

INDOT Bridge Inspection Online Workshop

Thursday April 14th 9:30 am-12:30 pm

Workshop Agenda:

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- 1. Critical Findings** (Anthony Marino) – 50 minute presentation with 10 minutes Q&A
Metric 21 for the oversight of the National Bridge Inspection Program requires the establishment of well documented procedures to assure that critical findings are addressed in a timely manner. This includes proper documentation of how all critical findings are reported and addressed, and to ensure that all critical finding notifications are made to both FHWA and State personnel. In December 2020, INDOT was notified by FHWA that the bridge inspection department was found to be not in compliance with this metric and required INDOT to prepare a Plan of Corrective Action. This presentation will address how INDOT implemented its Plan of Corrective Action, to include the automated notification procedures, updated on-line training, and details regarding the critical finding workflow procedures in BIAS.
- 2. FHWA Updates/INDOT Actions** (Jose Ortiz, Bill Dittrich, Jennifer Hart, Tony Marino) – 50 minute presentation with 10 minutes Q&A
Jose Ortiz of FHWA will start this session outlining recent issues, findings, and updates concerning the National Bridge Inspection. Then, INDOT will address our department's actions. In particular, INDOT will be addressing its actions addressing load ratings and the new required posting standards for emergency vehicles.
- 3. Quality Inspections** (Jacob Gould, Cristin Burlage) – 50 minute presentation with 10 minutes Q&A
Metric 12 for the oversight of the National Bridge Inspection Program requires all bridges to be inspected in accordance with the AASHTO Manual for Bridge Evaluation such that all reported condition codes are within acceptable tolerances, all notable bridge deficiencies are identified and well documented, all condition codes are supported by narratives and evidence that appropriately justifies and documents the component condition ratings, and that qualified team leaders are present at all times during inspections. In December 2021, INDOT was notified by FHWA that the bridge inspection department was found to be substantially compliant with this metric, but an Improvement Plan was still required to address shortcomings in the quality of the inspection work done. This presentation will address these reported shortcomings in inspection quality, and how INDOT will be implementing its Improvement Plan for this metric, and what actions INDOT will be expecting of all bridge inspection team leaders to promote a higher level of quality and professionalism in bridge inspections and reporting.

INDOT is hosting a **Bridge Inspection Online Workshop on Thursday, April 14, 2022** . The format will be similar to the last two online workshops which means that there will be three PDHs (1 per hour) available and be for approximately three hours in the morning. **This online workshop will require all participants to be logged in with an individual login (no sharing logins or “shared viewing”)**. Please save the date and time from 9 AM to 12:30 PM for the April 14, 2022.

Steps to Register for INDOT Employees

- Attendees will need to log into their [SuccessFactors](#) accounts
- Go to their Learning page
- Search for “Bridge Inspection Workshop”
 - This can be found in the search box at the top right
- Click on “More” and “Classes” at the bottom of the box for “Bridge Inspection Workshop”
- Then select REGISTER NOW (Not ASSIGN TO ME)
- Supervisors will then approve the request

For External Attendees:

- External participants will need to create an account (if they haven’t already) and then register for the training. Those instructions are attached.
- Embedded link in the attached in the webpage

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INDOT Training Portal Quick Step Guide

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Creating a User Account

1. Go to the [INDOT Training Portal](#)
2. Select Click here to register
3. Fill out Account, Contact, and Employee Information
 - a. Users are advised not to use their email address as their User ID. User IDs are permanent, so we want to ensure users do not create multiple accounts as their email address changes.
 - b. User IDs are case sensitive
4. Select Submit
5. User accounts are reviewed before access is given. You will receive an automated email when you are able to access your account.
6. Accounts created on the weekend or holidays will not be approved until the next business day. If your account has not been approved in 24 hours, please contact ELearning@indot.in.gov.

Home Page Tiles

The screenshot displays a user dashboard with a dark blue header and a light blue background. The main content area is divided into two columns. The left column features a 'My Learning Assignments' tile with a search bar, a 'DUE ANYTIME' filter, and a course card for 'eProcurement 201: Creating a Purchase Order'. The right column contains several smaller tiles: 'Find Learning' with a search bar and 'Go' button; 'My Curricula' with a green checkmark and 'Go to Curriculum Status' link; 'History' with a circular arrow icon and 'View All' link; and 'Links' with a list of links including 'News', 'Options and Settings', 'Reports', and 'View Shopping Cart'.

My Learning Assignments

Under My Learning Assignments you can find online, or instructor led training that has been self-assigned or assigned to you. Trainings will remain under this tile until it is complete, or you withdraw from the course.

Find Learning

In the search bar of the Find Learning tile, you can search the training library for online and instructor led training. Once you find the training you are interested in you can start or register for the course.

My Curricula

The My Curricula tile will contain any curriculum you have requested to take. A curriculum is a single course or group of courses that recur over a designated renewal cycle.

History

Under the History tile you can find all training, online and instructor led, completed within the INDOT Training Portal. You can also print completion certificates in this area.

Links

News

This link will open any automated system announcements. These announcements are the same for our internal and external users so not all announcements apply to our external users.

Options and Settings

Under Options and Settings, users can update account security information, learning email notifications, locale and time zone, locale format options, contact, and employee information.

Reports

On the Report page users can pull several reports to review their training requests, status, history, hours, and other information. These reports will only return information about the individuals learning.

View Shopping Cart

View Shopping Cart is where users can review paid items placed in their cart and check out. Payment is not processed through the INDOT Training Portal so you will need to follow the direction under Enroll in a Paid Online or Instructor Led course.

How to Enroll in a Free Online Course

1. Under Find Learning, type in the course title into the search bar and select Go. If you want to browse the library, leave the search field blank and select Go.
2. Select Start Course on the tile of the course you are wanting to take.
3. Courses can be stopped prior to completion and your progress will be saved. The course will be saved under "My Learning Assignments" on the home page and can be restarted by selecting Continue Course.

How to Enroll in a Free Instructor Led Training

1. On the course tile, select See All Classes.
2. Find the course date you want to attend and select Register Now.
3. Once registered the course will appear under My Learning Assignments.

How to Withdraw from a Free Course

1. Locate the course under My Learning Assignments
2. Select the drop-down arrow to the right of Start Course
3. Select Withdraw or remove then select Yes

How to Enroll in a Paid Course (Online or Instructor Led)

1. Select the appropriate hyperlink below:
 - a. [Certified Tech Program](#)
 - b. [NEPA or Categorical Exclusions \(CE\)](#)
 - c. [Site Manager](#)
 - d. [Storm Water](#)
2. On appropriate page, select Buy Tickets
3. Select quantity
4. Enter Attendee Name and Email Address
5. Pay registration amount
6. The instructor of the course will verify payment and assign the training to you. For online courses with a specified start date, courses will be assigned on the designated start date by 8 AM. If you have not received the training on the specified start date, please contact ELearning@indot.in.gov.

Cancellations and Refunds

Registration fees are nontransferable. If unable to complete the training or exam, registration must be cancelled in the Active Calendar system by 3pm the business day before the scheduled start date to receive a refund. No call/no show attendees forfeit their registration cost. Unforeseen circumstances will be evaluated on a case-by-case basis up to 15 days past the event date, after which no refunds will be given/granted. Your refund will be processed via your original method of payment. Please allow 14 days for refunds to process.

How to Access my Training History

1. On the Home page locate the History tile.
2. Select View All

How to Print or Save a Certificate of Completion

1. On the My Learning page locate the History tile.
2. Select View All
3. Find the course under your Completed Work list and select the print button, located under the Action column
4. When the certificate opens, select Print or Save and the bottom of the screen and then follow the prompts.

How to Change Information on my User Account

1. On the Home page locate the Links tile.
2. Select Options and Settings
3. On the Options and Settings page, you can update your:
 - a. Security question and answer
 - b. Email notification preferences
 - c. Contact information
 - d. Business Name
4. Once information is updated remember to select Apply Changes to update settings.