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 1H, pages 2 - 5) 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 6) 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

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

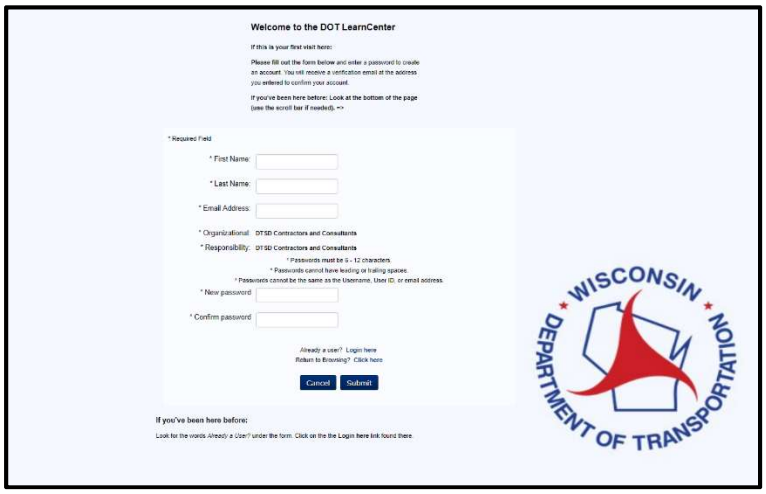
The First Time You Visit This Link - Setting Up Your Account:

Use this link to create your new, permanent account

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

https://wisconsindot.csod.com/selfreg/register.aspx?c=dtsdcc

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:

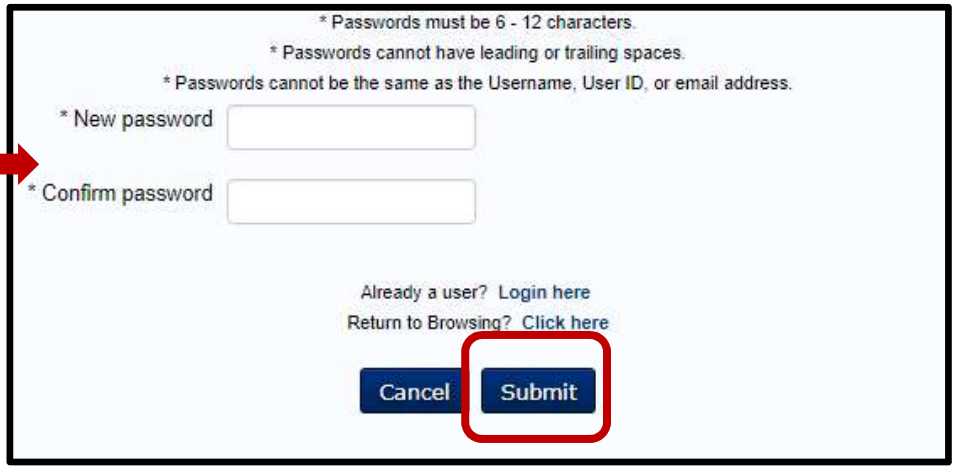


Step 1B: Fill in your first and last name, your email address:

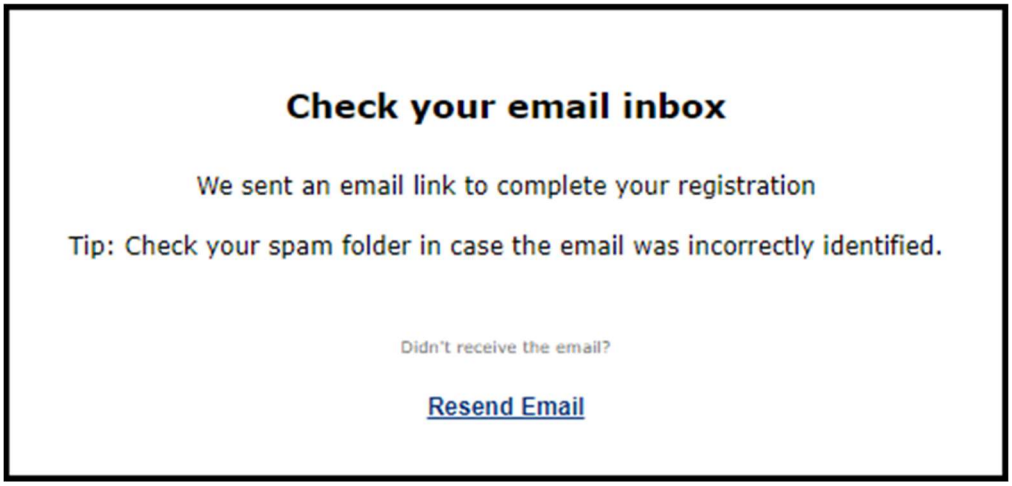
Step 1C: Type in a password for this new, permanent account.

Confirm that password by typing it again.

Click on the **Submit button** to send your form.



Step 1D: After you click Submit, you will be notified that a verification email has been sent. **Leave this notification up on your screen until you are sure you have received the email:**

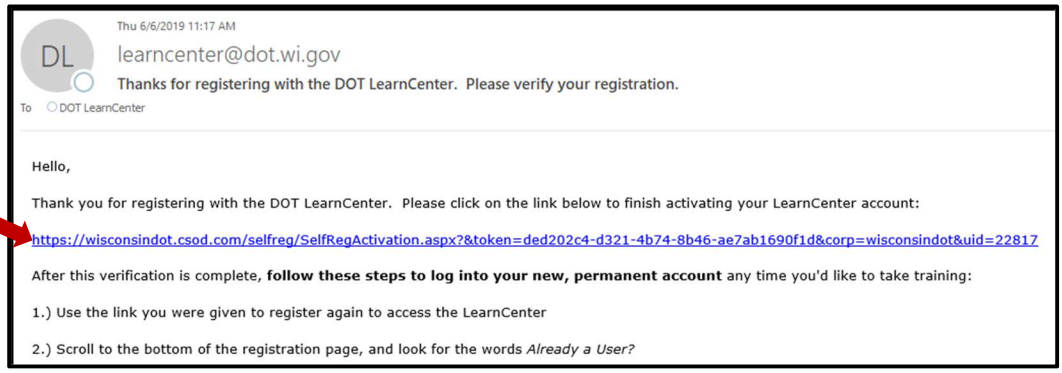


Leave the LearnCenter window open in your browser.

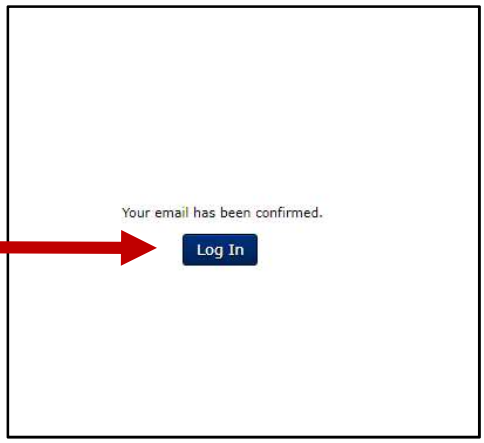
Open another tab in your browser (or open another instance of your browser) and open your email in the new tab (or instance). The email should be in the inbox of the email address you used to register within about 15 – 20 minutes.

The email will be coming from learncenter@dot.wi.gov. Check your spam folder if it doesn't show up in your inbox after about 20 minutes. If it's not in your inbox or spam folder after about 20 minutes, go back to the tab with the notification above and click the Resend Email link.

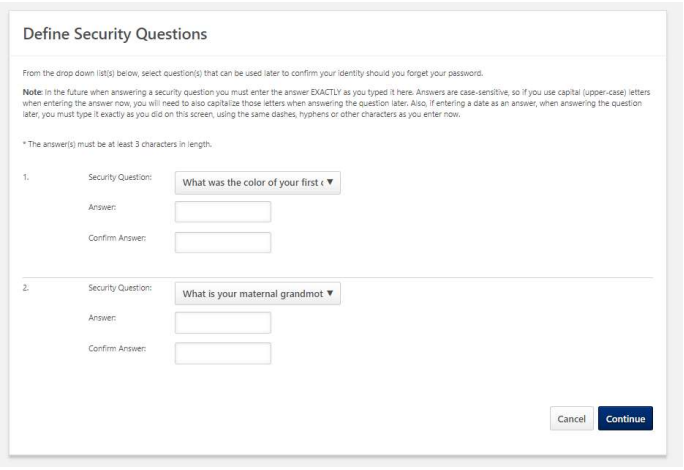
Step 1E: When you receive the confirmation email, **click on the link in the middle of the page** to verify your email address and complete your account set up.



Step 1F: When your email has been confirmed, a small notification window will pop up. **Click the Log In button in this small window.**

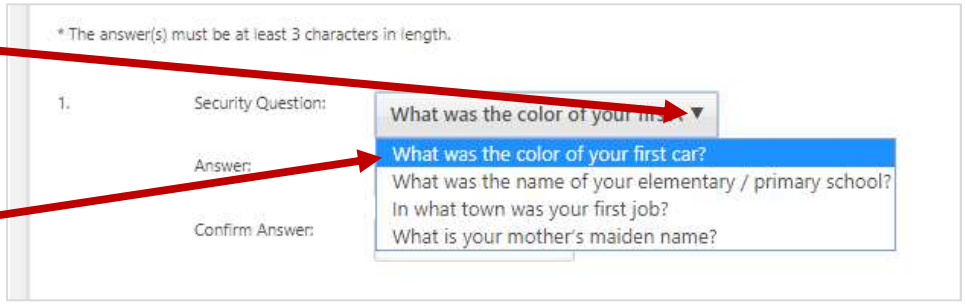


This will take you to the page where you can set up some security questions and answers.

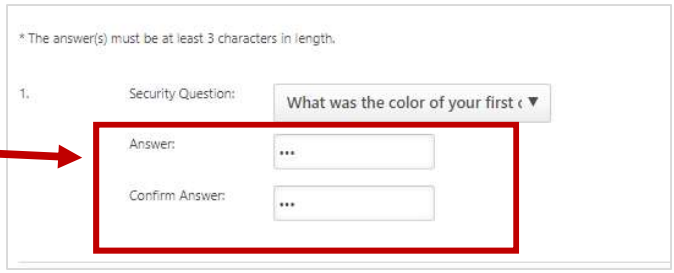


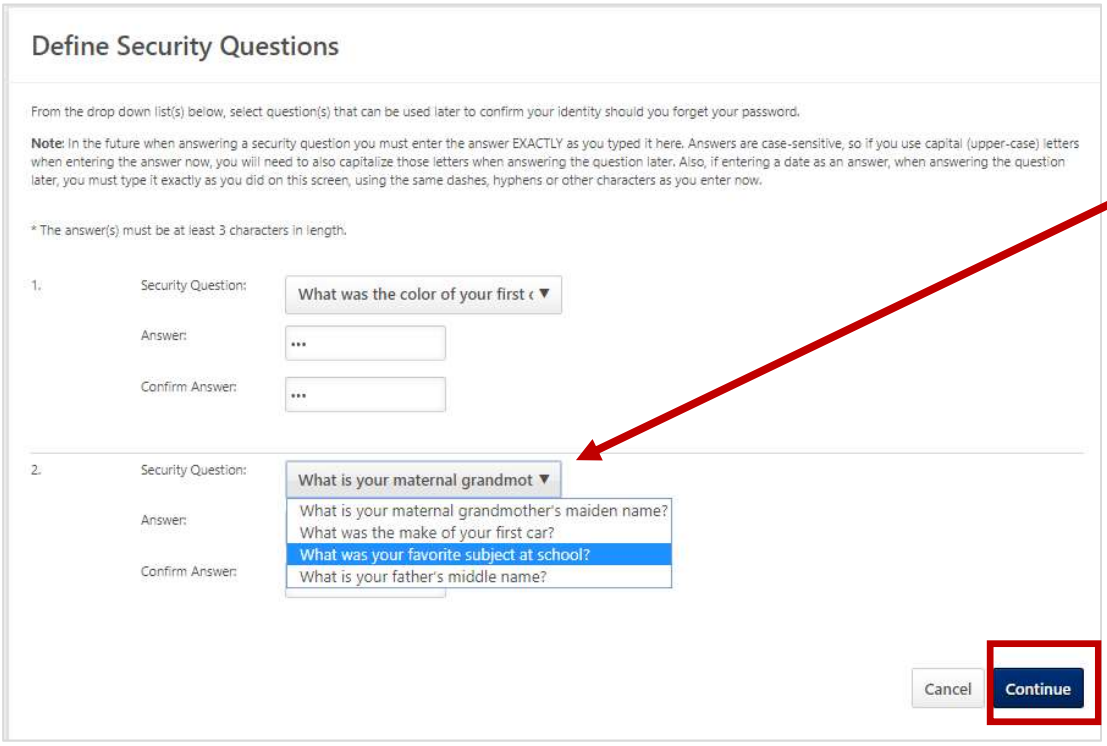
You will be choosing two security questions and their answers for your own use. You will use these if you forget to your password and need to reset it.

Step 1G: 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.



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





Step 1H: Repeat the process for the second Security Question.

Click the Continue button to keep your answers and finish your account set up.

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

Using Your Permanent Account in the DOT LearnCenter

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

https://wisconsindot.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 arrow.

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.