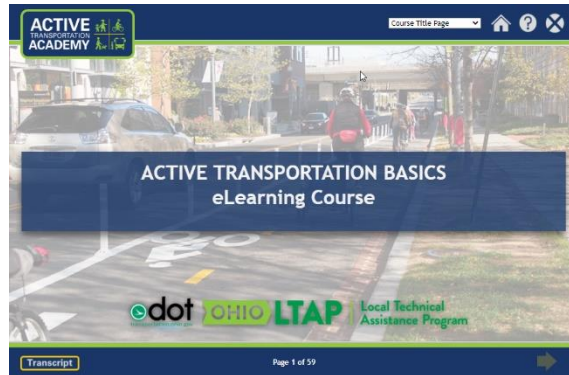




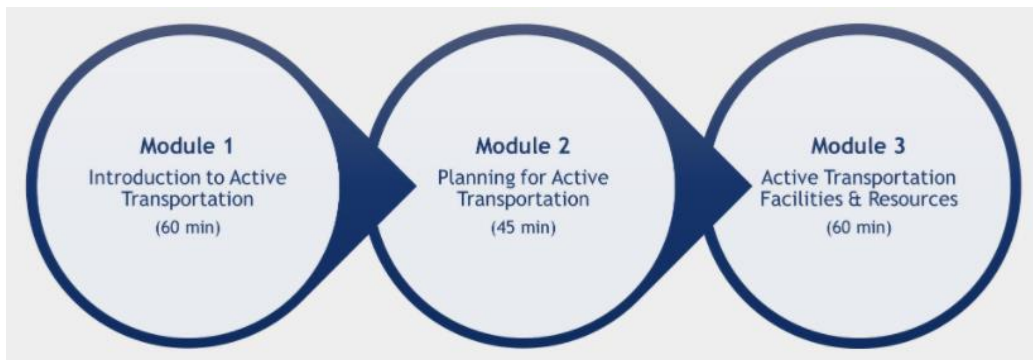
Active Transportation Basics eLearning Course

This course introduces the concept of active transportation – walking and biking and other human-powered modes – and how to effectively plan for safer and more convenient active transportation facilities in your community. It provides guidance to residents, activists, grassroots organizations, and planning and engineering professionals on the basics of active transportation planning, design, and funding.

Upon completion of the modules, participants will recognize the legitimacy of bicycle and pedestrian modes, understand key processes, practices, and contexts for decision making in active transportation planning processes, and understand the core principles and process for designing for people walking and biking.



The AT Basics course is now available through Ohio LTAP's eLearning system, at no cost. The course takes 2.75 hours to complete, based on three modules. Please follow the instructions on the next pages to setup your account (if you don't have one already) and then take the course.



This course is part of the Active Transportation Academy (ATA) which provides training, workshops and implementation programs to communities throughout Ohio. We offer active transportation training on programs, projects and policy that can help your community reach its active transportation goals. For more information on ATA, please visit the program's webpage at: [ATA Website](#). To access the training directly, please see page 7 or visit the [LTAP eLearning webpage](#).

How to Obtain a MyODOT Account for LTAP eLearning

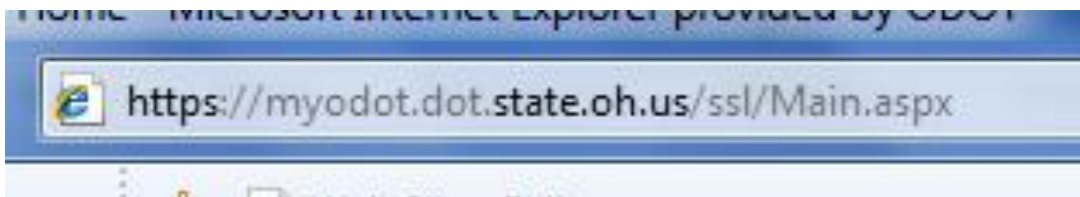
In order to complete the eLearning module, you will need to have a MyODOT username and password. MyODOT accounts are specific to a person, so please do not share your username and password with anyone else.

When you request the username and password, it is not an automated process. We have a real person who approves each and every account, so please don't wait until the last minute. We recommend you request your MyODOT username and password as soon as possible.

Once your account is active, make sure to save your MyODOT username and password in a safe place. If you lose your information, your password can be reset, but that is another process and takes more time. Save the information in a safe place so you will have it in the future.

Steps to request a MyODOT Username and Password:

1. From your internet browser, go to the following website:
<https://myodot.dot.state.oh.us//ssl/Main.aspx>



2. In the box in the middle of the page, under "What would you like to do today?" click the "Click here" link next to "I need to request a Basic."



OHIO DEPARTMENT OF TRANSPORTATION

MOVING OHIO INTO A PROSPEROUS NEW WORLD



What is MyODOT

MyODOT is website that allows individuals to request a web account (user ID and password) that allows them to access many systems within ODOT that require login credentials.

The types of MyODOT accounts that may be requested are:

Primary account

A primary account owner is the person who creates the first MyODOT account on behalf of an organization or business and uses that account as their personal account for accessing applications within ODOT. As a Primary account owner for an organization this person can create Secondary accounts for specific applications within ODOT. Primary accounts must be approved by authorized ODOT personnel.

Secondary account

For those organizations that have multiple individuals who need access to ODOT applications, i.e. subcontractors working for a primary contractor, ODOT offers a Secondary account. Secondary accounts are created by designated Primary account owners.

Basic account

Individuals that are neither Primary account owners or Secondary account owners may request a Basic account. This will be their personal account for accessing systems within ODOT. Basic accounts must be approved by authorized ODOT personnel.

What would you like to do today?

I need to request a Primary account. [Click here](#)

I need to create a Secondary account. [Click here](#)

I need to request a Basic. [Click here](#)

3. Next:

- a. Press the down arrow located to the right of the drop-down box
- b. Select LTAP eLearning from the options.
- c. Press the “Next” button located to the right of the dropdown box.

Request a Basic MyODOT Account - Select Application
For ODOT Application: *LTAP eLearning*

Select the ODOT application for which you are requesting this account:

- LTAP eLearning
- Certified Payrolls
- Civil Rights Labor (DBE)
- Collector Culvert
- Collector OTS
- Collector Power Services
- GIS Crash Analysis Tool
- Highway Safety Improvement Program
- LTAP eLearning**
- ODOT EnviroNet
- Online PDP
- Structure Management System (SMS)
- Virtual Warehouse

[Next](#)

4. Fill in the following fields: (Failure to completely fill in all fields as listed below may cause your request to be rejected, or your completion of the modules to not be properly credited to you in the eLearning system).
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Phone
 - e. Company Name
 - f. Job Title
 - g. Company Street Address
 - h. Company City
 - i. Company State
 - j. Company Zip
 - k. Next, enter the words or numbers that appear in the red ReCaptcha box located below the fields you filled in.
 - l. Press the “Finish” button in the bottom right hand corner of the form.

Request a Basic MyODOT Account - Account Information
For ODOT Application: *LTAP eLearning*

Please provide the following information. Fields marked with a * are required, all other fields are optional but recommended.

First Name * :

Middle Initial:

Last Name * :

Email Address * :

Phone:

Company Name:

Job Title:

Company Street Address:

Company City:

Company State:

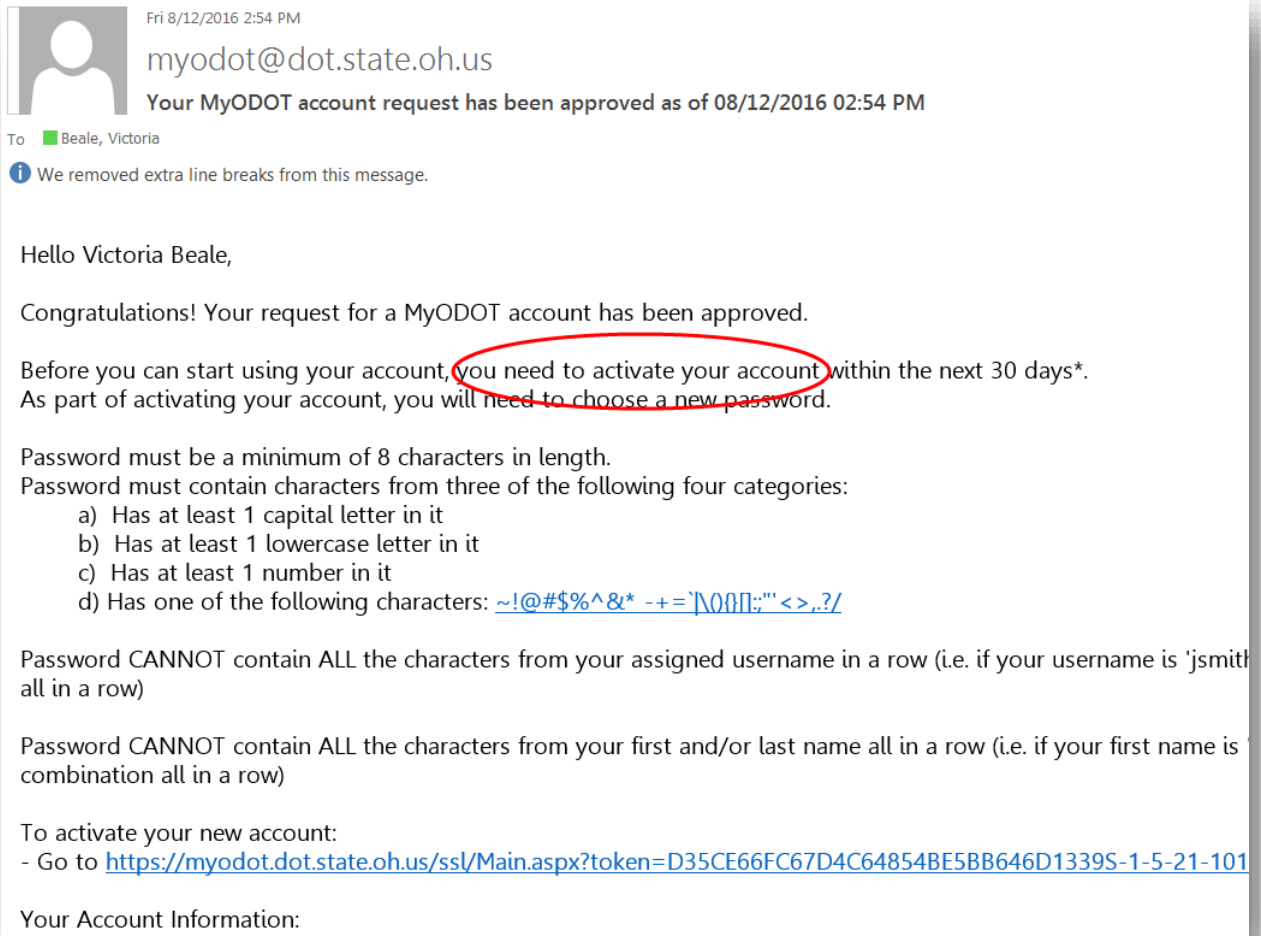
Company Zip:

In order to complete the processing of your account request, please type the number, word or words that you see in the picture below in the space provided.

[Privacy & Terms](#)

- Once your information is processed and approved you will receive an email with your login information. Make sure to follow the directions in your email to **ACTIVATE** your username and password. Don't skip this step!!! Read your approval email carefully and follow the directions.

[Image below is a clip from the email, not the entire text.]



If you encounter problems with requesting a MyODOT account, you can contact the Ohio LTAP Center at ltap@dot.ohio.gov or 614-387-7359 or 1-877-800-0031.

How to Register for and Complete the eLearning Course


The following steps explain how to register for the Active Transportation Basics eLearning Course in the LTAP eLearning system.

If you encounter issues with these steps, please contact the Ohio LTAP Center at 614-387-7359 or ltap@dot.ohio.gov.

1. Once you have your MyODOT username and password, go to the LTAP eLearning webpage located at:

http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/OhioLTAP_eLearning.aspx

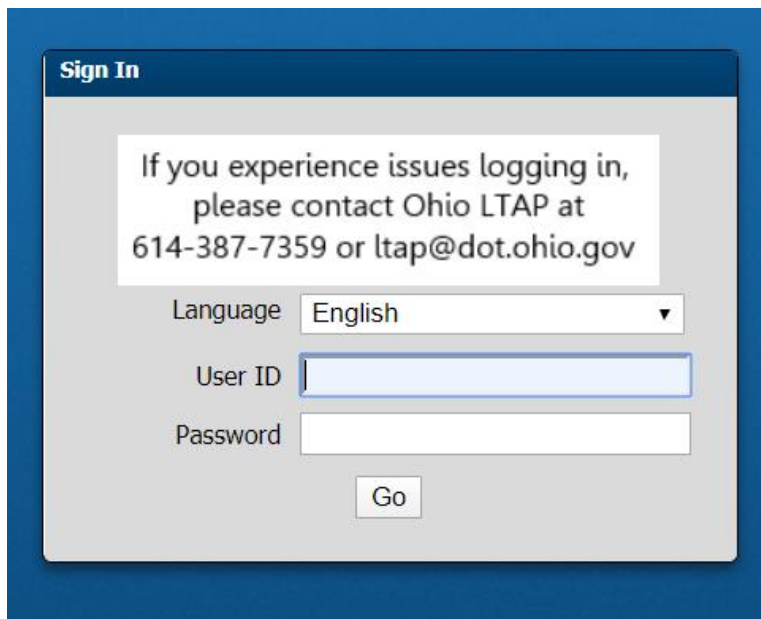
2. Scroll down the page and click on the link as shown below in the image:



Access the login page for the eLearning website at

<https://learning.transportation.ohio.gov/cm/home.html>

3. When the login page for the eLearning program opens, enter your MyODOT username and password in the box as shown below and then click the "Go" button.



Sign In

If you experience issues logging in,
please contact Ohio LTAP at
614-387-7359 or ltap@dot.ohio.gov

Language

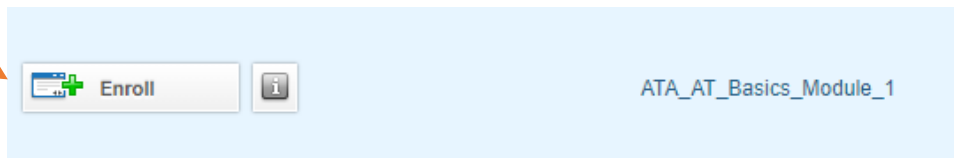
User ID

Password

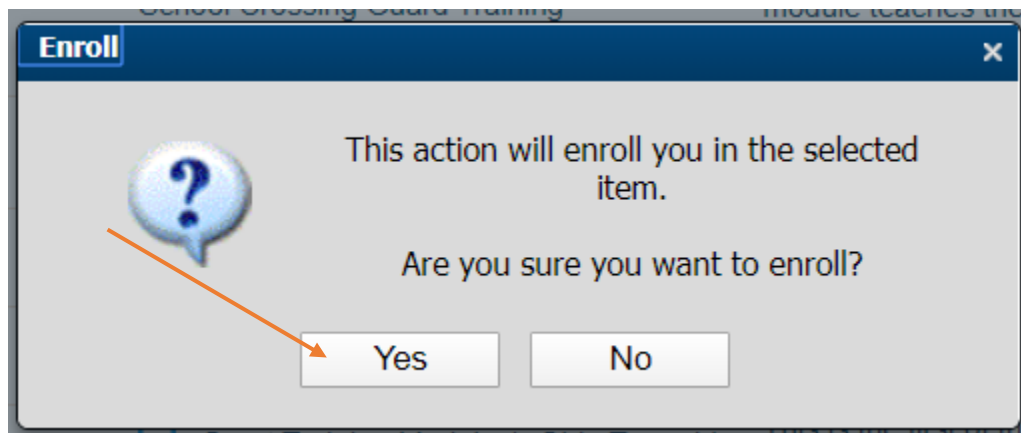
4. When the system logs you in, click on the "Course Catalog" tab at the top of the page. (see image below)



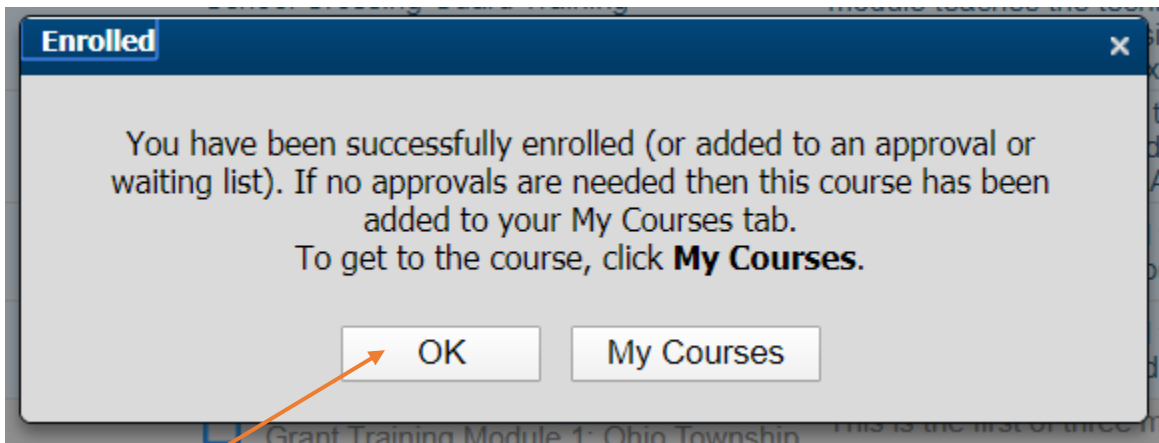
5. Then scroll down to find the Active Transportation Basics module you want to complete. Click the "Enroll" button to the left of the module's name.



6. A box will open on your screen asking you if you want to enroll for the selected item. Click the "Yes" button.



7. Another box will then open on your screen notifying you of your enrollment into the course. It tells you to go to the "My Courses" tab. Click the "OK" button to close this box.



8. After the box closes, scroll back to the top of the page and click on the "My Courses" tab at the top.



9. Then find the module you selected in your list of available courses and click on the arrow image at the left side of the course name to launch your eLearning module.

A table with five columns: an empty column, "Title", "% Complete", "Status", and "Enroll Date". The first row contains a small icon of a document with an arrow, the title "ATA Active Transportation Basics Module 1", "0%", a radio button, and the text "Not Attempted". The "Enroll Date" is "2021-01-07". An orange arrow points from the left towards the icon in the first row.

	Title	% Complete	Status ▲	Enroll Date
	ATA Active Transportation Basics Module 1	0%	<input type="radio"/> Not Attempted	2021-01-07

10. The course will open in a new screen on your computer. Please follow the instructions in the course to complete the training. If you need to stop and restart, the course will already be in your "My Courses" tab the next time you go to access it.