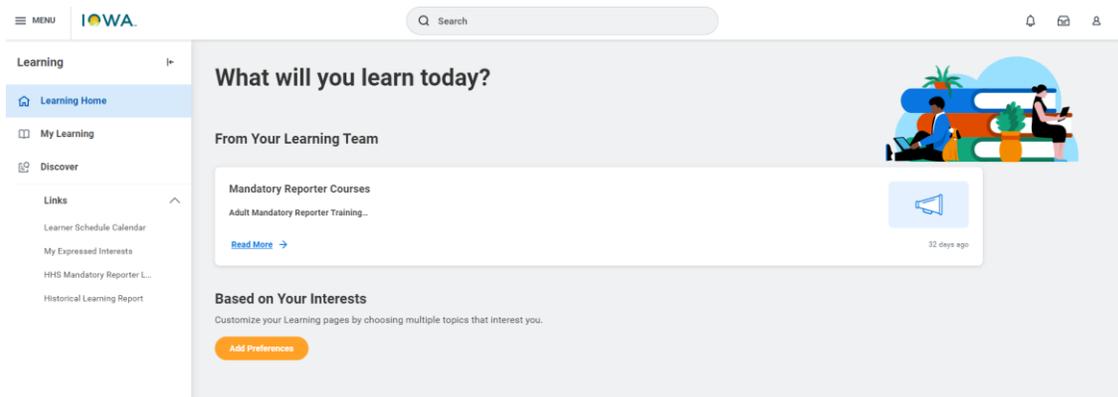


Iowa Mandatory Reporter Instructions

Follow the steps below to complete Iowa Mandatory Reporter training:

1. Access Workday instructions on the Department of Human Services site here: [How to Create, Connect, and Unlock a Workday Account \(iowa.gov\)](#)
2. Use the step-by-step guide to set up a workday account using your personal email. Please note: Keep your login information in a safe accessible location for future needs!
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.



6. Enroll and Complete the separate (DS 168 Dependent Adult) **and** (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 mandatoryreporter@dhs.state.ia.us.