Ohio Department of Public Safety

Driver Training Program Office

User Guide for the

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.
3. Enter in your email address and the ‘captcha’ as shown on your screen.
4. Click ‘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”

**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!”
8. 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.

9. Enter the information and Click on ‘Next’

**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](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)