

To access MoDOT U, visit the HRED SharePoint page and click the MoDOT U icon.

To login, your user name is your MoDOT user ID. If it your first time logging in, your password will be "password". After you log-in, the system will prompt you to create a new password. If you do not have a User ID and would like to access the system, please contact the IS Help Desk at (573) 751-5000. If you forget your password, use the **Click Here** link on the login page. Do not create a Guest User Account.



View Your Transcript

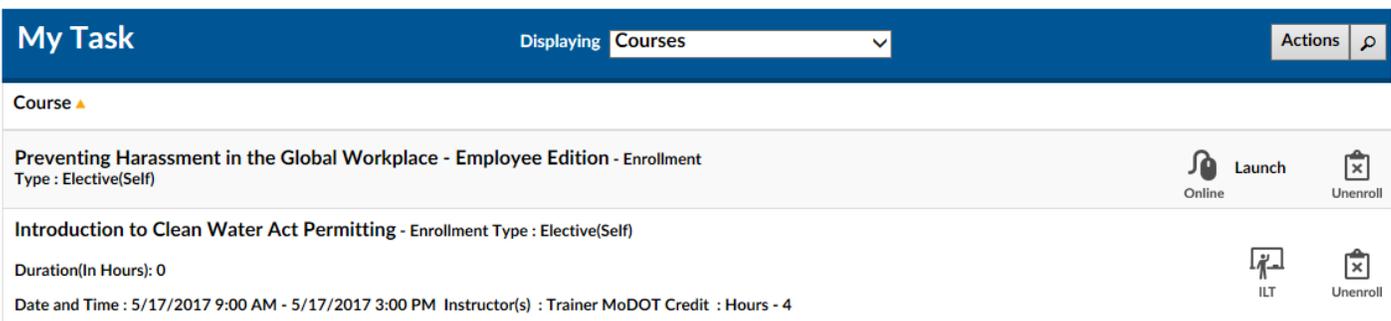
[Print Transcripts Report](#)

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 un-enroll 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 to a class that your supervisor or an administrator has enrolled you in.

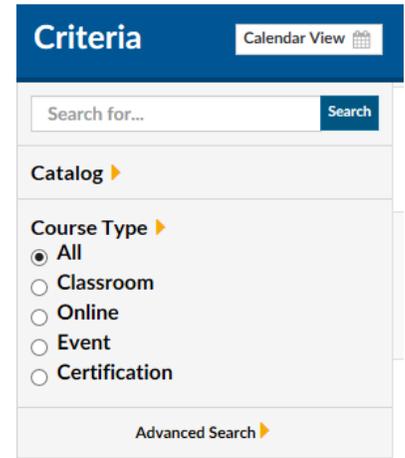


Employee Profile

When you click on the Profile tab it will bring up your MoDOT U profile. This information is uploaded from SAM II every night, so changing anything on your profile will get erased. If something is wrong on your profile, let Human Resources know.

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. MoDOT U offers over 1500 online courses with a wide range of topics. You can also use the Catalog to look up courses based on specific topics. A description of the course is listed underneath the title.



The screenshot shows a search interface with a blue header labeled "Criteria" and a "Calendar View" button with a calendar icon. Below the header is a search bar with the placeholder text "Search for..." and a blue "Search" button. Underneath the search bar is a "Catalog" section with a right-pointing arrow. Below the "Catalog" section is a "Course Type" section with a right-pointing arrow and four radio button options: "All" (selected), "Classroom", "Online", "Event", and "Certification". At the bottom of the interface is an "Advanced Search" button 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. If it is an in-person course, MoDOT U will send you an Outlook calendar notice.