

Ohio Department of Public Safety

Driver Training Program Office



Create an Account User Guide

Driver Education and Training System (DETS)

(modified 9/21/2022)

Driver Education and Training System (DETS)

Welcome to the new 2022 DETS. This new system will be used by licensed driver training enterprises and individuals for purposes of applying for licenses, 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.

Click on the link <https://apps.dps.ohio.gov/DETS>

1. to reach DETS home page
2. You will be required to create a new account. Click on 'New Users'



The screenshot shows the Ohio Driver Training website interface. On the left, there is a logo for "OHIO DRIVER TRAINING" with the tagline "Developing Skills for a Lifetime." Below the logo, the text reads "Welcome to the Ohio Driver Education and Training System" followed by a paragraph: "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." On the right side, there is a blue sidebar with three sections: "Existing Users", "New Users", and "Contact Info". The "Contact Info" section lists a phone number "(614) 466-3524" and an email address "DriverTraining@dps.ohio.gov".

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](#)

CancelRegister←



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.

From: DoNotReply@dps.ohio.gov
Date: September 21, 2022 at 2:50:08 PM EDT
To: [REDACTED]
Subject: Ohio Public Safety - Identity Manager [QA]

You are receiving this email because someone attempted to use your Email Address to create an Account with the Ohio Department of Public Safety. Note: This hyperlink will expire in 72 hours. Once it expires, you will need to register again.

Click or copy and paste the below hyperlink to confirm your account and complete your registration:

<https://servicesq.dps.ohio.gov/IdentityManager/Login/ConfirmAccount/OhPewKRPx9ckJ3G9MC4vYkUrPMDqLYUupmkMXGzjBg6q0WqPbk/449b1592-f77d-4f1b-b464-45206c9ee16e>

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:

- Email Address:** A text input field with a blacked-out email address. 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:** A text input field with masked characters (dots).
- Confirm Password:** A text input field with masked characters (dots). Below it 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 three (3) different security questions and provide the respective answers. Should you need to reset your password, you will be asked one randomly selected question and you must provide the correct answer in order to verify your identity.' It contains three sets of dropdown menus for questions and text input fields for answers.

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 into DETS to fill in the applicable user information. The red asterisks (*) indicate a required field.
- Enter the information and Click on 'Save'

The screenshot shows a 'User Data' form with the following elements:

- User Data** (Section Header)
- Email Address**: A text input field containing a redacted email address.
- First Name ***: A text input field.
- Middle Name**: A text input field.
- Last Name ***: A text input field.
- Navigation Buttons**: 'Back To List' (left), 'Discard Changes' (middle), and 'Save' (right).

- All new accounts are given application access right away. This does not allow you to have access to a specific driver training enterprise.

The screenshot shows the 'New Application' interface with the following elements:

- New Application** (Section Header)
- Navigation Buttons**: '+ New Enterprise', 'Existing Enterprise', 'Instructor Application', 'Request Access to Enterprise', and 'Request Access to Application'.
- Search Filter**: A search bar with the text 'Filter' and a magnifying glass icon.
- Table**: A table with 10 columns and a search icon.
- Message**: 'No results found.'

If you need access to a specific enterprise please proceed with the following steps.

- Click on the link for "Request Access to Enterprise". You will need the full enterprise name and license number.

The screenshot shows the 'Application Request Enterprise Access' form with the following elements:

- Application Request Enterprise Access** (Section Header)
- Enterprise Name ***: A text input field.
- Enterprise License Number ***: A text input field.
- First Name**: Valerie
- Middle Name**: (Empty)
- Last Name**: Wald
- Email**: A redacted email address.
- Navigation Buttons**: 'Cancel' (left) and 'Submit' (right).

12. **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://apps.dps.ohio.gov/DETS> and sign in under "Existing Users".

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