

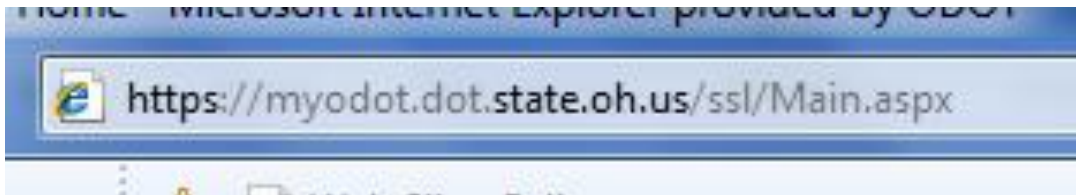
How to Obtain a MyODOT Username and Password For ODOT Testing

In order to complete the test which you have signed up to take, you will need to have a MyODOT username and password. You must obtain this username and password **BEFORE** the test date. 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 at least four days **BEFORE** your scheduled test date.

If you plan on taking more than one test, make sure to save your MyODOT username and password in a safe place for the next time. If you lose your information, your password can be reset, but that is another process and takes more time. So just 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."

[See image on next page for this step.]



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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.

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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 test completion to not be recorded and you will have to retake the test).
 - 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: (choose)

Company Zip:

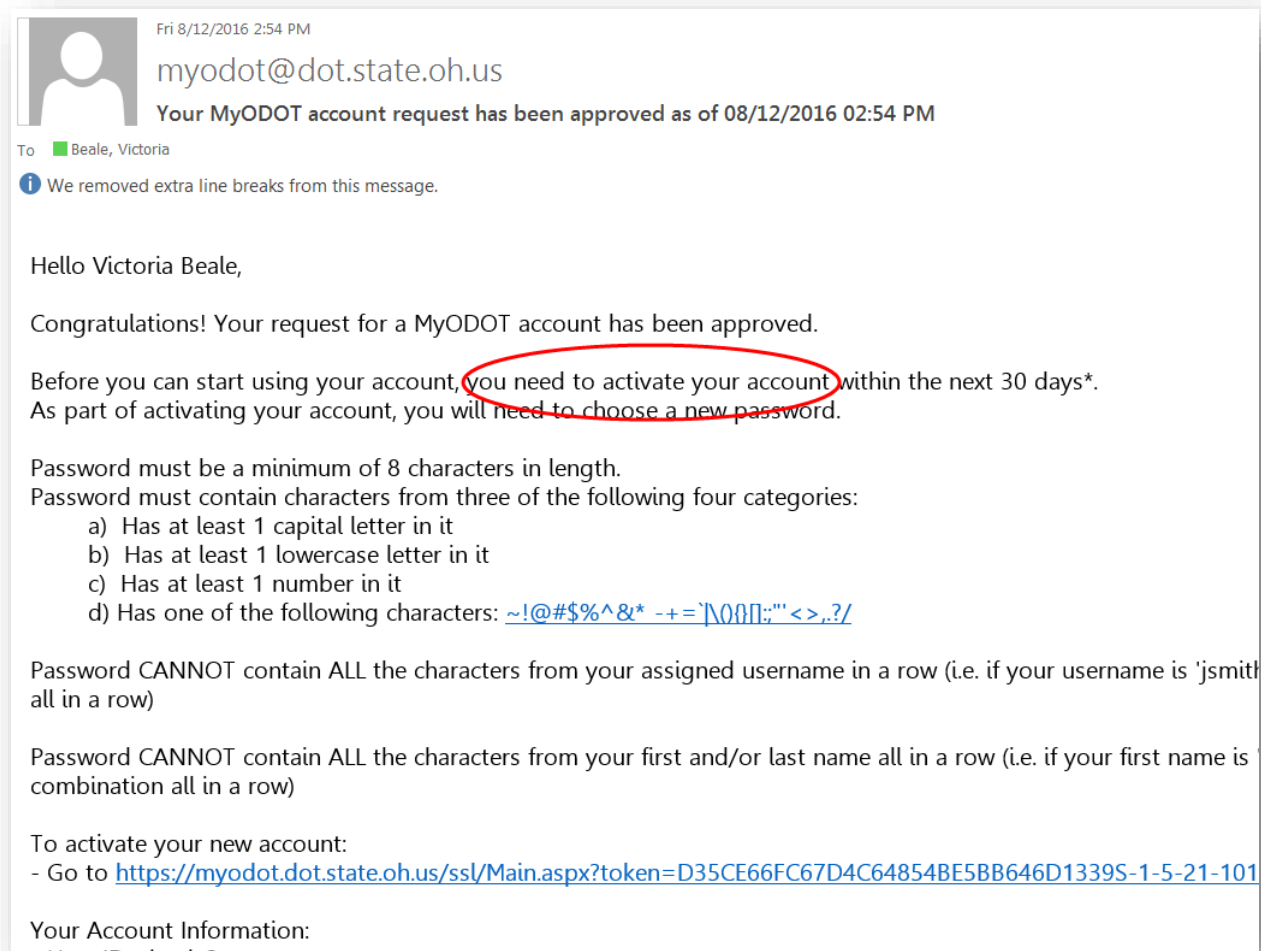
In order to complete the processing of your account request, please type the number, word or words that you see in the picture below in the space provided.

Privacy & Terms

RECAPTCHA™

5. 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 before you come to the testing session. 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.