

# Ohio Department of Public Safety

## Driver Training Program Office



### User Guide for the Driver Education and Training System (DETS)



## Driver Education and Training System (DETS)

Welcome to the new DETS. This new system will be used by licensed driver training enterprises and individuals for purposes of managing driver training enterprise information, personnel, vehicles, and issuing student certificates.

This user guide has been specifically created to assist users in creating accounts for access to DETS. Each user will need their own account. The following rules apply:

- You need a valid e-mail address. Your e-mail address will be your username.
- No two users may share the same e-mail address.
- Do not share your user account with anyone else.

Follow the guidelines below to register and create your account.

1. Click on the link <https://services.dps.ohio.gov/DETS> to reach DETS home page
2. You will be required to create a new account.

### OHIO Driver Training

## Welcome to the Ohio Driver Education and Training System.

As of September 7, 2016 all users are required to create a new account.

Need to Create an Account? [Click here](#)

Already have an Account?

[Click here](#)

The use of this application is specifically for driver training enterprises and individuals for the purposes of state licensing and management of student certificates, licensed instructors and schools. Driver Training enterprises and individuals may request and, upon approval, receive access to this application. Use of this application is monitored and user accounts will be verified.

[Privacy Policy](#)

3. Enter in your email address and the 'captcha' as shown on your screen.
4. Click 'Register'

## ODPS Identity Manager

Single sign-on for the Ohio Department of Public Safety

### Registration

You are accessing the Test system. For Production, click [here](#).

To get started, we will need to confirm your Email Address. You will be emailed instructions to complete your registration.

#### Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

#### Confirm Email Address

Please enter the text from the image below



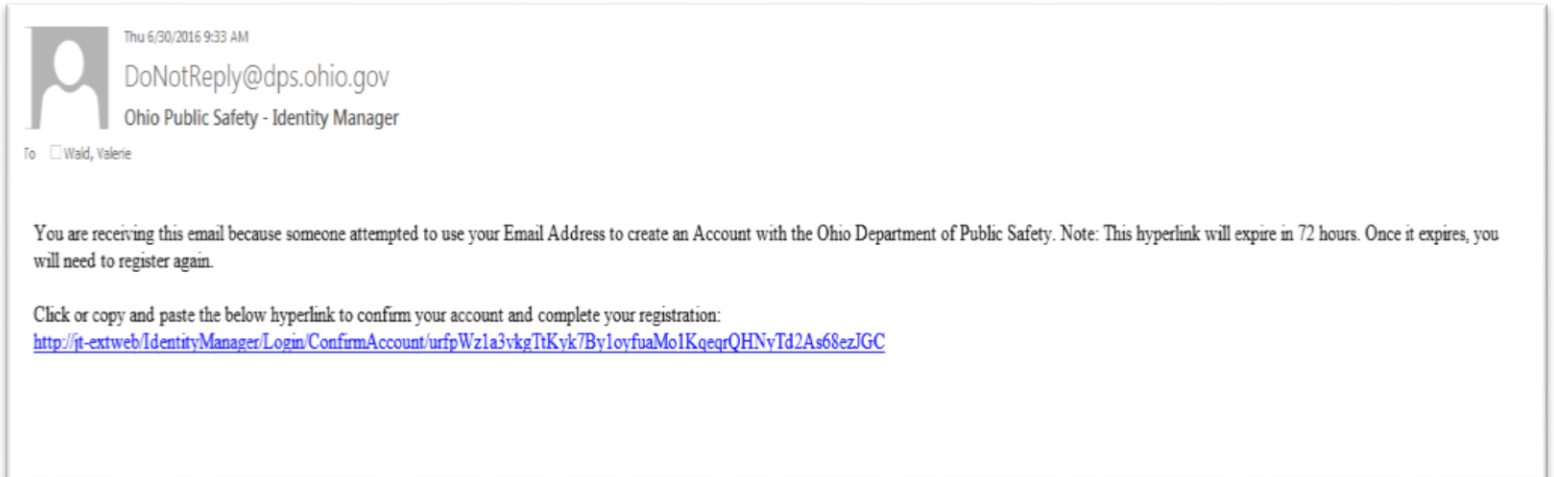
Not receiving an email? [Click here](#)

Cancel

Register



5. You will receive an e-mail to the address you provided. Check your inbox for the email. It will look like the e-mail below. Click on the link to confirm your e-mail address and continue with the registration process.



**Note:** If you do not receive your email within 24 hours, please contact the DPS Help Desk at (614)752-6487.

**Note:** The e-mailed link will expire after 72 hours. Once the link expires, you will need to register from the beginning.

6. Create a password and establish your security questions. Make sure to follow the directions in the screen.
7. Click on “Register”

The screenshot shows the 'Confirm Account' page of the ODPS Identity Manager. The page title is 'ODPS Identity Manager' with the subtitle 'Single sign-on for the Ohio Department of Public Safety'. A blue header bar contains the text 'Confirm Account'. Below the header, a pink banner states 'You are accessing the Test system. For Production, click here.' The main content area is white and contains the following sections:

- Registration Instructions:** 'Please complete the following form to register your account with the Ohio Department of Public Safety.'
- Email Address:** A text box containing 'drivertraining@dps.ohio.gov'. Below it are two bullet points: 'Your Email Address must not be shared with other employees/individuals.' and 'You are personally responsible for all actions taken by this account.'
- Password and Confirm Password:** Two text boxes for entering a password and its confirmation. Below them are four bullet points: 'Your password must be at least 8 characters.', 'Your password must contain at least one number.', 'Your password must contain at least one letter.', and 'Your password may contain only the following special characters: ! @ # \$ %'.
- Security Questions:** A section titled 'Please select two different security questions that will be used if you need to reset your password.' containing two sets of dropdown menus for questions and text boxes for answers. The first question is 'What was the make and model of your first car?' and the second is 'What was your maternal grandfather's first name?'.
- Buttons:** Two buttons at the bottom: 'Register' (blue) and 'Cancel' (grey).

**Note:** Passwords are **NOT** managed by the Driver Training Program Office. If you forget your password, please visit the login screen and select “Get Help!”

- Once you have successfully created your account, you will be sent back to the DETS home page. You will need to enter the information to receive access to a specific enterprise. You will be required to know the enterprise name and license number for access to be granted.
- Enter the information and Click on 'Next'

## OHIO Driver Training

Manage My Account

### Request Access to DETS Application:

Note: Fields marked with \* are required.

Current Enterprise Name  \*

Current Enterprise License #  \*

Access Being Requested for:

Enterprise Name  \*

Enterprise License #  \*

First Name  \*

Middle Name

Last Name  \*

Your Employee Position  \*

Driver's License or State ID Number  \*

Date of Birth  \*

Last 4 Digits of Social Security Number  \*

**Access is not immediately given.** In order for access to be granted, your account will need to be approved by the enterprise's authorizing official. You will receive a notice once your request has been approved or denied

Once access is approved, you may log back into the system

<https://services.dps.ohio.gov/DETS> and sign in under "Already have an Account?"

**Questions?** Contact the Driver Training Program Office at (614)466-3524 or [drivertraining@dps.ohio.gov](mailto:drivertraining@dps.ohio.gov)