Iowa Mandatory Reporter Instructions

Follow the steps below to complete Iowa Mandatory Reporter training:

- 1. Access Workday instructions on the Department of Human Services site here: <u>How to Create, Connect, and Unlock a Workday Account (iowa.gov)</u>
- 2. Use the step-by-step guide to set up a workday account using your <u>personal email.</u> <u>Please note: Keep your login information in a safe accessible location for future needs!</u>
- 3. Login to Workday: Workday state of Iowa Sign In to Workday (myworkday.com)
- 4. Go to "Learning" on the right-side option menu.
- 5. Go to Mandatory reporter Course on center screen and select the "Read More" link.

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6. Enroll and Complete the separate (DS 168 Dependent Adult) <u>and</u> (DS 169 Child Abuse) Mandatory Reporter trainings.



7. Upload the certificates of completion to Exxat.

For assistance with the workday trainings or technical questions, please contact <u>mandatoryreporter@dhs.state.ia.us</u>.

