

INDOT Training Portal Quick Step Guide

Contents

INDOT Training Portal Quick Step Guide	1
Creating a User Account	2
Home Page Tiles.....	2
My Learning Assignments	2
Find Learning.....	3
My Curricula	3
History.....	3
Links	3
How to Enroll in a Free Online Course.....	3
How to Enroll in a Free Instructor Led Training	3
How to Withdraw from a Free Course.....	3
How to Enroll in a Paid Course (Online or Instructor Led).....	4
Cancellations and Refunds.....	4
How to Access my Training History.....	4
How to Print or Save a Certificate of Completion.....	4
How to Change Information on my User Account.....	4

Creating a User Account

1. Go to the [INDOT Training Portal](#)
2. Select Click here to register
3. Fill out Account, Contact, and Employee Information
 - a. Users are advised not to use their email address as their User ID. User IDs are permanent, so we want to ensure users do not create multiple accounts as their email address changes.
 - b. User IDs are case sensitive
4. Select Submit
5. User accounts are reviewed before access is given. You will receive an automated email when you are able to access your account.
6. Accounts created on the weekend or holidays will not be approved until the next business day. If your account has not been approved in 24 hours, please contact ELearning@indot.in.gov.

Home Page Tiles

The screenshot displays a user dashboard with a dark blue header and a light blue background. The main content area is divided into several sections:

- My Learning Assignments:** This section features a search bar with the placeholder text "Keyword Course name or ID", a "Select All" button, and a dropdown menu for "All Assignment Types". Below this, a filter for "DUE ANYTIME" is visible. The primary assignment is "eProcurement 201: Creating a Purchase Order", which includes a laptop icon, a "CONTINUE COURSE" button, and details: "ELRN INDOT_ePro_201 rev.1 12/21/2020" and "Self-Assigned".
- Find Learning:** A search box with the placeholder "What do you want to LEARN today?" and a "Go" button, followed by a "Browse all courses" link.
- My Curricula:** A section with a green checkmark icon and the text "You currently have no required curricula." with a "Go to Curriculum Status" link.
- History:** A section with a circular arrow icon and a "0" badge, labeled "recently added" with a "View All" link.
- Links:** A vertical list of links: "News", "Options and Settings", "Reports", and "View Shopping Cart".

My Learning Assignments

Under My Learning Assignments you can find online, or instructor led training that has been self-assigned or assigned to you. Trainings will remain under this tile until it is complete, or you withdraw from the course.

Find Learning

In the search bar of the Find Learning tile, you can search the training library for online and instructor led training. Once you find the training you are interested in you can start or register for the course.

My Curricula

The My Curricula tile will contain any curriculum you have requested to take. A curriculum is a single course or group of courses that recur over a designated renewal cycle.

History

Under the History tile you can find all training, online and instructor led, completed within the INDOT Training Portal. You can also print completion certificates in this area.

Links

News

This link will open any automated system announcements. These announcements are the same for our internal and external users so not all announcements apply to our external users.

Options and Settings

Under Options and Settings, users can update account security information, learning email notifications, locale and time zone, locale format options, contact, and employee information.

Reports

On the Report page users can pull several reports to review their training requests, status, history, hours, and other information. These reports will only return information about the individuals learning.

View Shopping Cart

View Shopping Cart is where users can review paid items placed in their cart and check out. Payment is not processed through the INDOT Training Portal so you will need to follow the direction under Enroll in a Paid Online or Instructor Led course.

How to Enroll in a Free Online Course

1. Under Find Learning, type in the course title into the search bar and select Go. If you want to browse the library, leave the search field blank and select Go.
2. Select Start Course on the tile of the course you are wanting to take.
3. Courses can be stopped prior to completion and your progress will be saved. The course will be saved under "My Learning Assignments" on the home page and can be restarted by selecting Continue Course.

How to Enroll in a Free Instructor Led Training

1. On the course tile, select See All Classes.
2. Find the course date you want to attend and select Register Now.
3. Once registered the course will appear under My Learning Assignments.

How to Withdraw from a Free Course

1. Locate the course under My Learning Assignments
2. Select the drop-down arrow to the right of Start Course
3. Select Withdraw or remove then select Yes

How to Enroll in a Paid Course (Online or Instructor Led)

1. Select the appropriate hyperlink below:
 - a. [Certified Tech Program](#)
 - b. [NEPA or Categorical Exclusions \(CE\)](#)
 - c. [Site Manager](#)
2. On appropriate page, select Buy Tickets
3. Select quantity
4. Enter Attendee Name and Email Address
5. Pay registration amount
6. The instructor of the course will verify payment and assign the training to you. For online courses with a specified start date, courses will be assigned on the designated start date by 8 AM. If you have not received the training on the specified start date, please contact ELearning@indot.in.gov .

Cancellations and Refunds

Registration fees are nontransferable. If unable to complete the training or exam, registration must be cancelled in the Active Calendar system by 3pm the business day before the scheduled start date to receive a refund. No call/no show attendees forfeit their registration cost. Unforeseen circumstances will be evaluated on a case-by-case basis up to 15 days past the event date, after which no refunds will be given/granted. Your refund will be processed via your original method of payment. Please allow 14 days for refunds to process.

How to Access my Training History

1. On the Home page locate the History tile.
2. Select View All

How to Print or Save a Certificate of Completion

1. On the My Learning page locate the History tile.
2. Select View All
3. Find the course under your Completed Work list and select the print button, located under the Action column
4. When the certificate opens, select Print or Save and the bottom of the screen and then follow the prompts.

How to Change Information on my User Account

1. On the Home page locate the Links tile.
2. Select Options and Settings
3. On the Options and Settings page, you can update your:
 - a. Security question and answer
 - b. Email notification preferences
 - c. Contact information
 - d. Business Name
4. Once information is updated remember to select Apply Changes to update settings.