

# Using the DOT LearnCenter as a DTSD Consultant or Contractor

**Welcome to the new DTSD Technical Training login process!** This guide will walk you through the steps to get your permanent account set up. We'll also walk through how to log into the DOT LearnCenter after your permanent account is established.

**This packet contains 2 parts:**

- **Initial set up of your new, permanent account** - follow the blue steps in this packet (Steps 1A through 1E, pages 2 - 4) *one time on your first visit to the link below. Do this only once.*
- **Accessing this permanent account after it's been set up** – follow the green steps in this packet (Steps 2A – 2B, page 5) on every visit after the first visit to the site.

## **Questions??**

**If you have any questions about current or upcoming DTSD Technical Training offerings**, please contact the DTSD Technical Training email box at [DOTDTSDTechnicalTraining@dot.wi.gov](mailto:DOTDTSDTechnicalTraining@dot.wi.gov)

**If you have questions about using the DOT LearnCenter** to register for training, view or print your transcript, or print a completion certificate for a course, please contact the DOT LearnCenter Help Desk at [learncenter@dot.wi.gov](mailto:learncenter@dot.wi.gov)



# The First Time You Visit This Link – Registering and Setting Up Your Account:

Use this link to create your new, permanent account

(this is the *only* time you'll use this link):

## Register - Create Your Account

Link Address

<https://widoa.csod.com/selfreg/register.aspx?c=%255e%255e%255e1R5LZs3KEwUrCS1IGZI%252f6A%253d%253d>

**Step 1A:** Click on the link to the DOT LearnCenter (shown above) to open the DTSD Contractor and Consultant Login Page on the DOT LearnCenter:

Welcome to the DOT LearnCenter

If this is your first visit here:  
Please fill out the form below and enter a password to create an account. You will receive a verification email at the address you entered to confirm your account.  
If you've been here before: Look at the bottom of the page (use the scroll bar if needed). -->

\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

\* Organizational: DTSD Contractors and Consultants

\* Responsibility: DTSD Contractors and Consultants

\* Password must be 6 - 12 characters.  
\* Passwords cannot have leading or trailing spaces.  
\* Passwords cannot be the same as the Username, User ID, or email address.

\* New password:

\* Confirm password:

Already a user? Login here  
Return to Browsing? Click here

Cancel Submit

If you've been here before:  
Look for the words 'Already a User?' under the form. Click on the Login here link found there.

**Step 1B:** Fill in your first and last name, your email address:



\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

\* Organizational: DTSD Contractors and Consultants

**Step 1C: Type in a password** for this new, permanent account.

Confirm that password by **typing it again.**

\* Division: **DTSD Contractors and Consultants**

- \* Passwords must contain both upper and lower case letters.
- \* Passwords must contain alpha and numeric characters.
- \* Passwords must be 8 - 20 characters.
- \* Passwords cannot have leading or trailing spaces.
- \* Passwords cannot be the same as the Username, User ID, or email address.
- \* Passwords must contain at least one special character.

\* New password

\* Confirm password

**Step 1D: Click in the checkbox** next to the words "I'm not a robot".

I'm not a robot

reCAPTCHA  
Privacy - Terms

When the reCAPTCHA comes back with a green check mark, click on the

**Login button.**

**Log In**

I'm not a robot

reCAPTCHA  
Privacy - Terms

This will take you to the page where you can set up some security questions and answers.

You will be choosing two security questions and their answers for your own use. You will use these if you forget to your password and need to reset it.

**Define Security Questions**

From the drop down list(s) below, select question(s) that can be used later to confirm your identity should you forget your password.

**Note:** In the future when answering a security question you must enter the answer EXACTLY as you typed it here. Answers are case-sensitive, so if you use capital (upper-case) letters when entering the answer now, you will need to also capitalize those letters when answering the question later. Also, if entering a date as an answer, when answering the question later, you must type it exactly as you did on this screen, using the same dashes, hyphens or other characters as you enter now.

\* The answer(s) must be at least 3 characters in length.

1. Security Question: **What was the color of your first car ▼**

Answer:

Confirm Answer:

2. Security Question: **What is your maternal grandmot ▼**

Answer:

Confirm Answer:

Cancel **Continue**

***PLEASE DO NOT SKIP THIS NEXT STEP TO CREATE YOUR SECURITY QUESTIONS AND ANSWERS***

**Step 1E: Click on the pull-down arrow next to Security Question:** in the top of the window to **choose your first security question by clicking on it** in the drop-down list.

\* The answer(s) must be at least 3 characters in length.

1. Security Question: What was the color of your first car? ▼

Answer: What was the color of your first car?

Confirm Answer: What was the name of your elementary / primary school?  
In what town was your first job?  
What is your mother's maiden name?

**Type in your answer for that question in the Answer: and Confirm Answer: textboxes.**

\* The answer(s) must be at least 3 characters in length.

1. Security Question: What was the color of your first car? ▼

Answer: ...

Confirm Answer: ...

**Repeat the process for the second Security Question.**

**Click the Continue button**

**Continue** to keep your answers and finish your account set up.

Security Question: What was the color of your first car? ▼

Answer: ...

Confirm Answer: ...

Security Question: What is your maternal grandmother's maiden name? ▼

Answer: What was the make of your first car?  
What was your favorite subject at school?

Confirm Answer: What is your father's middle name?

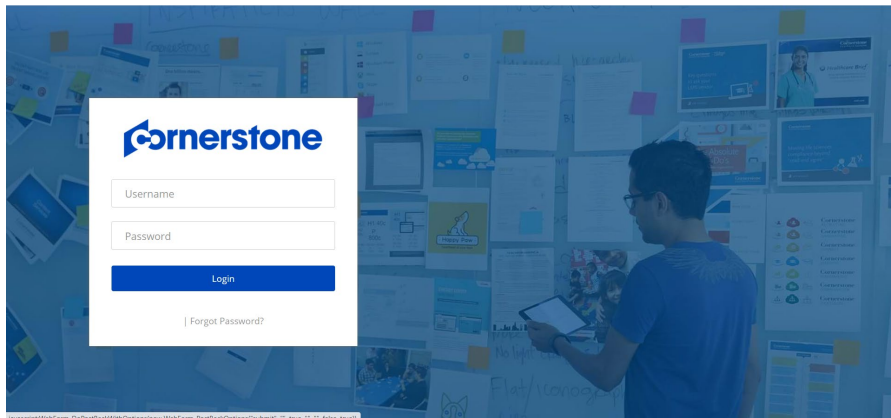
**Continue**

**Your permanent account is now set up. *You do not have to do Steps 1A – 1E again.***

# Using Your Permanent Account in the DOT LearnCenter

Use this link to reach the LearnCenter site after your permanent account is created:

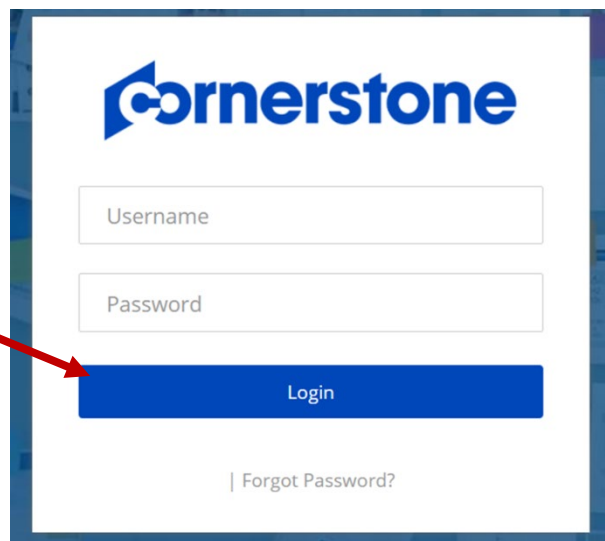
<https://widoa.csod.com/>



**Step 2A:** Enter your username and password into the sign-in screen:

- **Username** = your email address
- **Password** = the password you created for your permanent DOT LearnCenter account.

**Step 2B:** Click the Login button.



Note: If you can't remember your password, click on the **Forgot Username/ Password link** in the login screen, and answer your two security questions to reset your password.

