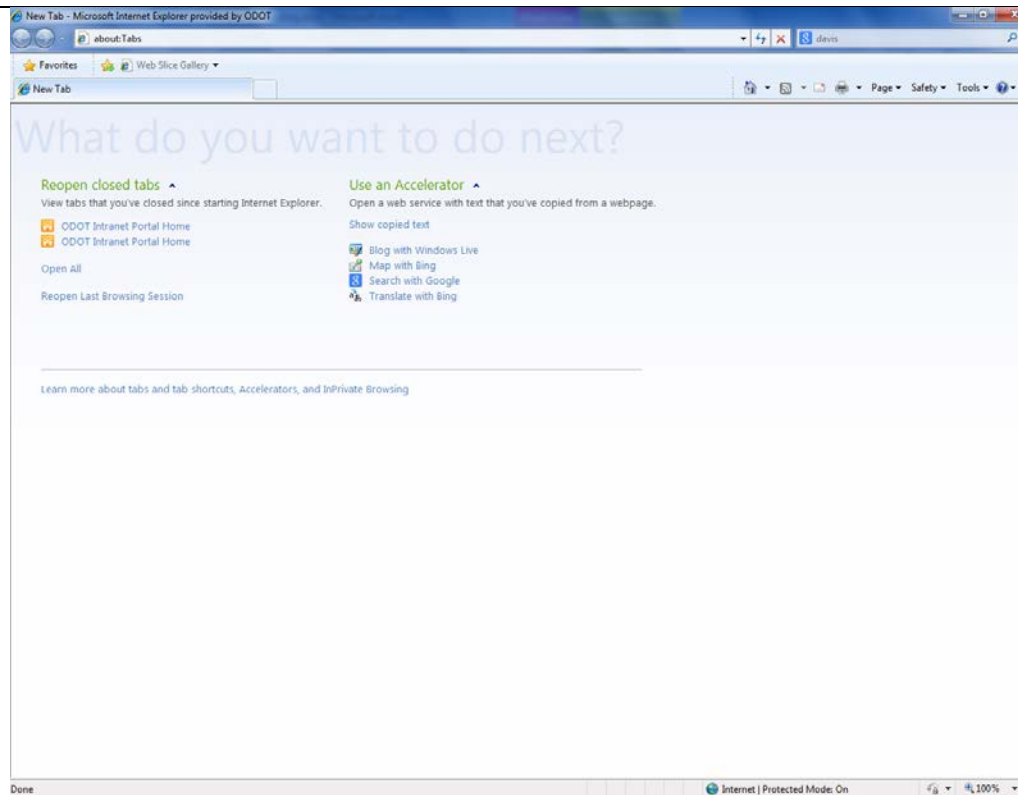




## LTAP eLearning Tip Sheet – Resetting your Password

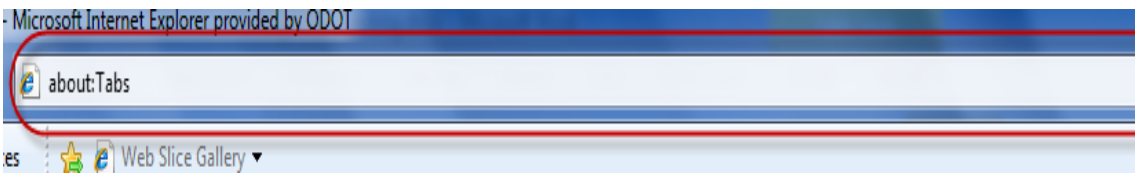

**Topic:** Resetting your Password

1. Launch your internet browser.





## LTAP eLearning Tip Sheet – Resetting your Password

<p>2. When the internet browser opens, click the URL bar at the top of the page. Delete all current text so box is blank.</p>	
<p>3. Type <a href="https://myodot.dot.state.oh.us/ssl/Main.aspx">https://myodot.dot.state.oh.us/ssl/Main.aspx</a> in the URL box and then press enter.</p>	



## LTAP eLearning Tip Sheet – Resetting your Password

4. On the left hand side of the page select the “Forgot Password” option.

Home

Request an Account

**Forgot Password**

Change Password

Manage My Account

Approve Account Request

Activate an Account

**Need a MyODOT account?**  
[Click here](#)


5. Enter your last name and email address in the respective boxes then press the “Submit” button to the bottom right of the fields.

**MyODOT Account - Forgot Password**

If you have forgotten your account password complete the following form. A new password will be emailed to the email address associated with your account. Fields marked with a \* are required, all other fields are optional but recommended.

Last Name \* :

Email Address \* :





## LTAP eLearning Tip Sheet – Resetting your Password

6. You will receive an email with a temporary password. Once you have received that email go back to the “my ODOT” site that you requested the new password from. Click on the tab located on the left hand side of the page labeled “Activate an Account”

The screenshot shows the MyODOT website navigation menu. At the top is the MyODOT logo, which includes the text 'My ODOT' and 'OHIO DEPARTMENT OF TRANSPORTATION'. Below the logo is a vertical list of navigation links: Home, Request an Account, Forgot Password, Change Password, Manage My Account, Approve Account Request, and Activate an Account. The 'Activate an Account' link is highlighted with a red oval. Below the navigation menu is a link that says 'Need a MyODOT account? Click here'.



## LTAP eLearning Tip Sheet – Resetting your Password

7. Insert your username, the temporary password you received via email and your new desired password in the respective boxes, and then press the “Submit” button to the bottom right of the fields. Your new password will now be available for use.

**MyODOT Account - Activate Account**


In order to activate your MyODOT account, you must change the temporary password you received to a new one of your choosing. Complete the following form to change your password and activate your account. Fields marked with a \* are required, all other fields are optional but recommended.

Username \* :

Temporary Password \* :

New Password \* :

Confirm Password \* :



**Note:** In the examples, Internet Explorer is being used as the internet browser but you may use the browser of your choice.