OKLTAP

Instructions to complete Entry Level Driver Training
Theory Portion
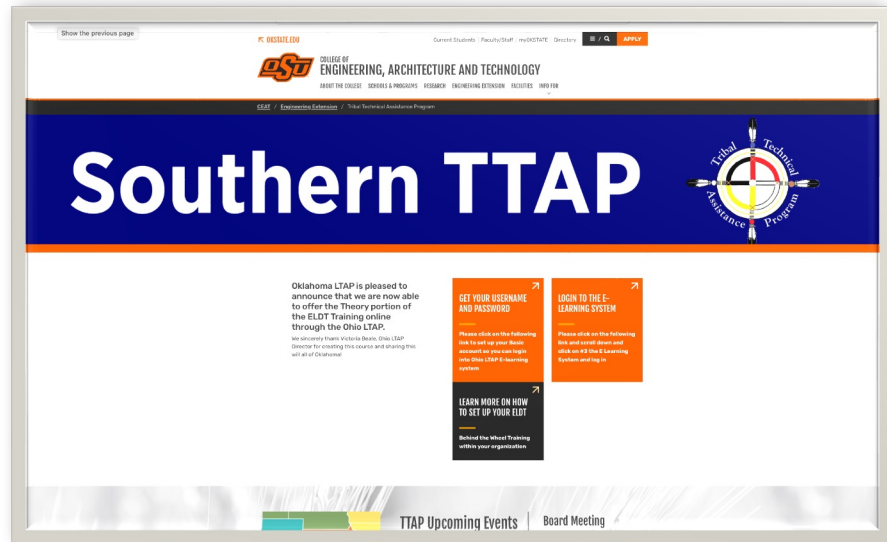
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1

Go to the Oklahoma
LTAP website

ltap@okstate.edu

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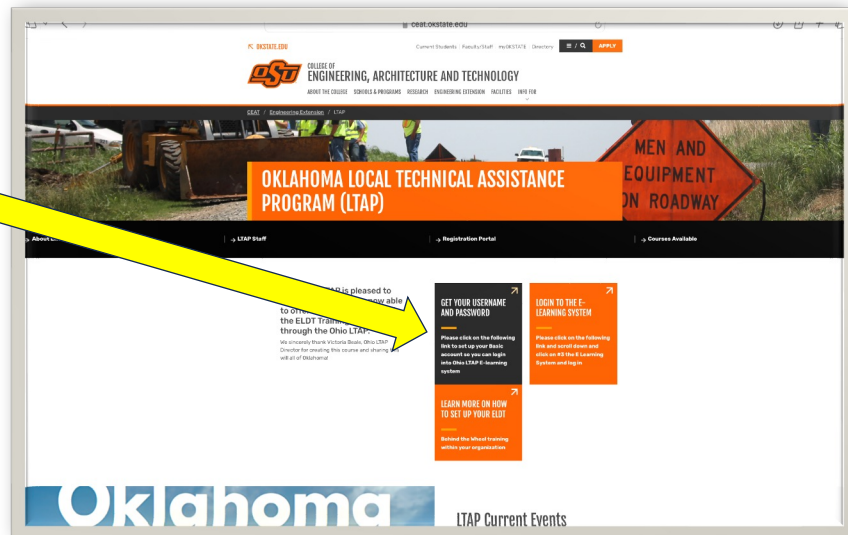
2
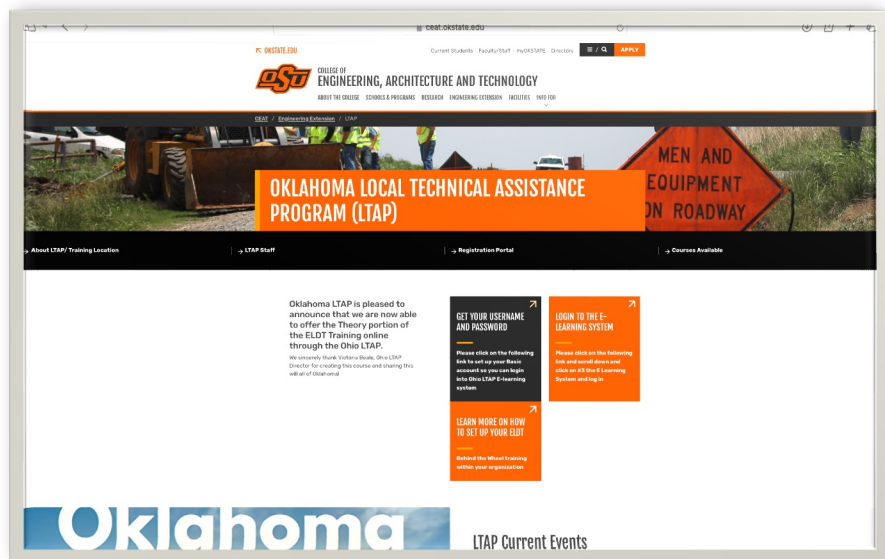
Tribes can also access this training on the Southern TTAP Center website

ttap@okstate.edu

3

Click on Get Your Username and Password

4

Click:

I Need To Request a Basic Account

5

Select the ODOT Application for which you are requesting this account

6

Choose LTAP e Learning

7

Click Next
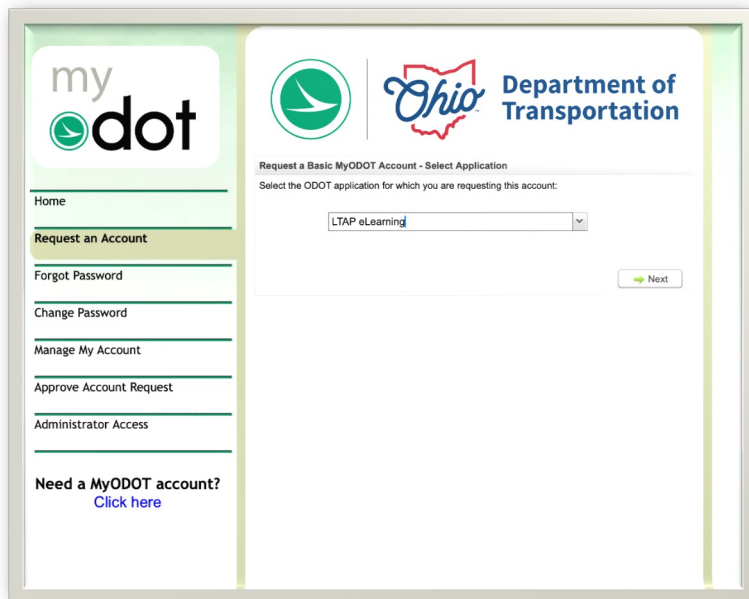
8

- Enter your information and your email address.
- Click I am not a Robot
- Click Finish

- **FMCSA will need this information to be correct, please ensure you take time to enter this carefully.

9

This notification will appear once you successfully completed your information.

10

You will receive this notification in your email saying that once they approve your request they will send you another follow up email.

Your request for a MyODOT account has been received as of 11/05/2024 10:56 AM

○ myodot@dot.state.oh.us <myodot@dot.state.oh.us>
To: ⊗ Johnson, Kim

[You don't often get email from myodot@dot.state.oh.us. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Hello Kimberly Johnson,

We have received your request for a MyODOT account - your key to access ODOT systems.

You will be notified by a follow up email once your request is approved.

Your Account Request Information:
- Request ID: 40117
- Application Name: LTAP eLearning
- Account Type: Basic

Please save this message for future reference.

If you haven't requested an account or have any questions or need assistance, please contact us.
Email: helpdesk@dot.state.oh.us
Phone: 614-995-DOIT (614-995-3648)

PLEASE DO NOT REPLY TO THIS MESSAGE.
This is a system-generated email. Replies will not be read or forwarded for handling.

Thank you for your interest in a MyODOT account.

The Ohio Department of Transportation
1980 West Broad Street
Columbus, OH - 43223

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PART 2

Now that your account has been approved, you will receive a second email that explains the rules for setting up your password, with a link at the bottom.

Your MyODOT account request has been approved as of 11/05/2024 10:59 AM

○ myodot@dot.state.oh.us <myodot@dot.state.oh.us>   Today at 10:00 A
To: ⊗ Johnson, Kim

[You don't often get email from myodot@dot.state.oh.us. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]
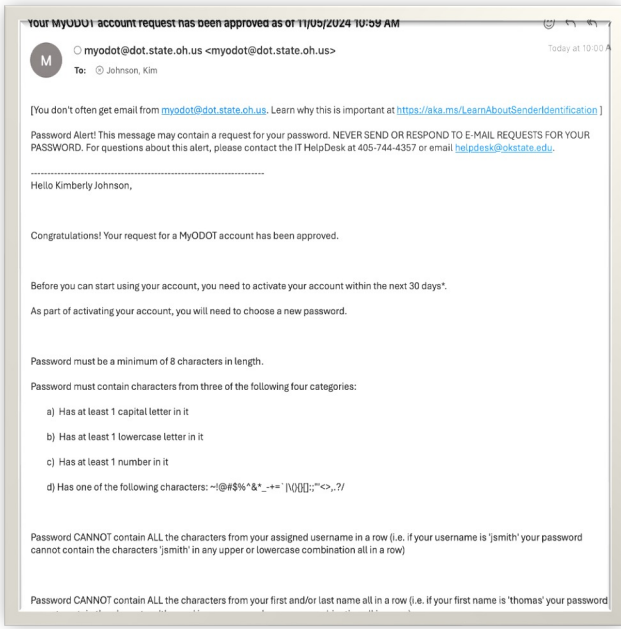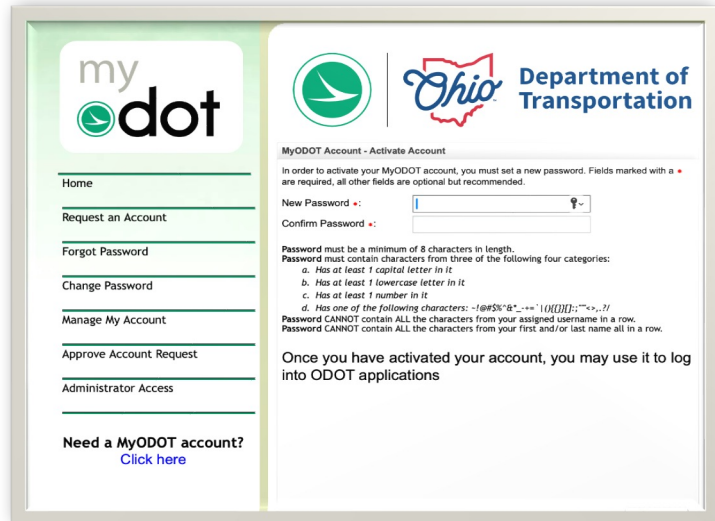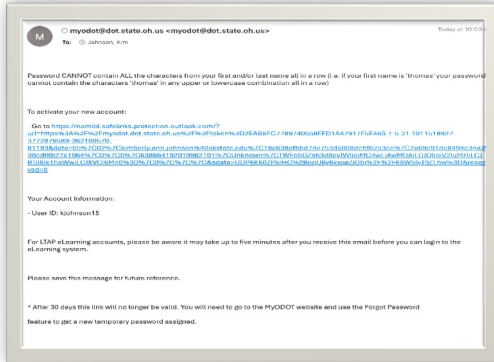
Password Alert! This message may contain a request for your password. NEVER SEND OR RESPOND TO E-MAIL REQUESTS FOR YOUR PASSWORD. For questions about this alert, please contact the IT HelpDesk at 405-744-4357 or email helpdesk@okstate.edu.

Hello Kimberly Johnson,

Congratulations! Your request for a MyODOT account has been approved.

Before you can start using your account, you need to activate your account within the next 30 days*.

As part of activating your account, you will need to choose a new password.

Password must be a minimum of 8 characters in length.

Password must contain characters from three of the following four categories:

   a) Has at least 1 capital letter in it

   b) Has at least 1 lowercase letter in it

   c) Has at least 1 number in it

   d) Has one of the following characters: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/

Password CANNOT contain ALL the characters from your assigned username in a row (i.e. if your username is 'jsmith' your password cannot contain the characters 'jsmith' in any upper or lowercase combination all in a row)

Password CANNOT contain ALL the characters from your first and/or last name all in a row (i.e. if your first name is 'thomas' your password

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Click on the link and set up your password.

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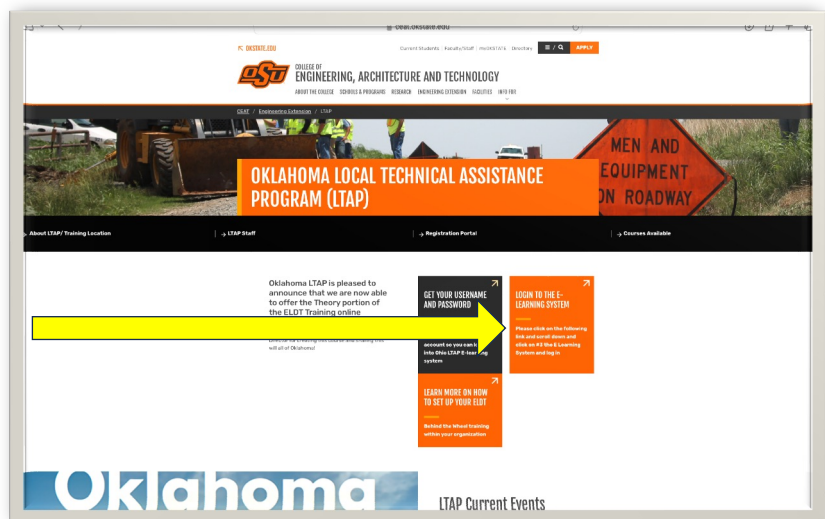
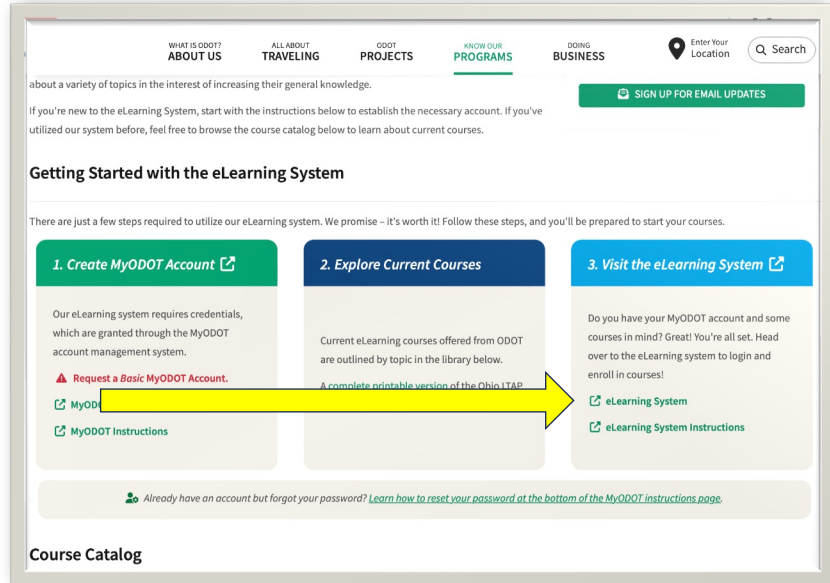Part 3 - Log in to Ohio LTAP E Learning System

Go to the Oklahoma LTAP website

ltap@okstate.edu

Click on Login To The E Learning System
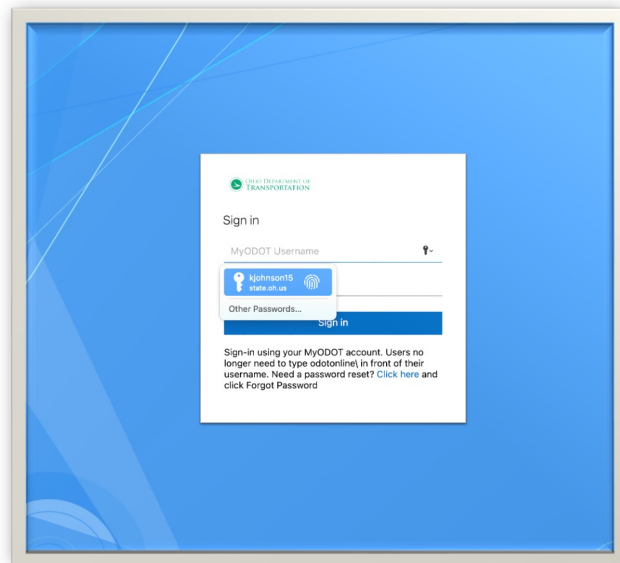

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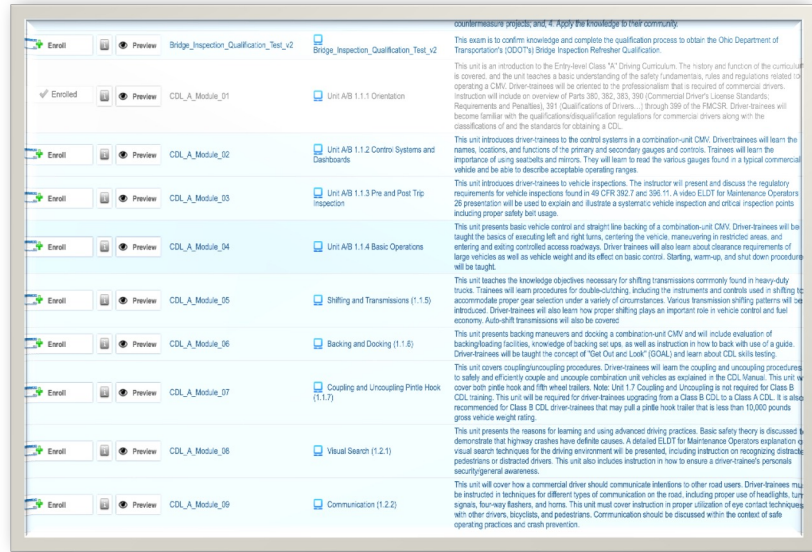Choose #3

Visit the eLearning System

15

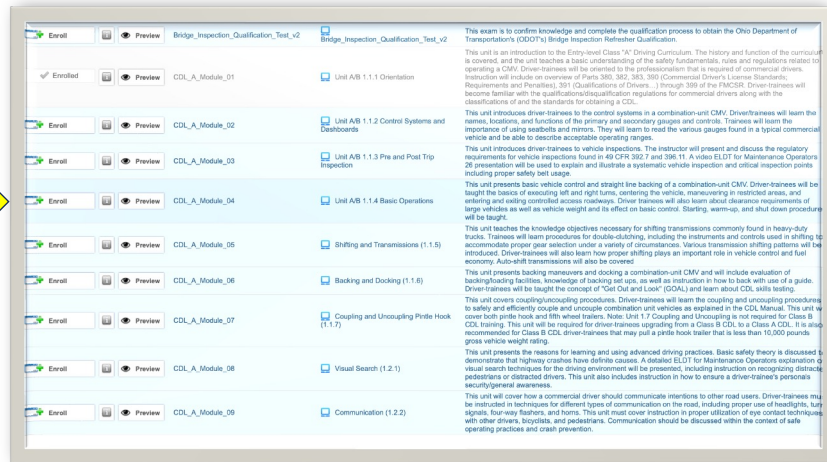Type in your username and password and click Sign In

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A list of courses will appear for you to enroll in.
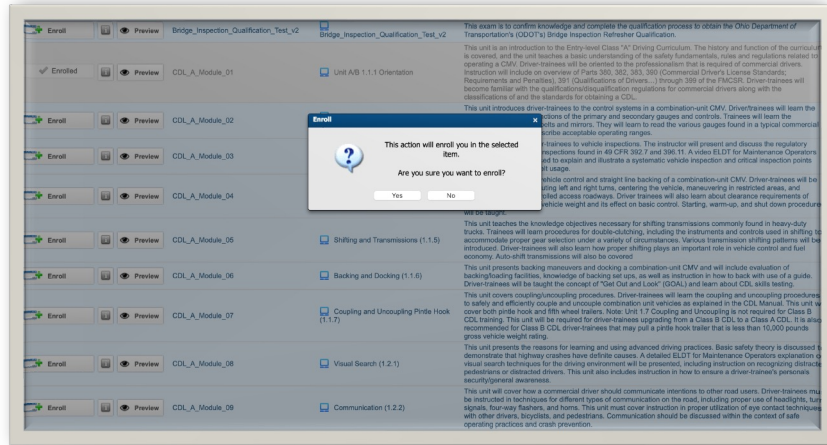
Scroll down to CDL_A_Modules

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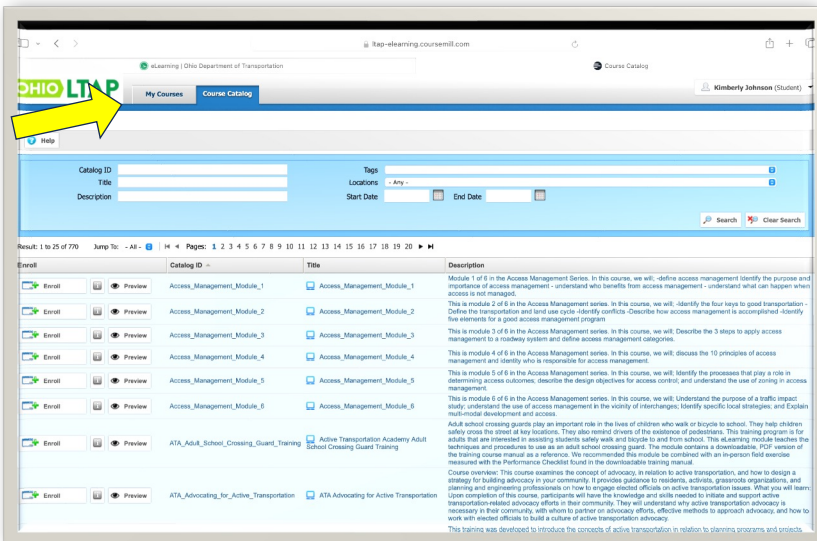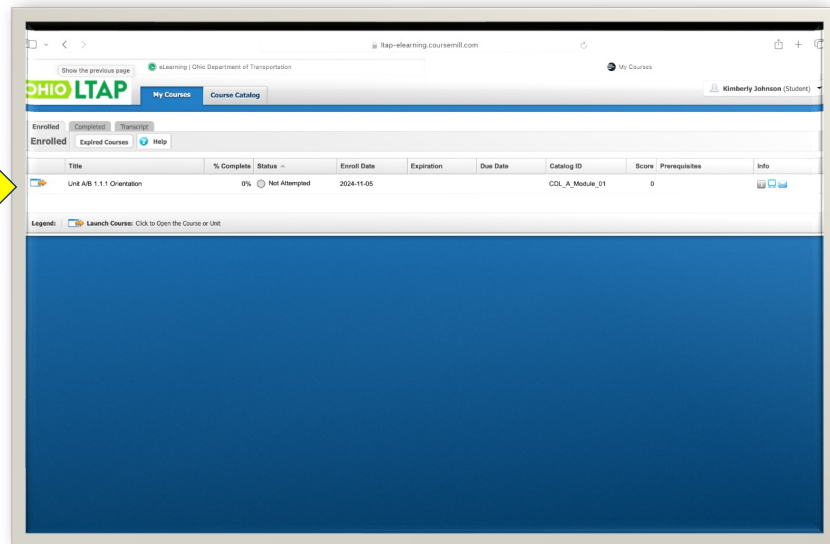Click Enroll beside the course you would like to take

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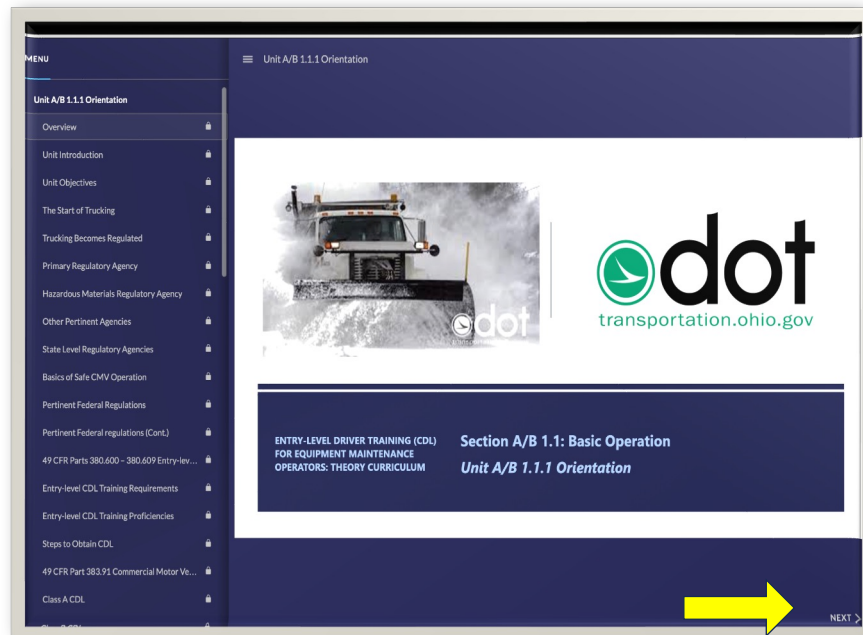Click yes this is the course I want to enroll in.

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Scroll back to the top of the page and click on the "My Courses" tab.
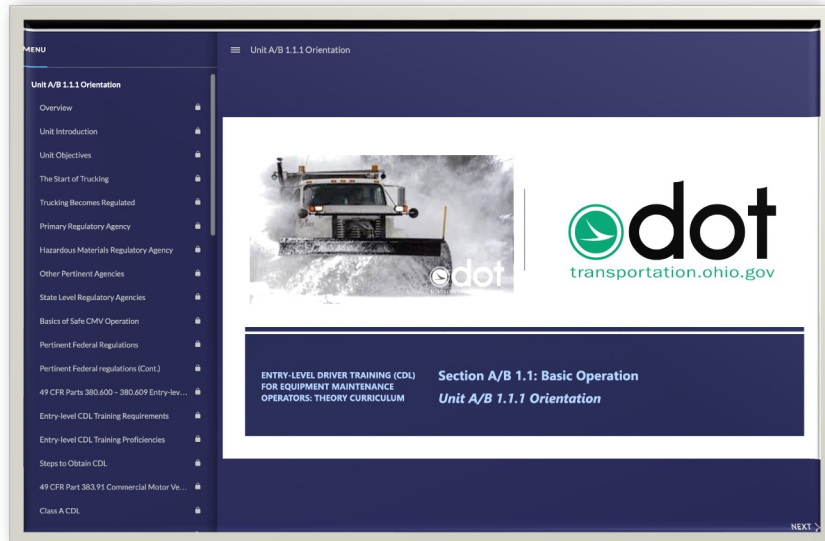

20

Click on the course that you enrolled in to begin learning.

21

Begin learning the module by clicking Next after you read each section.

22

You must complete the course and answer the questions with an 80% or better or you will need to re-take the module.

23

Once you complete each section at 80% or better, the system will automatically report your results to the FMCSA system.
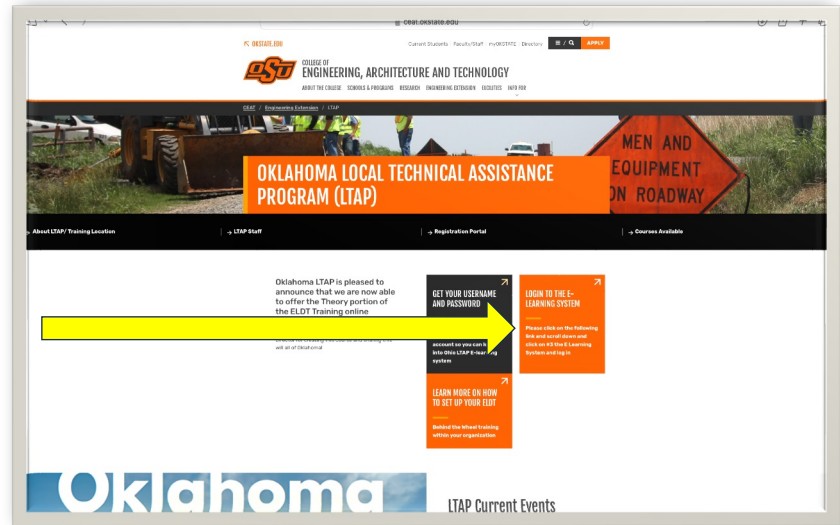

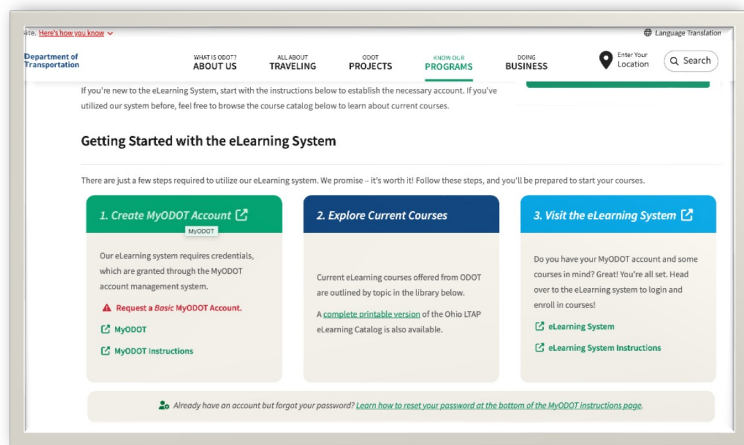
24

12
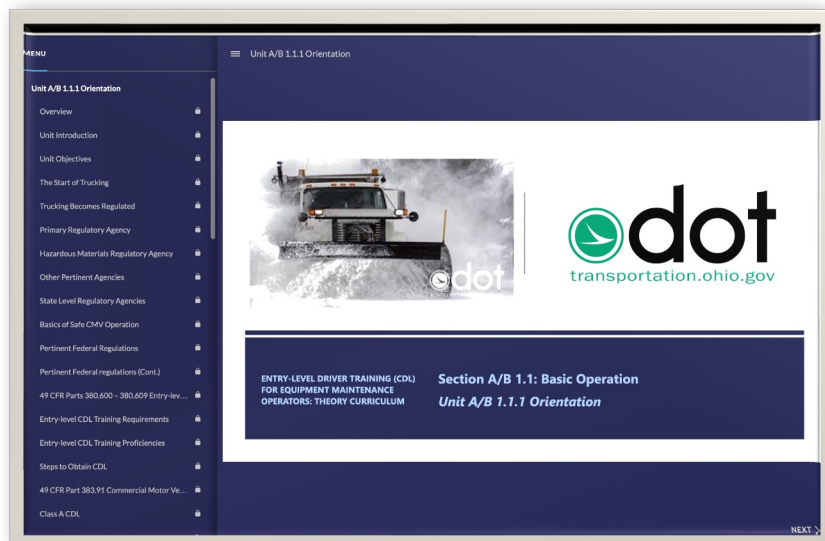
To Restart or Go to Next Module

Go To:

ltap@okstate.edu

Click on Login Into The E Learning System

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Scroll down
and
Click on #3
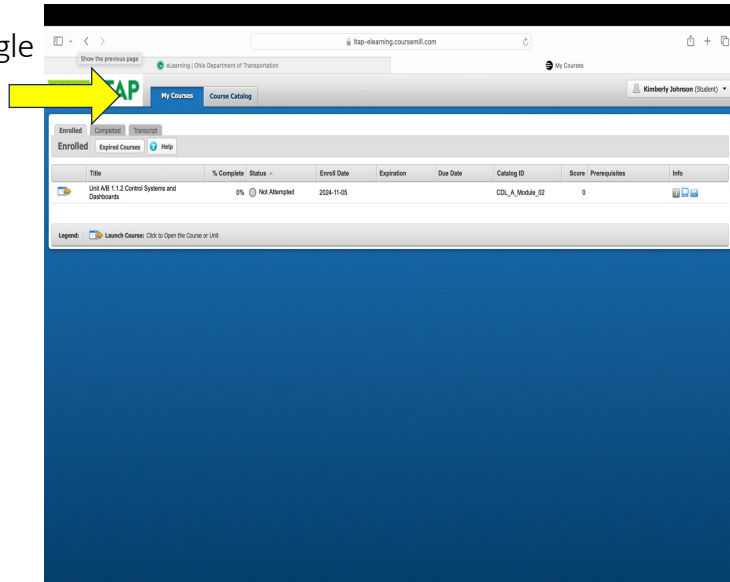Visit the E Learning System

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Notice the tabs that you can toggle between including:

<u>My Courses:</u> where you can see active courses you have taken.

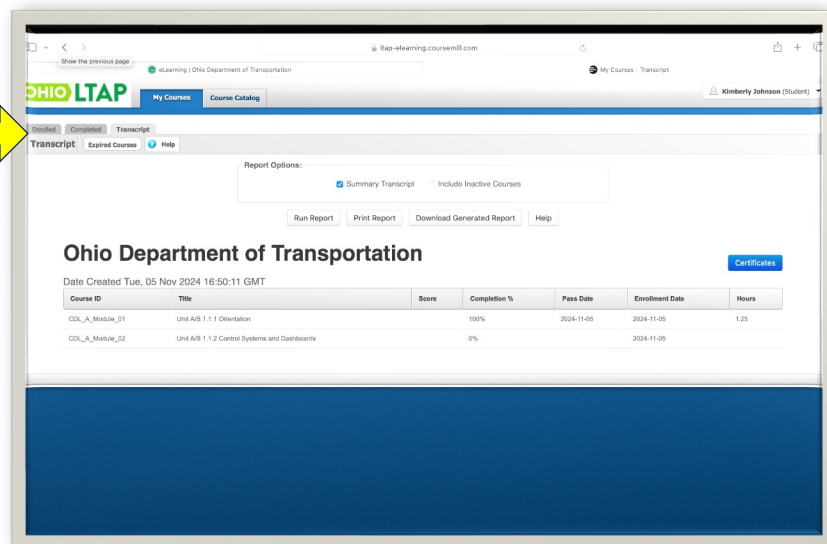<u>Course Catalog:</u> where you can enroll in more courses

27

You can also toggle between:

Enrolled Courses

Completed Courses

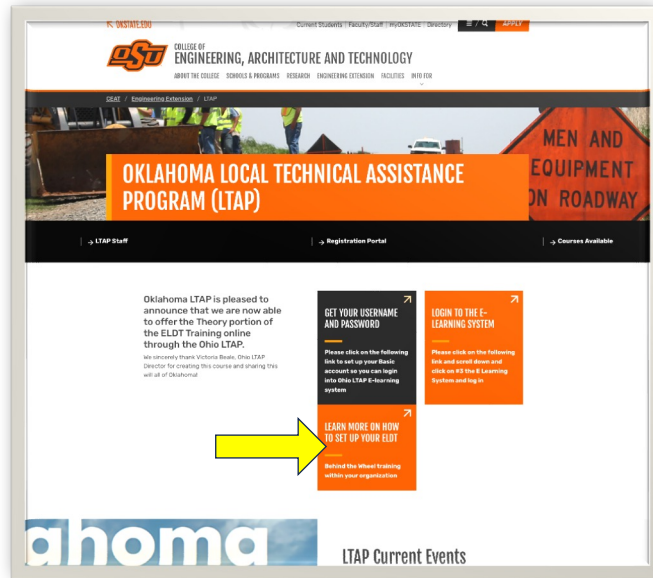**Expired Courses**

Transcript

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Part 4:

Behind the Wheel – How to Become Your Own Training Provider
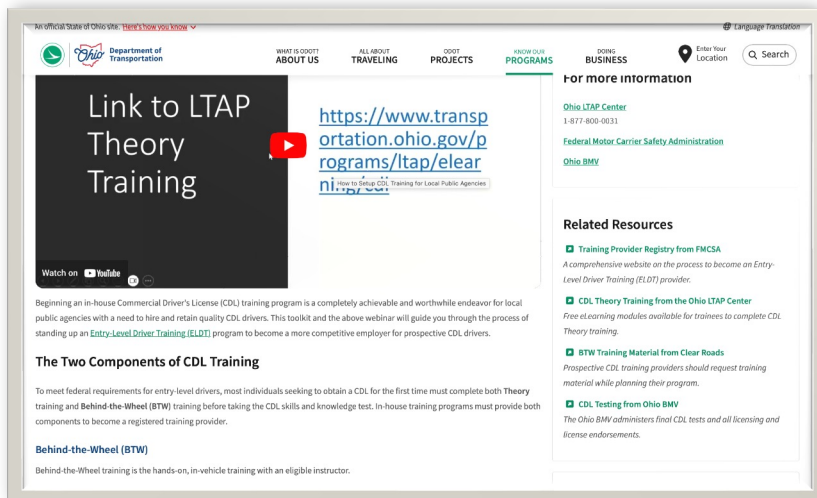
Go to LTAP@okstate.edu

Click on: Learn More on How To Set Up Your ELDT

Behind the Wheel Training Within Your Organization

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Watch the Video

Scroll Down to Learn More on Behind the Wheel Training

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- Please do not hesitate to call OKLTAP at 405.744.7496, if you have any questions.

- Special thank you to Ohio LTAP, Director Victoria Beale, for sharing this outstanding training with all of Oklahoma!

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