IOWADOT U INSTRUCTIONS FOR NON-GOVERNMENT ENROLLEES PAYING BY CHECK

The first step is to set up a User name and Password for IOWADOT U.

This is a one-time process and typically only takes a few minutes.

TO SET UP A USER NAME AND PASSWORD:

Go to https://learning.iowadot.gov

The following screen will appear. At the bottom right, click on **Non-DOT User Login**

You should now see the Non-DOT Users Login Page below.

If you have not set up a User name and Password yet, click on **Register Here**.

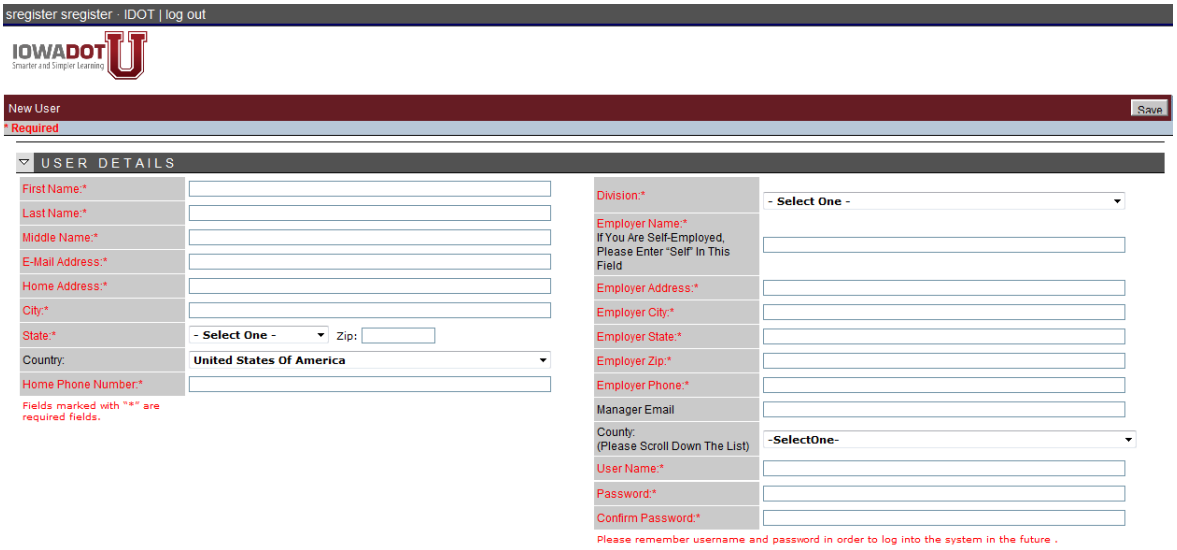
You should now see the screen below. Please fill in the requested information.

All fields with red labels are required. In the **Division** drop down box, please select **Technical Training & Certification**.

On the bottom right, you will create a **User Name** and **Password** that will be used for IOWADOT U.

It may be helpful to write your **User Name** and **Password** down for reference.

When you have finished entering the information, please press **Save.**



TO ENROLL IN A CLASS:

Go to https://learning.iowadot.gov

The following screen will appear. At the bottom right, click on **Non-DOT User Login**

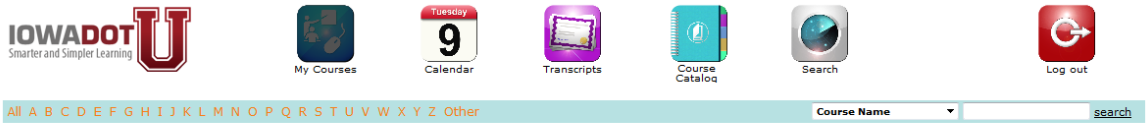
You should now see the Non-DOT Users Login Page below.

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

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.

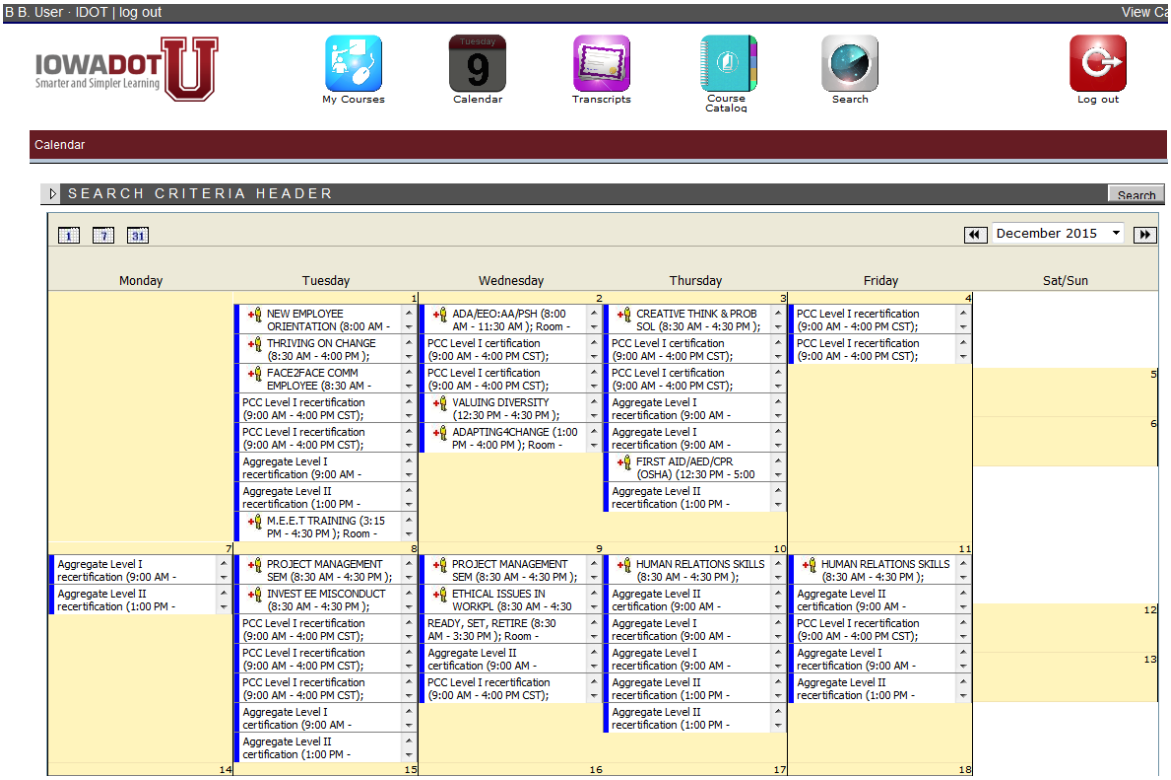


0 Session Page 1 of 0

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.



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

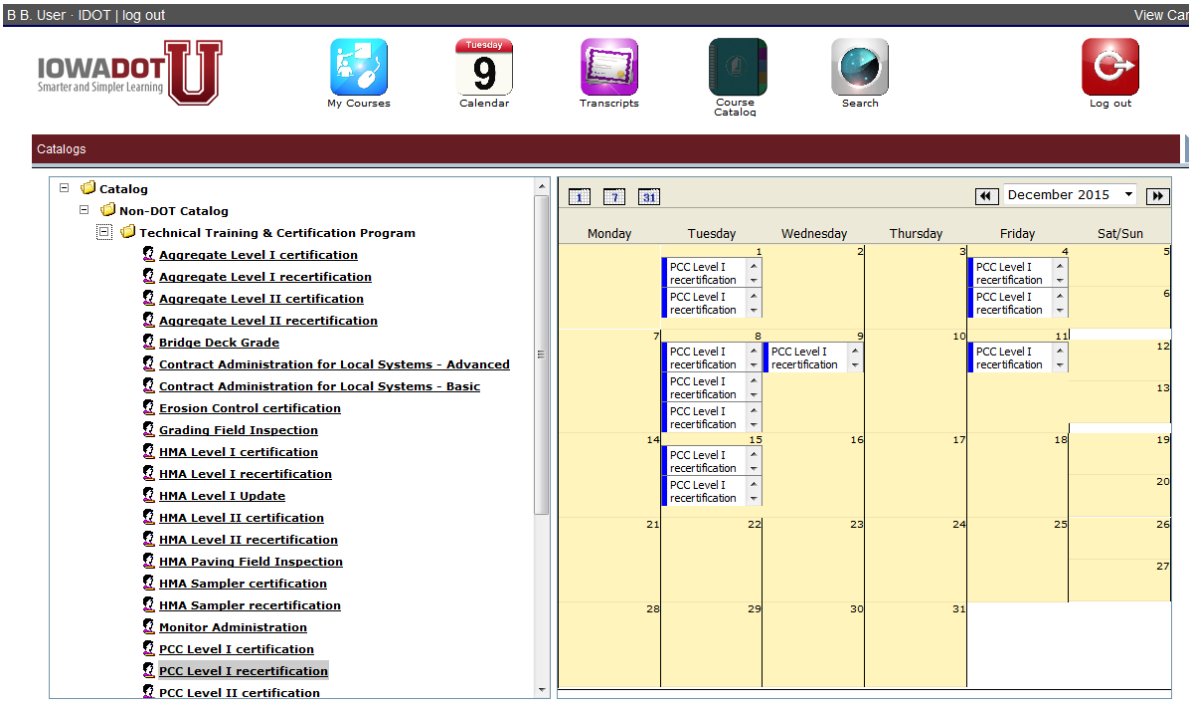
A screen similar to the one below should appear.

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

You will see a folder called Technical Training & Certification Program with all of the classes in the program.

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.

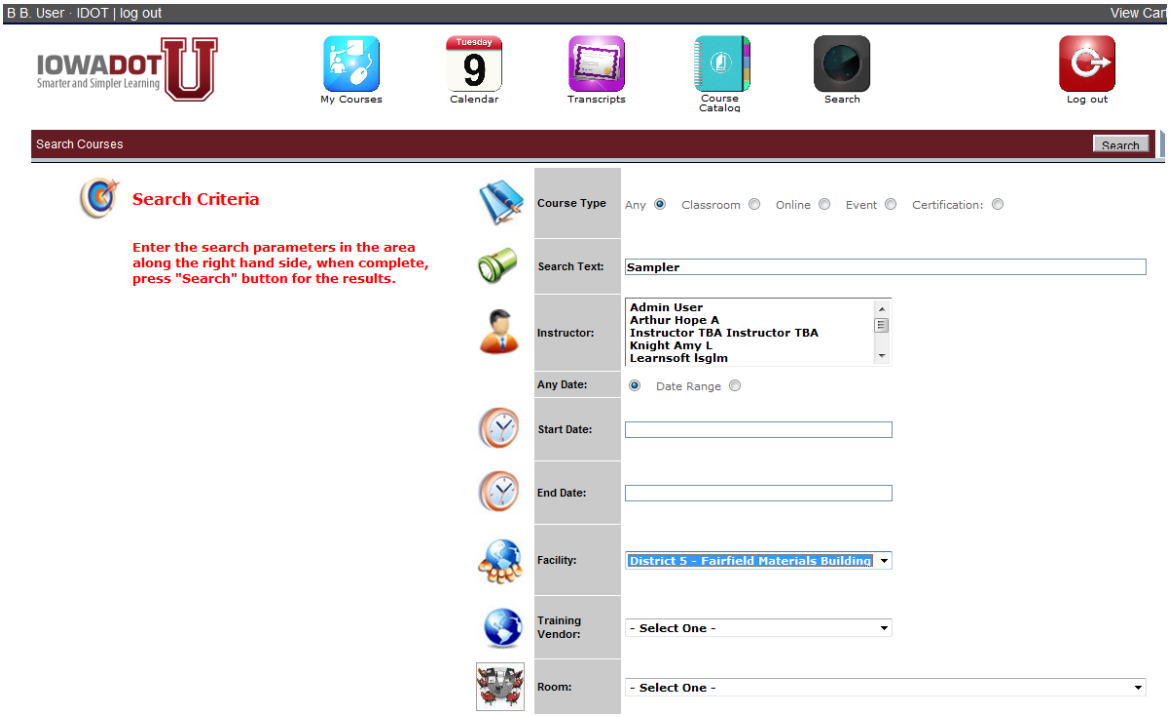


The third is by clicking on **Search**.

A screen similar to the one below should appear.

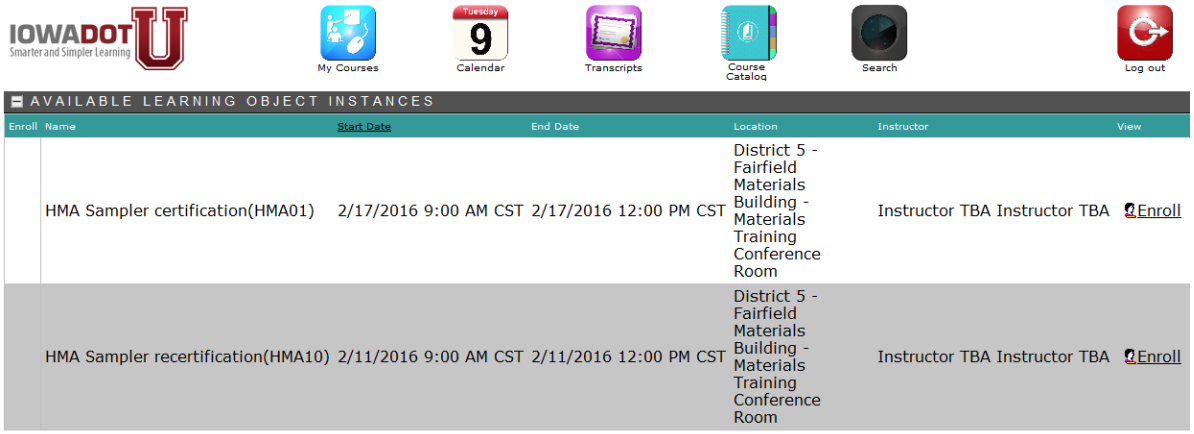
Here, you can enter any or all of the different search options available and then click on **Search.**

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



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.



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 three simple steps for non-government employees paying by check.

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

Step 2: In the **Payment Mode** drop down, select **Check**.

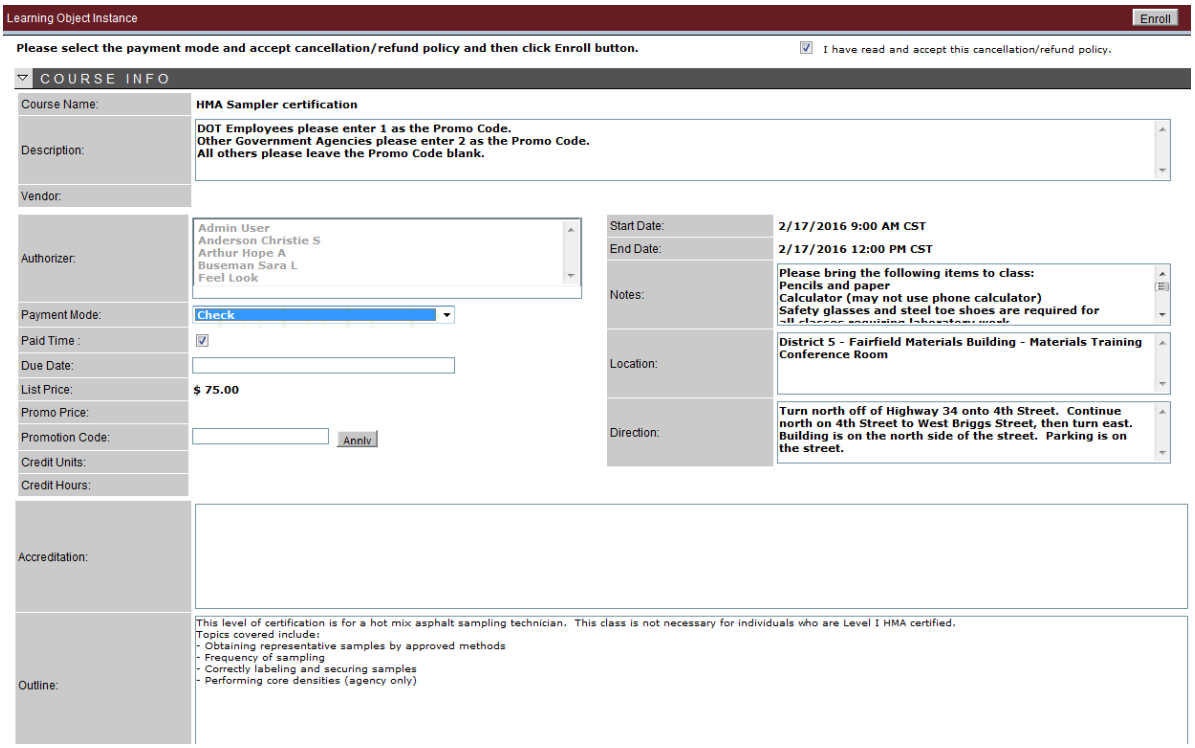
Step 3: Click on the **Enroll** button at the top right.

You should receive a confirmation notice of "enrollment pending" for the classes in which you have enrolled.

Please mail your check to: Iowa DOT

800 Lincoln Way

Ames, IA 50010

Attn: Brian Squier

After your check has been received, your enrollment will be moved from pending to enrolled.