

To register for a class, you are required to have an account on the IowaDOTU web page. [Iowa Department of Transportation \(IowaDOTU \) website](https://www.iowadot.gov/). Each attendee will need their own account to be able to register for a class.

If you have previously created an account, please log in, otherwise please create an account. Once you are logged in, you can search for the classes:

Step 1: Click “Search” near the top, center of the page (highlighted in yellow)

Step 2: In the search field on the far left enter “**APPIA for local public agencies**”

Step 3: Select which meeting you would like to attend and click the maroon Details-Enroll(self) button

The screenshot shows the IowaDOTU search results page. At the top, there is a navigation bar with 'Overview', 'Profile', 'Search' (highlighted in yellow), 'Analytics', 'Team', 'Reports', 'Contact', and 'Help'. Below this is a 'Criteria' sidebar on the left with a 'Calendar View' button and a search field containing 'APPIA for Local Public Agencies'. A red 'Search' button is next to the search field, with a grey arrow labeled '2' pointing to it. The main 'Results' area shows a search result for 'APPIA for Local Public Agencies' with a 'Learning Object Name' icon. The result includes a '40 seats remaining' badge, start and end times, a detailed description, and a room location. In the top right corner of the result card, there are two buttons: 'Enroll Team' and 'Details - Enroll(Self)', with a grey arrow labeled '3' pointing to the 'Details - Enroll(Self)' button. An 'Advanced Search' link is at the bottom of the sidebar.

Step 4: When the Learning Object Instance opens, click the white Enroll button in the top right corner to complete registration.

The screenshot shows the 'Course Instance Details' page. At the top, there is a 'Learning Object Instance' header with a white 'Enroll' button in the top right corner, with a grey arrow labeled '4' pointing to it. Below the header is a blue banner with the text 'Please click Enroll button for enrolling in this learning activity.' Underneath is a 'Course Info' section with a 'Course Name' field containing 'APPIA for Local Public Agencies' and a 'Description' field containing a detailed text about the course. The description states: 'Appia is a web-based application used to facilitate the administration and documentation associated with the set-up and implementation of construction projects. This training is designed for all members of local agency and consultant staff who are involved in the construction inspection process. The class will include three parts. The first part will consist of a Powerpoint presentation containing an overview of the program and directions specific to DOT projects. The second part will be a live demo of the application, and the third part will be a hands-on training exercise. This is an IN PERSON class. In order to complete the hands-on exercise, attendees will NEED TO BRING their own electronic device. A laptop or tablet is recommended. Phones are not suggested.'

A registration confirmation email with a Calendar Invite will be sent to the address that you have entered in your IowaDOT-U account. This email will also be used to send out more information closer to the event.

If you need assistance with registration, please contact Mary Beth Sprouse at 515-239-1256 or marybeth.sprouse@iowadot.us.