

Using the LearnCenter as a UW System State of WI Procurement Customer

To facilitate your State of WI Procurement training, we have opened some space on the State of WI Enterprise learning management system. This document will give you the instructions for creating an ID on this system, and then using that ID to log in. Another document will follow after you have registered to show you how to find and start the training itself.

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

This packet contains 2 parts:

- **Initial set up of your new account** - follow the blue steps in this packet (Steps 1A through 1I, pages 2 - 6) on your first visit to the link below. **Do this only once.**
- **Accessing this account after it's been set up** – follow the green steps in this packet (Steps 2A – 2B, page 7) on every visit after the first visit to the site.

Questions??

If you have questions about using the LearnCenter to register for training, launch and complete training, view or print your transcript, or print a completion certificate for a course, please contact the Training Team at the LearnCenter Help Desk by emailing learncenter@dot.wi.gov . We'll be happy to help!

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

Use this link to create your account

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

Register and Set Up Your Account

Link Address

[https://widoa.csod.com/selfreg/register.aspx?c=%255e%255e%255eGgF7ewcAlb4S%](https://widoa.csod.com/selfreg/register.aspx?c=%255e%255e%255eGgF7ewcAlb4S%2)

[52fk3qvU8OUg%253d%253d](https://widoa.csod.com/selfreg/register.aspx?c=%255e%255e%255eGgF7ewcAlb4S%252f52fk3qvU8OUg%253d%253d)

Step 1A: Click on the link to the DOT LearnCenter (shown above) to open the State of WI Agency Board and Council Member registration page on the DOT LearnCenter:

Welcome to the 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:

Address Line 1:

Address Line 2:

City:


State:

Zip:

* Division:

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha 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



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



* Required Field

* First Name:

* Last Name:

* Email Address:


Note: your email address will be your username in the future.

Step 1C: Click on the small, white icon to the right of the word Division to choose your organization:





* Division: 

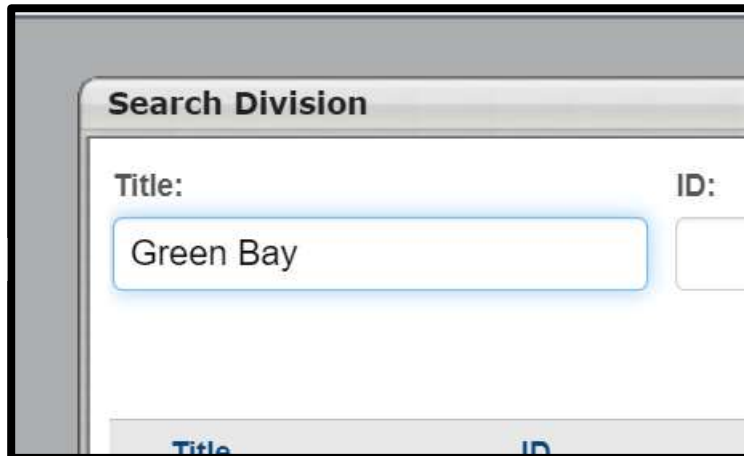
* Passwords must contain b

Step 1D: In the Search Division window, click on the black plus sign in the white box  to the left of DOA – UW System Customer



Search Division	
Title:	ID:
<input type="text"/>	<input type="text"/>
Title	ID
 DOA - UW System Customers	DOAPROCUWSYS

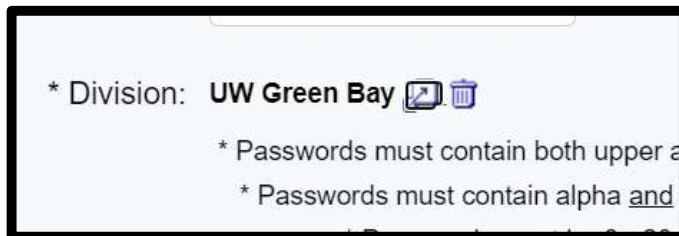
Step 1E: In the next Search Division window, type part of the name of your Campus in the Title textbox at the top of the screen. Then, click the Search button .



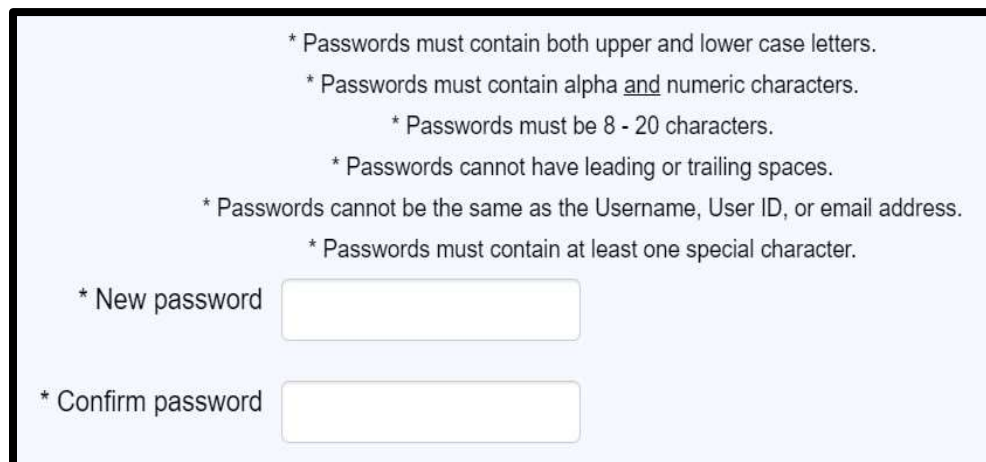
Step 1F: Find your campus's name in the resulting list and click on its title:



Your campus will be listed in the Division line of the registration page now.



Step 1G: Type in a strong password for this account. Confirm that password by typing it again.



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



The image shows the reCAPTCHA interface with an unchecked checkbox, the text "I'm not a robot", and the reCAPTCHA logo with "Privacy - Terms" link.

When the reCAPTCHA comes back with a green check mark, click on the **Login button.**



The image shows the reCAPTCHA interface with a green checkmark, the text "I'm not a robot", and the reCAPTCHA logo with "Privacy - Terms" link.

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

The image shows a "Define Security Questions" form. It includes a note about case sensitivity and a requirement for answers to be at least 3 characters long. Two questions are listed: "In what town was your first job?" and "What school did you attend for s". Each question has input fields for the answer and a confirm answer field.

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

Step 1I: Type the answer and confirm for each security question in the box.

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

1. Security Question: In what town was your first job? ▼

Answer:

Confirm Answer:

2. Security Question: What school did you attend for s ▼

Answer:

Confirm Answer:

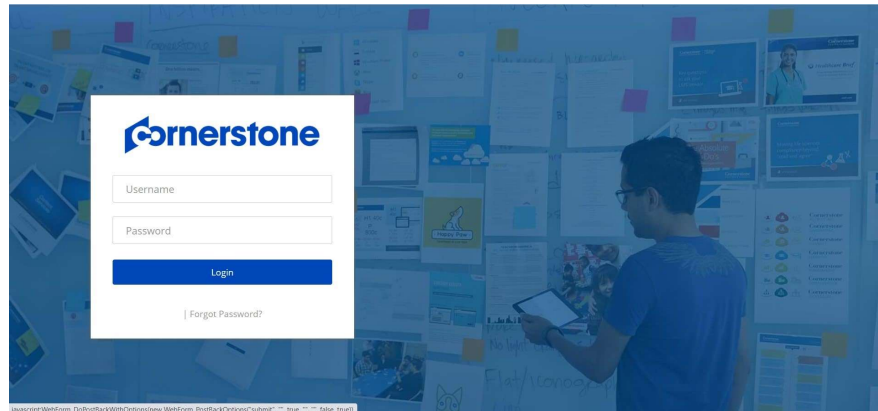
Click the **Continue** button  to keep your answers and finish your account set up.

You're registered and your account is now set up. You do not have to do Steps 1A – 1I again.

Using Your Account in the LearnCenter

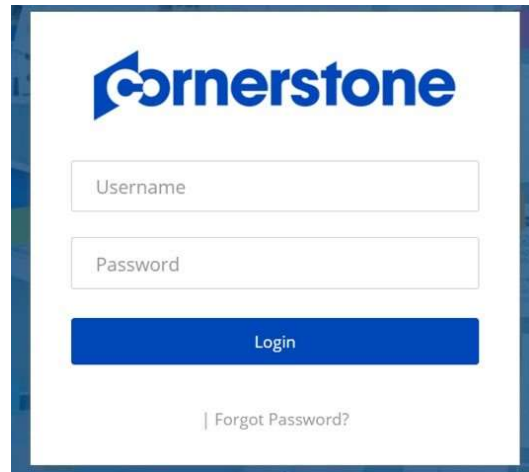
Use this link to reach the LearnCenter site after your account is created:

<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 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.

