

Iowa DOT employee registration instructions

Step #2



Find...

The name, date, and time of the course you want to register for

In the [registration book](#).

Step #3



Got to...

[Iowa DOT U](#)

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

The "My Courses" screen will appear. It will show courses you are currently registered for.

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Step #4



Register for a course...

Click on the calendar icon button at the top.

Find the date and time of the course you would like.

Click on the course.

- Iowa DOT U step 1: Select "No Payment Required" in the "Payment Mode" box.
- Iowa DOT U step 2: Enter "1" in the "Promotion Code" box and click "Apply," this will remove the charge for the class.
- Iowa DOT U step 3: Read and accept the cancellation/refund policy at the top of the screen.
- Iowa DOT U step 4: Click the "Enroll" button at the top right.

You're finished!

You will receive an email confirmation notice for each class you enrolled in.