

PennDOT Technical Training Calendar Personal Profile

Frequently Asked Questions

Contents

What is a Personal Profile?

How do I create a Personal Profile?

How do I get a PennDOT Internet Account?

My Password

Conditions of Use

Need Further Help

What is a Personal Profile?

A Personal Profile:

- Stores your personal information so that registration forms are automatically completed for you
- Captures your interest in specific courses, allowing you to receive email notifications of upcoming offerings
- Allows you to create a log of miscellaneous training events you attend that are not offered on the Technical Training Calendar
- Tracks the following information for business partners (non-PennDOT employees):
 - Current and past class registrations for a single user ID, including payment information
 - Class wait list requests

Anyone with a PennDOT Internet Account (user ID and password) can create a Personal Profile.

A PennDOT Internet Account is established for both PennDOT employees and business partners that use PennDOT software applications.

How do I create a Personal Profile?

Anyone with a PennDOT Internet Account (user ID and password) can create a Personal Profile.

A PennDOT Internet Account is established for both PennDOT employees and business partners that use PennDOT software applications.

To create a Personal Profile, sign-in to the Technical Training Calendar. The system will automatically prompt you to create your Personal Profile.

How do I get a PennDOT Internet Account?

A PennDOT Internet Account is established for both PennDOT employees and business partners that use PennDOT software applications. Follow the guidance below to obtain a PennDOT Internet Account:

As a non-PennDOT employee, contact your company/agency security administrator to create an account for you with access to the “Training Calendar User” category. (NOTE: All established PennDOT business partners have a security administrator. If your company/agency is *not* an established PennDOT business partner, follow [these instructions](#) to apply.)

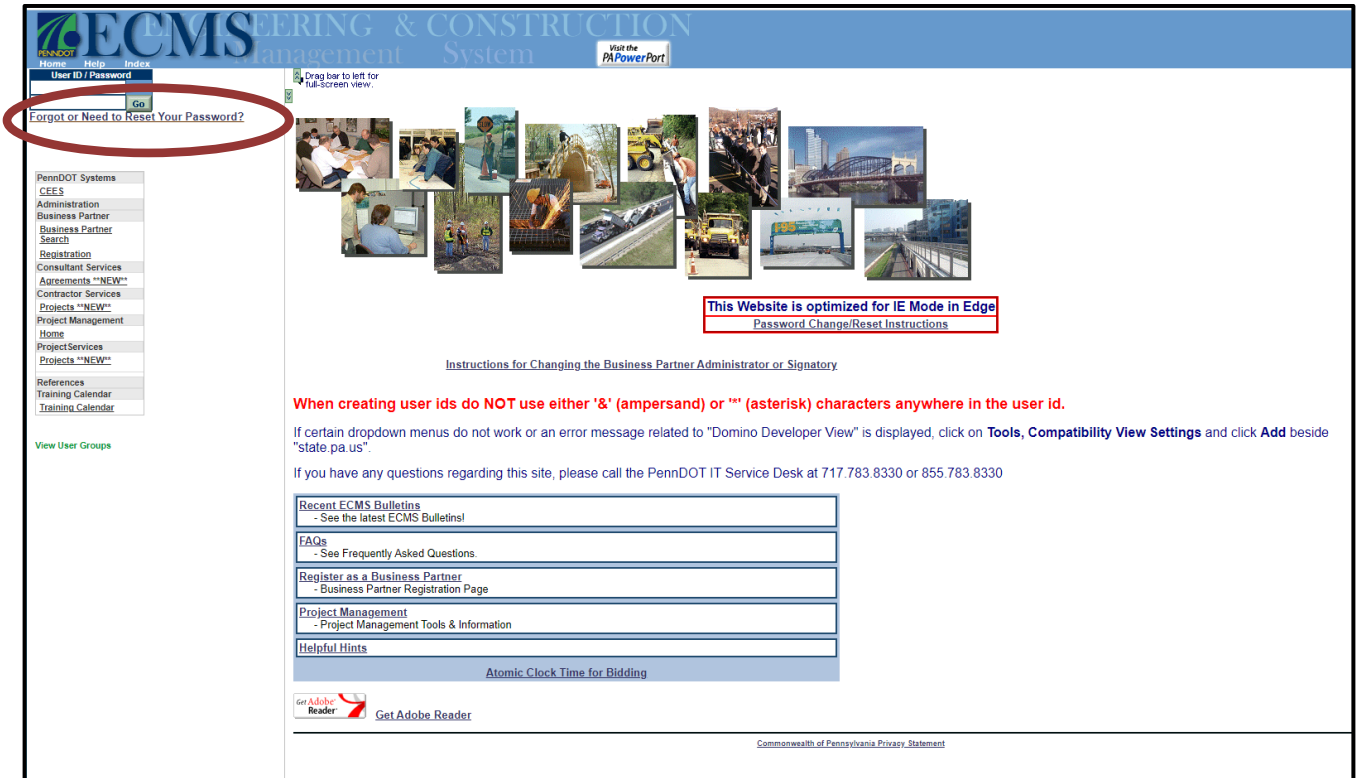
PennDOT Internet Account specifics...

- All questions related to your PennDOT Internet Account should be directed to either your company/agency security administrator or to PennDOT IT Customer Support at 717-783-8330 (toll-free 855-783-8330)
- After 30 minutes of inactivity on the computer, signed-in users will be automatically signed off.
- Passwords expire every 60 days.
- To keep your account active, you must sign in at least once every six months. PennDOT reserves the right to delete accounts that have been inactive for six months or longer.

My Password

If you **have forgotten** your PennDOT Internet Account password, open [this website](#).

Click the “Forgot or Need to Reset Your Password?” link as shown in the following image.



If you **want to change** your PennDOT Internet Account password, open [this website](#).

Type your PennDOT Internet Account User ID and Password and click Go.

Select Administration, Application Security, Change User Profile.

Complete the fields on the screen to change your password and click Submit.

Conditions of Use

A user who creates and maintains a Personal Profile in this system must agree and adhere to the following:

- PennDOT is not responsible for data entered directly by the user.
- For business partners, the Registrations section of their Personal Profile does not reflect actual attendance and is not intended as a means to track continuing education credits.
- The Miscellaneous Training section of the Personal Profile is a tool to track personal training events. PennDOT is not responsible for the validity, accuracy, or content of this information. This section is not an official PennDOT training record.
- PennDOT employees' official training records are stored within the Commonwealth's electronic learning management system.
- This Personal Profile is linked specifically to the PennDOT Internet Account for {insert user ID}. If you change accounts (for example, due to changes in companies or agencies), you must create a new Personal Profile for the new account. Training data associated with {insert user ID} cannot be transferred to another Personal Profile.
- All questions related to your PennDOT Internet Account should be directed to either your company/agency security administrator or to PennDOT IT Customer Support at 717-783-8330 (toll-free 855-783-8330).
- After 30 minutes of inactivity on the computer, signed-in users will be automatically signed off.
- Passwords expire every 60 days.
- To keep your account active, you must sign in at least once every six months. PennDOT reserves the right to delete accounts that have been inactive for six months or longer.

Need Further Help

If you are a PennDOT employee:

- Questions concerning your PennDOT Internet Account User ID or password should be directed to the PennDOT IT Customer Support at 717-783-8330 (toll free 855-783-8330).
- Questions concerning training registrations should be directed to your District/Bureau Training Coordinator.

If you are NOT a PennDOT employee:

- Questions concerning your PennDOT Internet Account User ID or password should be directed to your company/agency security administrator.
- Questions concerning training registrations within PennDOT's Technical Training Calendar should be directed to ra-pdhighadmintrain@pa.gov.