM - 4:30 PM);</li> <li>PCC Level I certification (9:00 AM - 4:00 PM CST);</li> <li>PCC Level I certification (9:00 AM - 4:00 PM CST);</li> <li>Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>FIRST AID/AED/CPR (OSHA) (12:30 PM - 5:00 PM - 1:00 PM - 4:30 PM);</li> <li>Aggregate Level II recertification (1:00 PM - 4:30 PM);</li> </ul>	<ul style="list-style-type: none"> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> </ul>	
<ul style="list-style-type: none"> <li>Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>Aggregate Level II recertification (1:00 PM - 4:30 PM);</li> </ul>	<ul style="list-style-type: none"> <li>PROJECT MANAGEMENT SEM (8:30 AM - 4:30 PM);</li> <li>INVEST EE MISCONDUCT (8:30 AM - 4:30 PM);</li> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> <li>Aggregate Level I certification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>Aggregate Level II certification (1:00 PM - 4:30 PM);</li> </ul>	<ul style="list-style-type: none"> <li>PROJECT MANAGEMENT SEM (8:30 AM - 4:30 PM);</li> <li>ETHICAL ISSUES IN WORKPL (8:30 AM - 4:30 AM - 3:30 PM); Room -</li> <li>READY, SET, RETIRE (8:30 AM - 3:30 PM); Room -</li> <li>Aggregate Level II certification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> </ul>	<ul style="list-style-type: none"> <li>HUMAN RELATIONS SKILLS (8:30 AM - 4:30 PM);</li> <li>Aggregate Level II certification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>Aggregate Level II recertification (1:00 PM - 4:30 PM);</li> </ul>	<ul style="list-style-type: none"> <li>HUMAN RELATIONS SKILLS (8:30 AM - 4:30 PM);</li> <li>Aggregate Level II certification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>PCC Level I recertification (9:00 AM - 4:00 PM CST);</li> <li>Aggregate Level I recertification (9:00 AM - 1:00 PM - 4:30 PM);</li> <li>Aggregate Level II recertification (1:00 PM - 4:30 PM);</li> </ul>	

The second is by clicking on **Course Catalog**.

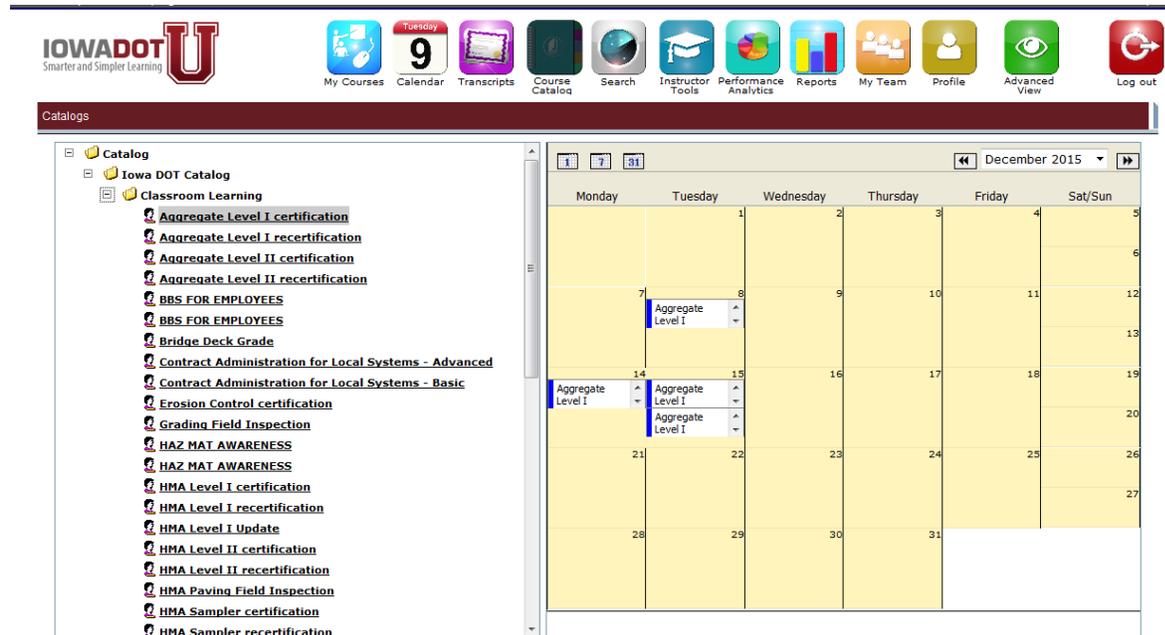
A screen similar to the one below should appear.

Expand the folders on the left by clicking on the boxes with the “+” sign.

You will see a folder called Classroom Learning. TTCP classes are in that list.

Clicking on the class you want will show only those particular classes on the calendar.

You can then move through the calendar to the date of the class you want, find the class, and click on it to enroll.



The third is by clicking on **Search**.

A screen similar to the one below should appear.

Here, you can enter any or all of the different search options available and then click on **Search**.

For example, the screen below is a search for HMA Sampler classes in District 5.



Search Courses Search

**Search Criteria**

Enter the search parameters in the area along the right hand side, when complete, press "Search" button for the results.

**Course Type** Any  Classroom  Online  Event  Certification:

**Search Text:**

**Instructor:** Admin User, Arthur Hope A, Instructor TBA, Instructor TBA, Knight Amy L, Learnsoft Isglm

**Any Date:**  Date Range

**Start Date:**

**End Date:**

**Facility:**

**Training Vendor:**

**Room:**

When you click on the **Search** button, the following screen appears.

You can then find the class session you want and click on the **Enroll** button at the right.

AVAILABLE LEARNING OBJECT INSTANCES

Enroll	Name	Start Date	End Date	Location	Instructor	View
	HMA Sampler certification(HMA01)	2/17/2016 9:00 AM CST	2/17/2016 12:00 PM CST	District 5 - Fairfield Materials Building - Materials Training Conference Room	Instructor TBA Instructor TBA	<a href="#">Enroll</a>
	HMA Sampler recertification(HMA10)	2/11/2016 9:00 AM CST	2/11/2016 12:00 PM CST	District 5 - Fairfield Materials Building - Materials Training Conference Room	Instructor TBA Instructor TBA	<a href="#">Enroll</a>

All of these various ways to find a class in which to enroll will take you to the same screen once you choose to enroll.

This screen should be similar to the one below.

There are four simple steps for Iowa DOT employees.

Step 1: Read, and accept by clicking on the box, the cancellation/refund policy at the top of the screen.

Step 2: Put a "1" in the **Promotion Code** box and click **Apply**. This will remove the charge for the class.

Step 3: In the **Payment Mode** drop down, select **No Payment Required**.

Step 4: Click on the **Enroll** button at the top right.

You should receive a confirmation notice for the classes in which you have enrolled.

Learning Object Instance		Enroll	
Please select the payment mode and accept cancellation/refund policy and then click Enroll button. <input checked="" type="checkbox"/> I have read and accept this cancellation/refund policy.			
COURSE INFO			
Course Name:	HMA Sampler certification		
Description:	DOT Employees please enter 1 as the Promo Code. Other Government Agencies please enter 2 as the Promo Code. All others please leave the Promo Code blank.		
Vendor:			
Authorizer:	Mulder Greg L	Start Date:	2/17/2016 9:00 AM CST
		End Date:	2/17/2016 12:00 PM CST
Payment Mode:	No Payment Required	Notes:	Please bring the following items to class: Pencils and paper Calculator (may not use phone calculator) Safety glasses and steel toe shoes are required for all classes involving laboratory work
Paid Time:	<input checked="" type="checkbox"/>	Location:	District 5 - Fairfield Materials Building - Materials Training Conference Room
Due Date:		Direction:	Turn north off of Highway 34 onto 4th Street. Continue north on 4th Street to West Briggs Street, then turn east. Building is on the north side of the street. Parking is on the street.
List Price:	\$ 75.00		
Promo Price:	Promo Price - \$ 0.00		
Promotion Code:	1 <input type="button" value="Remove"/>		
Credit Units:			
Credit Hours:			
Accreditation:			
Outline:	This level of certification is for a hot mix asphalt sampling technician. This class is not necessary for individuals who are Level I HMA certified. Topics covered include: - Obtaining representative samples by approved methods - Frequency of sampling - Correctly labeling and securing samples - Performing core densities (agency only)		