

Workday Learning Account Set Up: County Vehicle Services

MVD Learning & Development

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 mvd.learninganddevelopment@iowadot.us for assistance.

Steps:

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Step 1: Register for a New Account

1. Use this link to access Workday Learning: [County Vehicle Services](#)

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**.

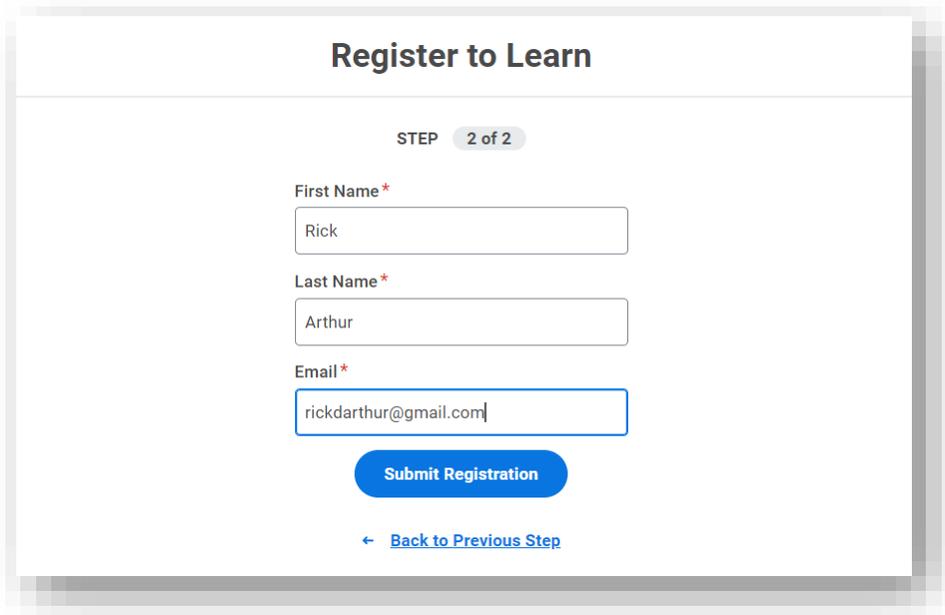
The screenshot shows a web form titled "Register to Learn". At the top, it indicates "STEP 1 of 2". Below this, there is a "Country" dropdown menu with a red asterisk and a help icon. The dropdown is currently set to "United States of America". Below the dropdown is a blue button labeled "Next Step".

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. You can view your DOTU email address by logging into [DOTU](#) and looking at your profile. If you're unsure of what email address to use, please contact mvd.learninganddevelopment@iowadot.us.

B. Click **Submit Registration.**



Register to Learn

STEP 2 of 2

First Name*

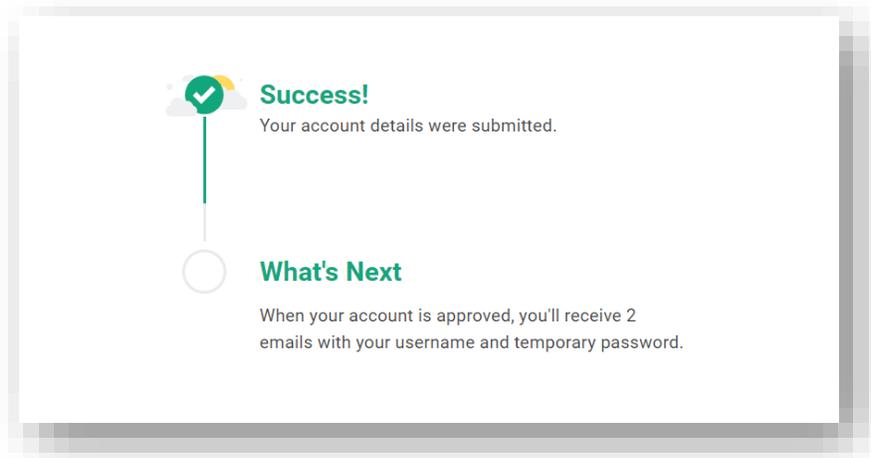
Last Name*

Email*

[Submit Registration](#)

[← Back to Previous Step](#)

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



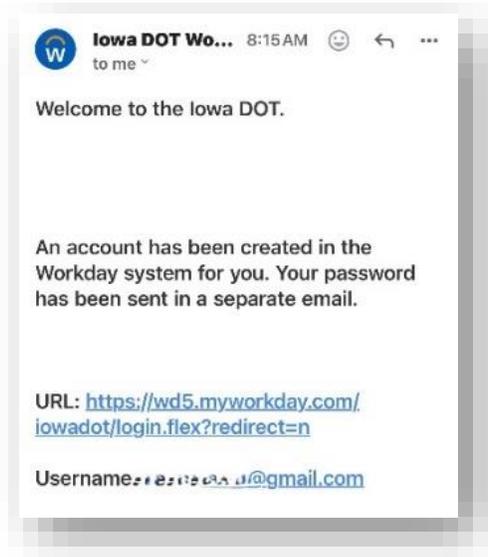
 **Success!**
Your account details were submitted.

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

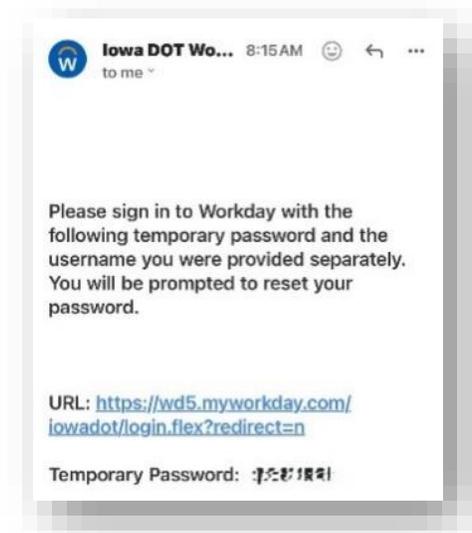
Step 2: Check Your Email

Watch for Emails from Workday Learning: You will receive two emails from Iowa DOT Workday 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**.

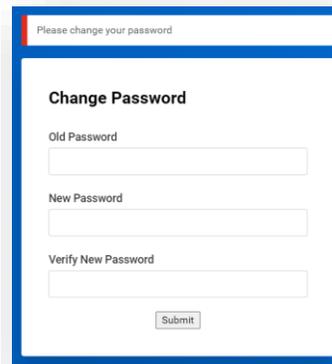


Step 3: Update Your Workday Learning Profile

- 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

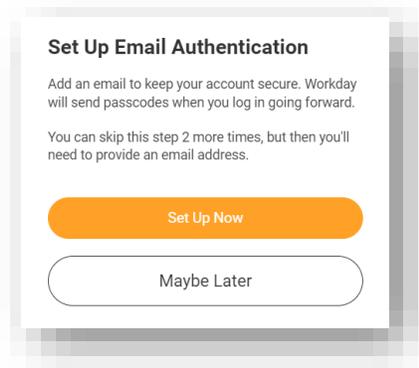
Old Password

New Password

Verify New Password

- 3. Set Up Email Authentication:**

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

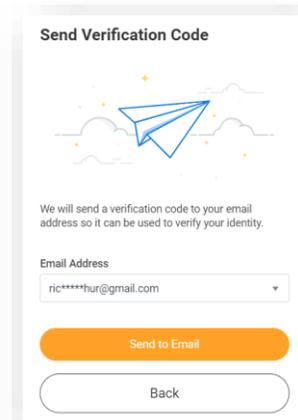


Set Up Email Authentication

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.

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

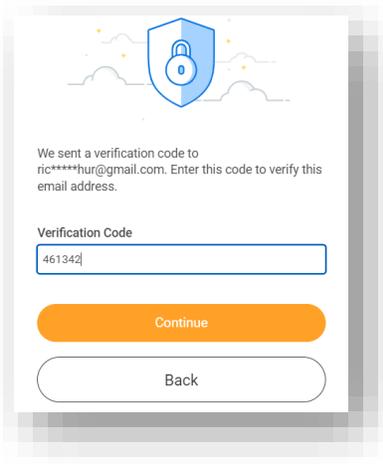


Send Verification Code

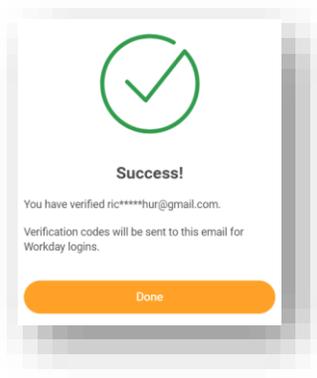
We will send a verification code to your email address so it can be used to verify your identity.

Email Address

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



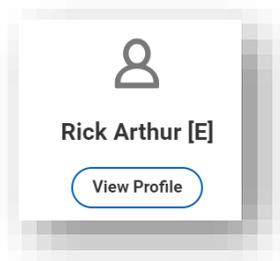
D. Click **Done** to be logged in to your account.



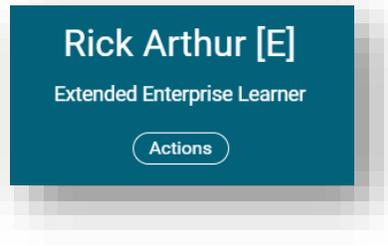
4. Enter Additional Account Details:

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

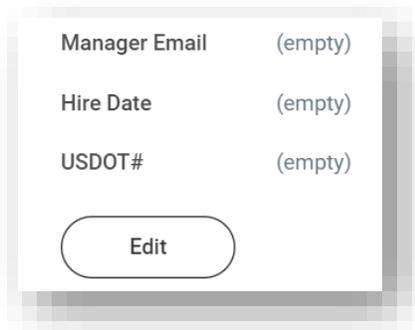
B. Click **View Profile**.



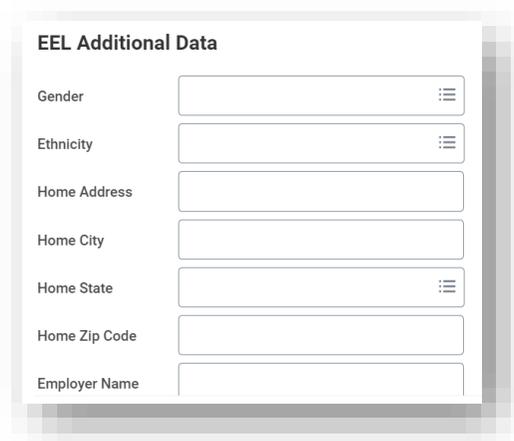
C. Click the **Actions** button (under your name) and select **Additional Data**.



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

A white rectangular form with a light gray 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 county location, then select **OK**.

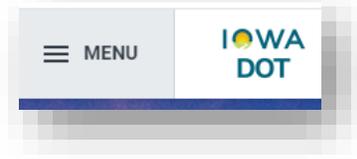
A white rectangular form with a light gray border, titled "EEL Additional Data" at the top left. It contains seven rows of input fields: "Gender" (with a dropdown arrow), "Ethnicity" (with a dropdown arrow), "Home Address", "Home City", "Home State" (with a dropdown arrow), "Home Zip Code", and "Employer Name".

Navigating Workday Learning

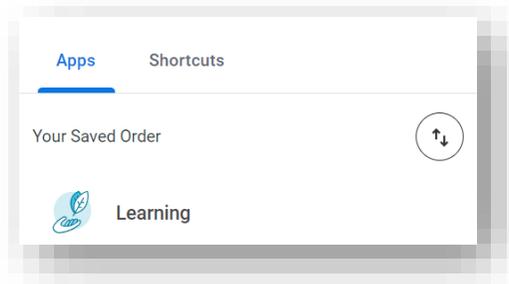
1. Log-in link: <https://wd5.myworkday.com/wday/authgwy/iowadot/login.html?redirect=n>

2. Navigate to Learning:

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



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

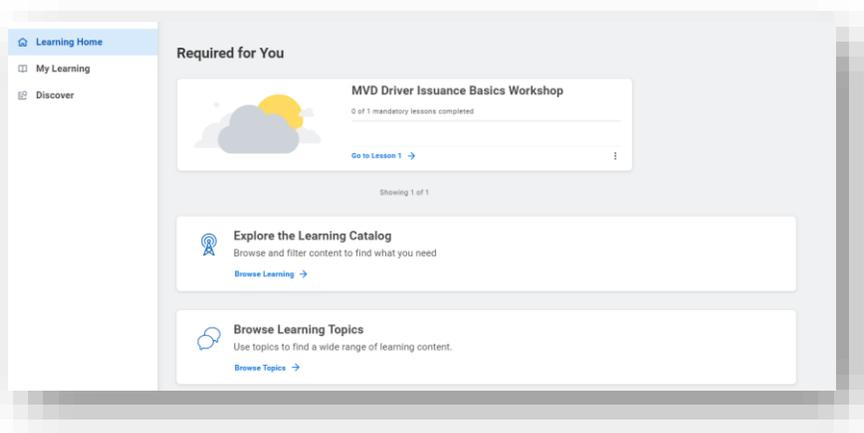


3. Navigating the Dashboard:

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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