

External AD Account Creation Process (Ex AD)

User Guide Driver Training On-Line Renewal Application

*Created: 08/03/2004 B.Cox
Revised: 11/06/2006 P. Newman*



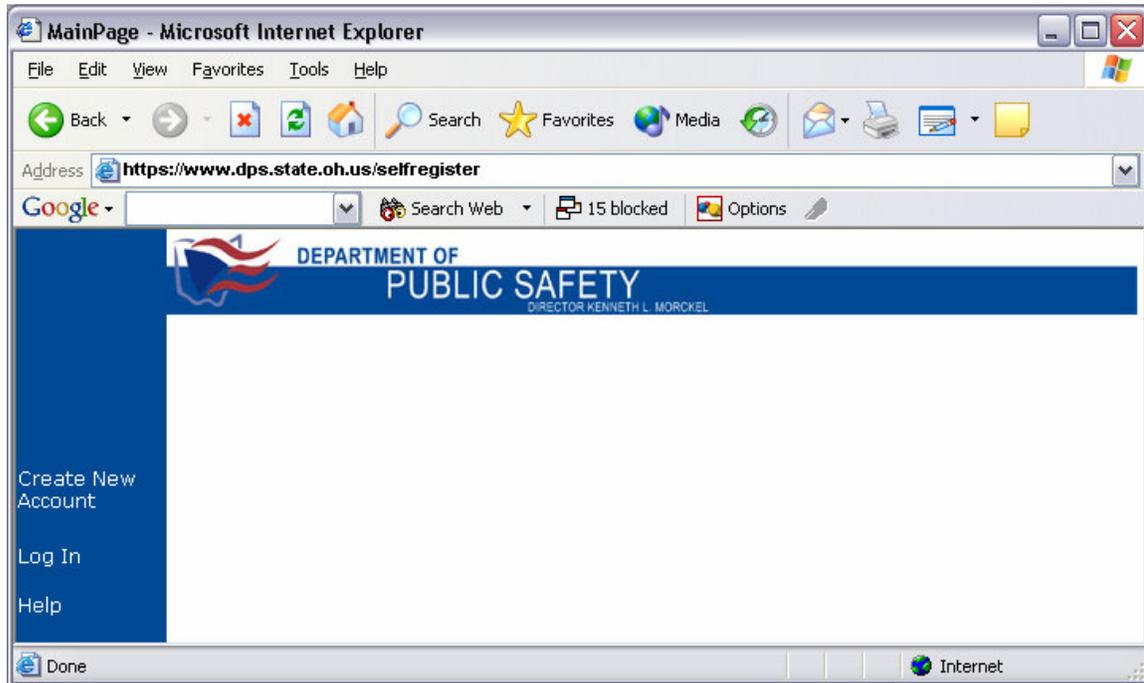
Ohio Department of Public Safety
Governor's Highway Safety Office
Driver Training
1970 W. Broad Street
PO Box 182081
Columbus, OH 43218-2081

drivertraining.ohio.gov

Establishing Your Account

Please follow directions completely.

1. Open Internet Explorer.
2. In the Address Window, type the following: <https://www.dps.state.oh.us/selfregister/> and hit Enter or the Go button. 



3. Click on Create New Account

Account Center

Instructions:
 -Fill out the following form and Click Submit button.
 -You will then receive an email containing a temporary access code.
 -Within 24hrs you must login and update your profile.

Driver License # / State Issued Identification #

Driver License State (Issuing)
 OH

Date of Birth (mm/dd/yyyy)

Email Address

Unauthorized access or attempts to gain access to this website are forbidden and may be punishable under federal or local laws

4. Fill in all fields and click Submit
5. You will then be asked to type in a string of characters. These characters are case sensitive.

Work Verification

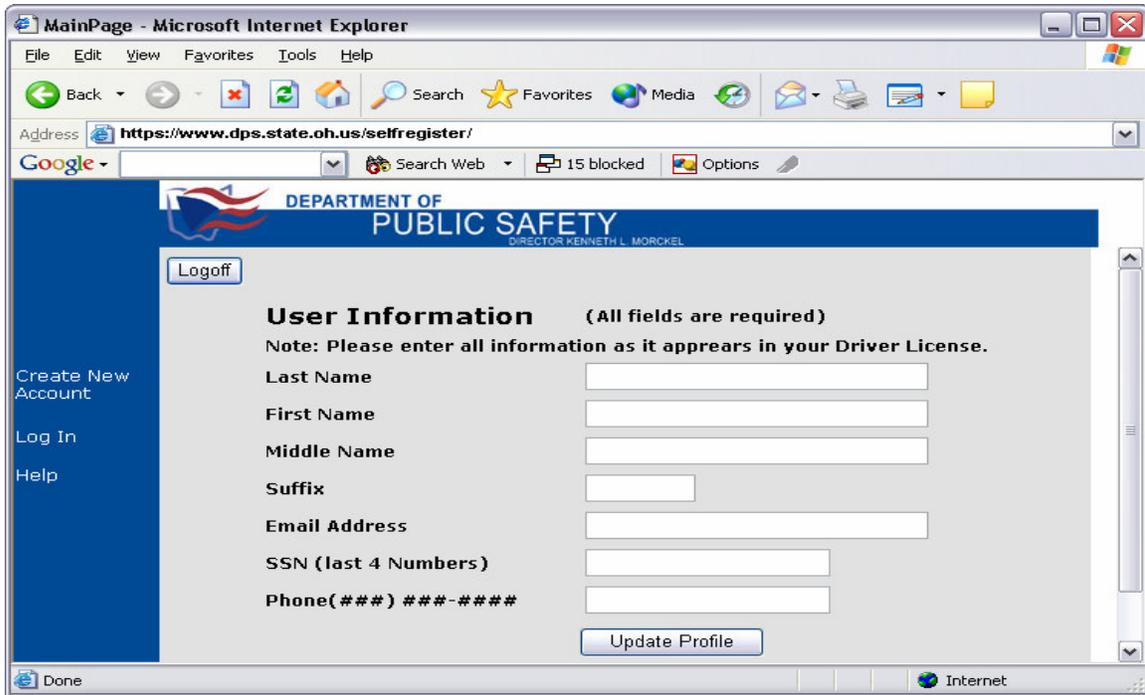
Some people use automated programs to overload system. To prevent this practice we ask that you type in the word below before you proceed.

Enter the word as it is shown in the box below.

OOEEWU

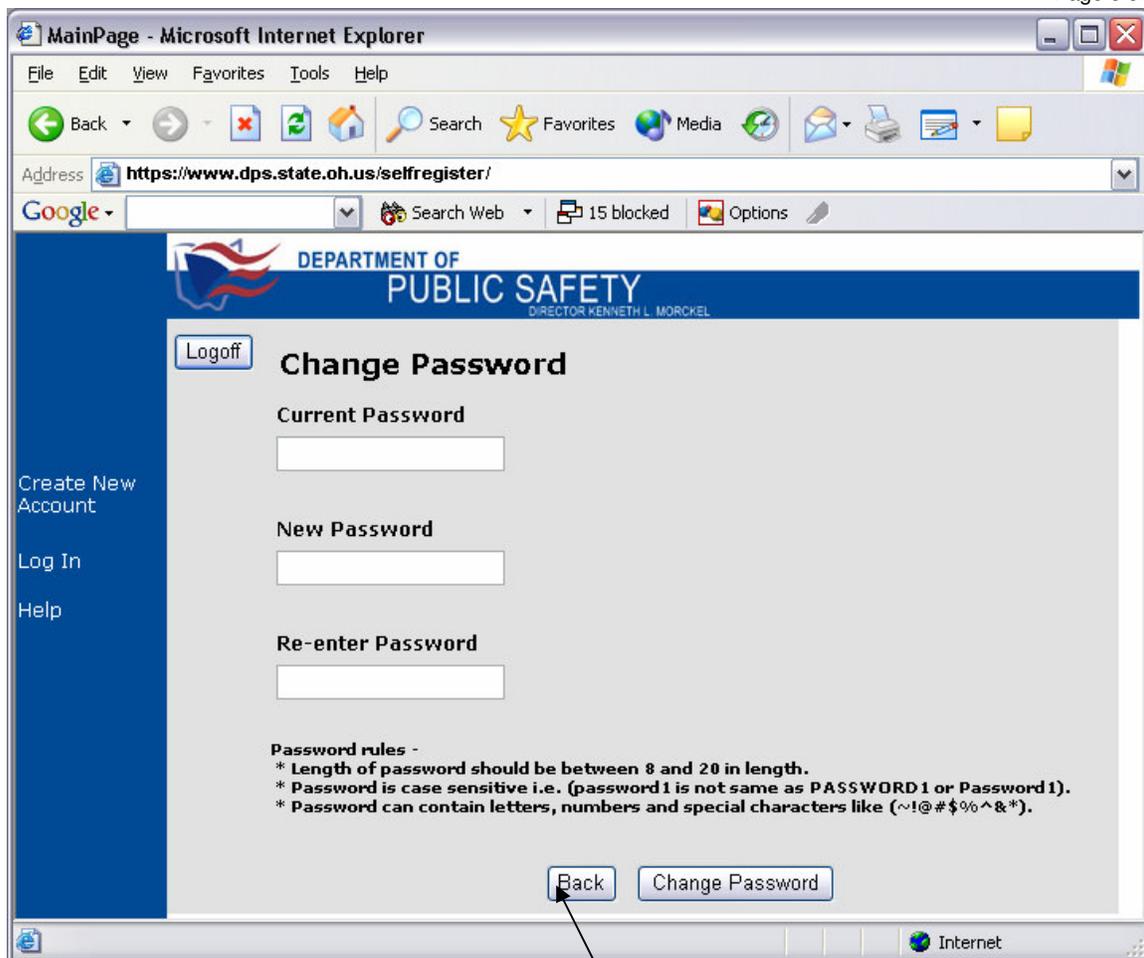
6. Once this is complete your temp account will be emailed to you
7. Click Log In when you receive the email and enter your temp account info

8. You will then be asked to type in a string of characters again. These characters are case sensitive.
9. You will then enter your profile (**ALL DATA MUST MATCH YOUR DRIVER LICENSE**) and click update Profile

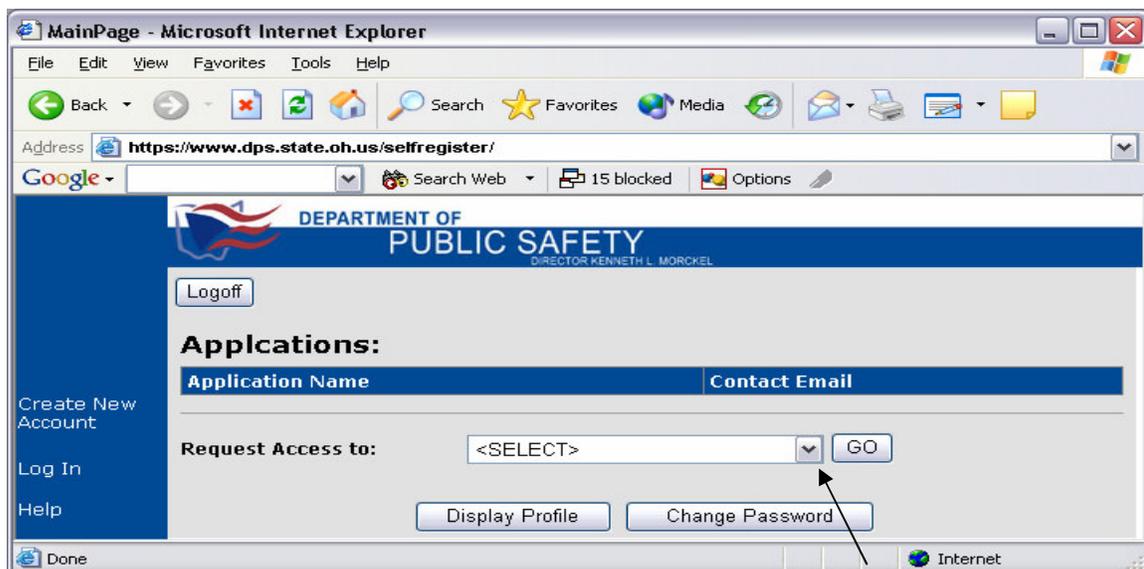


The screenshot shows a Microsoft Internet Explorer browser window displaying the Ohio Department of Public Safety's self-register page. The address bar shows the URL <https://www.dps.state.oh.us/selfregister/>. The page header includes the department's logo and name, "DEPARTMENT OF PUBLIC SAFETY", with the director's name, "DIRECTOR KENNETH L. MORCKEL". A "Logoff" button is visible in the top left corner. The main content area is titled "User Information (All fields are required)" and includes a note: "Note: Please enter all information as it appears in your Driver License." Below this note are several input fields for user information: Last Name, First Name, Middle Name, Suffix, Email Address, SSN (last 4 Numbers), and Phone (###) ###-####. An "Update Profile" button is located at the bottom right of the form. On the left side of the page, there is a blue sidebar with links for "Create New Account", "Log In", and "Help". The browser's status bar at the bottom shows "Done" and "Internet".

10. Once you have updated your profile click the Change password button to change your password to something you will remember.



11. Click Change Password button
12. After you change your password click the back button
13. You will see this screen that will show the applications you have access to.



14. Click on the arrow next to the select box.

Logoff

Applications:

Application Name	Contact Email
Driver Training On-Line Application Users	DriverTraining@dps.state.oh.us

Previous Next

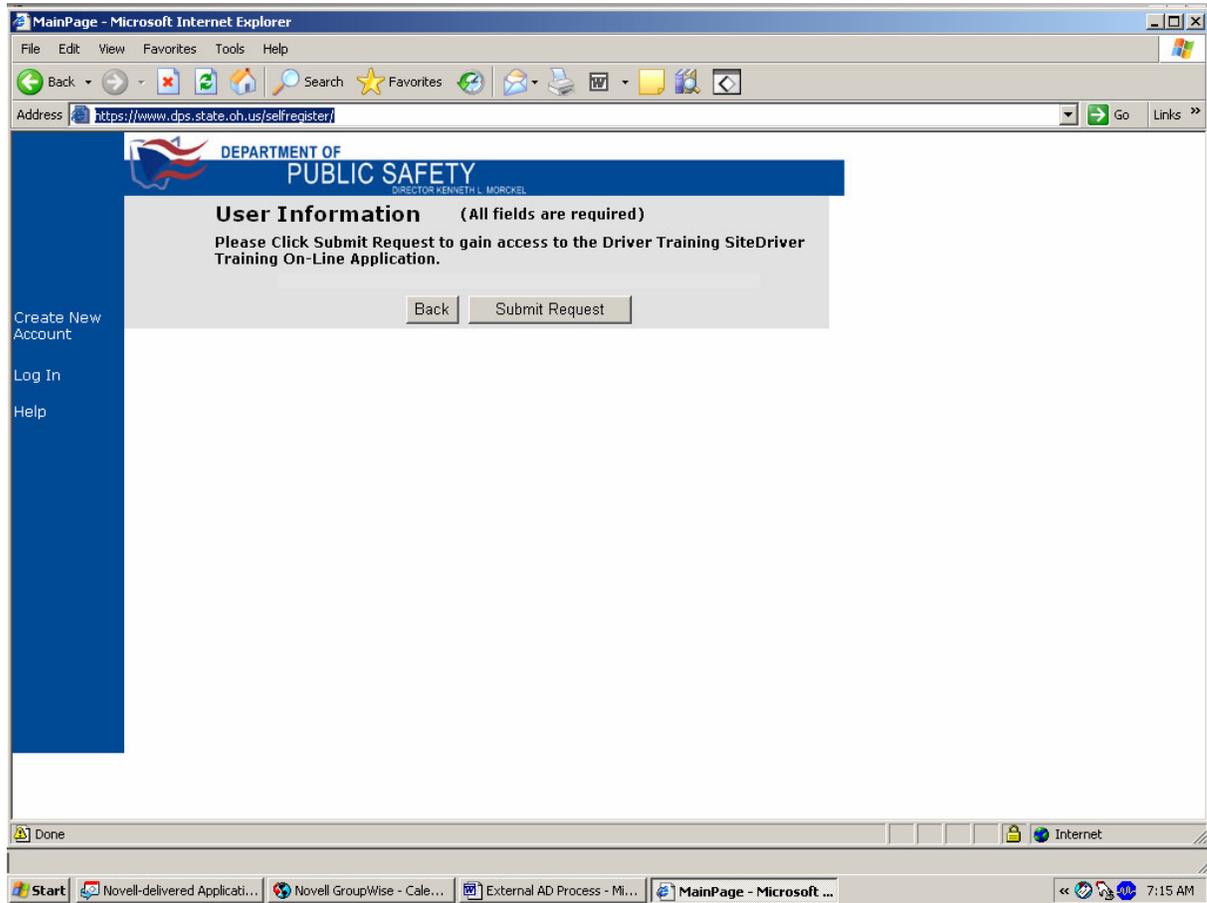
Request Access to:

<SELECT>
<SELECT>
Salvage Affidavit (3701)
Salvage Affidavit (3702)
OMTB (Providers)
Driver Training On-Line Application

GO

Start | Novell-delivered Applicati... | Novell GroupWise - Mailbox | External AD Process - Mi... | MainPage - Microsoft ... | 6:51 AM

15. Select the Driver Training On-Line Application.
16. Click Go.



17. Click the Submit Request button.
18. You have completed the process.
19. Log out of self-register.
20. Log into the Driver Training Application at <https://www.dps.state.oh.us/DriverTraining>