eLearning User Account Form

Use this form for all eLearning user account additions, deletions or changes to the reporting administrator designation.

Instructions

This form should be used for all eLearning user account additions, deletions or changes to the reporting administrator designation. For your convenience, this is a fillable form that can be easily populated on your computer. Submit forms via email to TxDMV-Learning@TxDMV.gov .

The number of eLearning user accounts provided at state expense is based on the number of TxDMV-issued workstations.
Each TxDMV-issued workstation is entitled to one eLearning user account, which represents a county's **Base Accounts**.
Counties with 1-19 workstations will receive one additional eLearning account, and counties with 20 or more workstations will receive an additional 10% eLearning accounts, which represents a county's **Additional Accounts**.

Base Accounts + Additional Accounts = Total Accounts at State Expense

Counties with more than the Total Accounts at State Expense will be required to pay $9 for each additional eLearning account.

Please **note the following information when submitting this form:**
- Complete the applicable sections (except for the Tablulation section) and submit via email to TxDMV-Learning@TxDMV.gov .
- **Form must be signed** (the signature serves as the county's acceptance of any account fees owed).
- We will make the requested edits and complete the Tabulation Section.
- We will send you a confirmation email that includes any account fees owed (any fees incurred will be invoiced the following fiscal year).

County Contact Information

County	County Contact Name	
Email Address	Phone Number	Cell Phone Number

Tabulation of eLearning User Accounts at State Expense and Account Fees Owed

This information will be provided in your confirmation email.

Base Accounts Current # of workstations	Additional Accounts		Total Accounts Base + Additional	Current # of eLearning Accounts	Net Adds (Deletes) per this request	Ending # of eLearning Accounts	# of Accounts Above (Below) Total Accounts	Account Fee Owed $9 x # of Accounts Above Total Accounts
	1-19 workstations = 1 additional	20+ workstations = 10% additional						

Add Users

For all new users, first create their RTS User Profile, and then record their RTS User Name (3-digit county number, dash, two to seven characters) in the field below. RTS User Names and Email addresses serve to verify the identity of a user.

First Name	Last Name	RTS User Name 000-XXXXXXX	Verification Email

Total User Accounts Added | |

Delete Users

If the deleted user is no longer employed by the county, please include the last date of employment. If the deleted user is still employed by the county, please include the last date of RTS access.

First Name	Last Name	RTS User Name 000-XXXXXXX	Last Date of Employment or RTS Access	Verification Email

Total User Accounts Deleted | |

Reporting Administrator Designation

First Name	Last Name	RTS User Name 000-XXXXXXX	Add Designation	Remove Designation
			❏	❏
			❏	❏

I have the authority on behalf of _____ **County to approve any eLearning Account Fees Owed.**

_____
Printed Name / Title

_____
Signature (electronic or hand-written signature required)

_____
Date