Ohio Department of Public Safety

Driver Training Program Office

User Guide for Instructor Applications

Driver Education and Training System (DETS)
Welcome to the Driver Education and Training System (DETS) instructor application user guide. This new electronic application process is to be used by driver training enterprises and individuals for purposes of applying for an instructor license or certification. There are some requirements that must be met to successfully submit an application:

- Each user shall establish their own user account;
- The enterprise shall initiate the instructor application;
- Both the instructor and authorizing official shall sign off on the application.

*Note - To sign off on the application, the emails provided in the system and application shall match the username.

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Setting Up an Account through Identity Manager

This guide section is for those who do not have 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 http://jt-extweb/DETS/ to reach DETS home page
2. Select “Click Here” to set up a new user 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 above. Click on the link to confirm your e-mail address and continue with the registration process.

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!”
Welcome to the Application Landing Page

After successfully creating an Identity Manager account, you will return to the application landing page. There are five options on this page:

**New Enterprise Application** - create and submit an application for new enterprises that are not currently licensed

**Existing Enterprise Application** – create and submit an application for changing information, moving and adding school(s), adding AO(s), and adding program(s)

**Request Access to In-Process Application** – allows for more than one person to complete an application – partnerships, multiple AOs, etc. – requires application number and PIN to access

**Request Access to existing Enterprise** – process to access the data within a licensed enterprise – access is restricted

**Instructor Application** – create and submit an application for new and already existing instructors, change/update instructor information, add endorsements, renew outside of renewal period, etc.
The enterprise for which the instructor will work will start the application. To begin the application follow these steps:

1. **Initiate Application** –
   a. Select the enterprise
   b. Select the purpose of the application
   c. Select ‘Next’

2. **Application and Pin Number** - An application and Pin number will be generated for the application. This is to be shared only with the people completing the application.

**Note*** - to share access to the application go to page 15 to request access
3. **Instructor Applicant Information** - Complete the information for the applicant, including their address.

   a. Sections with a red * are required fields. You cannot proceed through the application without completing these sections/fields.

   b. *The email address entered in this field must match the username to access DETS for the instructor to sign off on the application.
4. **Instructor License Information** - The instructor application shall include at least one type of program for licensing.

5. **Photo** - Upload a photo for the instructor. Read and follow the requirements for the photo on the screen.
   a. Select Browse;
   b. Locate and select the photo from the desktop/file;
   c. Upload the photo;
   d. If cropping is needed, select crop.
   e. If no cropping is needed, select next.
6. **Attachments** - applications require supporting documents. These documents need to be uploaded directly in the system. Check with the Driver Training Program Office for requirements or find the information on the website, drivertraining.ohio.gov.
   
a. Select the document type;
   
b. Browse for the document (read and follow directions on the screen for document restrictions);
   
b. Select the document from the desktop/file; and select upload.
7. **Payment** – payments can be made using a check or money order or electronic payment. We currently do not accept credit cards as a method of payment. If no fee is required, you may continue past this screen. Keep the receipt for your records.
8. **Instructor applicant signature** – the instructor applicant will need to log in and sign off on the application before the authorizing official. Review all information to ensure accuracy before signing off.

9. **AO/Sign Off** - The authorizing official(s) is responsible for signing off on the application. The e-mail address used to sign into DETS and the e-mail in DETS for the authorizing official(s) shall match in order for the application to be signed off. Only one AO is required to sign off on the application. Once signed, the application may be submitted.

Review Process – Driver Training will review all applications that have been submitted. Applications in draft or incomplete status are not accessible by the Driver Training Program Office.
**Incomplete Applications** – If the application requires additional items or review by the applicant or enterprise, the application will be marked incomplete. The applicant may access the application and review the comments in the Admin tab. The application may be re-submitted once the items or clarification on information have been remedied.
Application statuses

**Draft** – The application can be viewed/editied and deleted by the application users. Draft allows an application to be started and later accessed as needed until submission.

**Submitted** – The application is completed and has been electronically transmitted to the Driver Training Program Office. Application users may withdraw applications in this status but may not edit or delete.

**In-Review** – The application is being reviewed by the Driver Training Program Office. Users may not edit, delete or withdraw the application.

**Incomplete** – Items or clarifications are needed to complete the application. Application users may edit, view, and delete applications in this status.

All completed applications will remain in the system for three years from the date of approval.
Request Access to In-Process Application

Every application initiated in DETS will be issued an application number and PIN. This information shall be shared with only those needing access to the application. For security concerns restrict access to only those requiring to sign off or modify an application.

1. Select the Request Access to In-Process Application link;
2. Enter in the Application and Pin number
   Access will be granted immediately. You will then be able to find the application on the landing page.

Questions? Contact the Driver Training Program Office at (614)466-3524 or drivertraining@dps.ohio.gov
Frequently Asked Questions

Q. The instructor is unable to sign off on the application.

A. The username/email id for the login must be the same as the email id provided in the application. The information in the system shall match exactly, including but not limited to, date of birth, full name, email, etc. Be advised that the use of upper and lower case spelling of the name does matter.

Q. When an instructor requests access to the application, do they have access to my enterprise?

A. No. The instructor only has access to the one application they have requested. The application number and pin provides limited access. Only the AO of the enterprise can grant further access to DETS.

Q. Why can’t I move around in the application?

A. When an application is started, there is a flow that must be followed to make sure all information is provided and important information isn’t missed. Always go back and make sure the information is true and accurate.

Q. I’m unable to upload all the supporting documents.

A. There are no more than 15 required types of supporting documents for applications. Double check the list and make sure you are uploading only the items needed. Combine all class rosters together in one document and upload. Do this with all like documents (e.g. route sheet, assessments, background checks, etc.). Make sure the documents are legible. If you must re-upload documents, delete the documents not needed and re-upload them.

Q. Why do I need to sign off on the application after submitting it the first time?

A. If your application is marked incomplete and you change any details in the instructor’s personal information, the application must be signed again.