

Non-MoDOT Employee Helpful Tips

If you are a first time user and a non-MoDOT employee, scroll down to the bottom of the [MoDOT U login page](#) and create a Guest User Account. Fill out all of the required fields and press SAVE. Login to the system using the user name and password you created. If you forget your login information, please contact your MoDOT associate.

If you are NOT a MoDOT employee and have not yet created a Guest User Account, [Click Here](#).

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View Your Transcript

[Print Transcripts Report](#)

To view your transcript, go to the Home tab and look under the User Dashboard. Click the Print Transcripts Report button. This will not print it out, but open a PDF version of your transcript. Another way to view your transcript is to go to the Home tab and look under My Task. Click the drop down next to “Displaying” and change it to My Transcript.



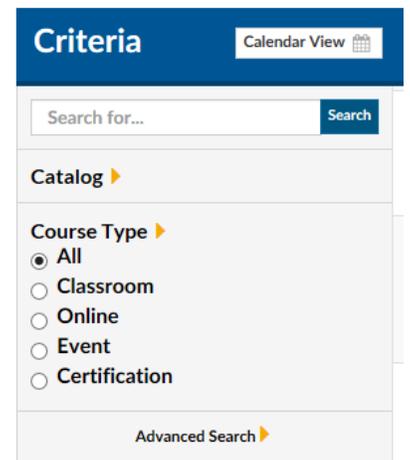
View Your Current Enrollments

To view the course you are currently enrolled in or to cancel yourself out of a course go to the Home tab and look under My Task. You can unenroll yourself from a course by clicking the Unenroll button to the right. You can launch an online course by clicking the Launch button. You cannot cancel an enrollment if your MoDOT associate has assigned the course to you.

My Task		Displaying	Courses	Actions
Course ▲				
Preventing Harassment in the Global Workplace - Employee Edition - Enrollment Type : Elective(Self)		Online	Launch	Unenroll
Introduction to Clean Water Act Permitting - Enrollment Type : Elective(Self)		ILT		Unenroll
Duration(In Hours): 0 Date and Time : 5/17/2017 9:00 AM - 5/17/2017 3:00 PM Instructor(s) : Trainer MoDOT Credit : Hours - 4				

Search for Courses

The Search tab can help you search for any in-person class or online class. Type a keyword from the title of the course or the course number to find it. You can also type in a topic and search to see if MoDOT U offers any courses on your topic. A description of the course is listed underneath the title.



The screenshot shows a search interface titled "Criteria". At the top right, there is a "Calendar View" button with a calendar icon. Below the title is a search bar with the placeholder text "Search for..." and a blue "Search" button. Underneath the search bar are two filter sections. The first is "Catalog" with a right-pointing arrow. The second is "Course Type" with a right-pointing arrow and a list of radio button options: "All" (selected), "Classroom", "Online", "Event", and "Certification". At the bottom of the interface is a link for "Advanced Search" with a right-pointing arrow.

Enrolling in a Class

After you have found the course using the Search tab, click on the Enroll button to the right of the course. This will bring up a new window with more details of the course. To Enroll in the course, click on the ENROLL button in the top right corner. Once you have successfully enrolled, the course will appear under My Task on the Home tab.