



# eLearning User Account Form

## Instructions

This form is used for all eLearning user account additions, modifications, deletions, or changes to the reporting administrator designation. It may be completed electronically or by hand. Submit the completed form via email to [TxDMV-Learning@TxDMV.gov](mailto:TxDMV-Learning@TxDMV.gov).

Note the following information when submitting this form:

- A **Reporting Administrator** must complete the applicable sections.
- A **signed form** is required to authorize any user account changes on behalf of a county.

## County Contact Information

County	County Reporting Administrator Contact Name	
Email Address	Phone Number	Cell Phone Number (Optional)

## Add User(s)

To add a new user, first create the RTS User Profile and complete the fields below. The RTS Username will be used to verify the user's identity.

First Name	Last Name	RTS Username 000-XXXXXXX	County Email Address Only, if available

## Modify User

To modify a user's name due to a legal name change, first create a new RTS User Profile and complete the fields below. The existing eLearning account will be updated. After the update, report training in the new RTS User Profile, contact your RSC to re-verify modules, assign RTS permissions for the new RTS profile, and delete the old RTS User Profile.

First Name	Last Name	Old RTS Username 000-XXXXXXX	New RTS Username 000-XXXXXXX

## Delete User(s)

Last Date of Employment or RTS access must be provided. Please be sure their corresponding RTS User Profile has been deleted.

First Name	Last Name	RTS Username 000-XXXXXXX	Last Date of Employment or RTS Access Date Format = MM/DD/YYYY

## Reporting Administrator Designation Change(s)

To add a new Reporting Administrator designation, the user must have a unique county email address, which is required for multi-factor authentication (MFA) sign-on. It is recommended that each county designate two Reporting Administrators.

First Name	Last Name	RTS Username 000-XXXXXXX	County Email Address Required	Add	Remove

I am authorized to submit this request on behalf of \_\_\_\_\_ County and certify that the information is accurate and complete.

Printed Name and Title

Signature (electronic or hand-written)

Date