

# eLearning User Account Form

Use this form for all eLearning user account additions, deletions or modifications.

## Instructions

This form should be used for all eLearning user additions, deletions or modifications. 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](mailto: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 \$11 for each additional eLearning account.**

Please follow the steps below when submitting this form:

1. Complete the Contact Information section and submit via email to [TxDMV-Learning@TxDMV.gov](mailto:TxDMV-Learning@TxDMV.gov).
2. We will populate the Base Accounts, Additional Accounts, Total Accounts and Current # of eLearning Accounts and return via email using the email address provided.
3. Populate remaining sections and submit via email to [TxDMV-Learning@TxDMV.gov](mailto:TxDMV-Learning@TxDMV.gov).
4. The signature at the bottom of the page serves as the county's acceptance of any account fees owed.

## 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

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 \$11 x # of Accounts Above Total Accounts
	1-19 workstations = 1 additional	20+ workstations = 10% additional						

## Add Users

Email addresses serve as eLearning account user names. If a user needs an email address assigned, please leave the Email field blank, check the Create Email box, and we will populate the Email field for that user.

First Name	Last Name	RTS User ID	Email this will be the eLearning account user name	Create Email
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Total User Accounts Added				

## Delete Users

First Name	Last Name	RTS User ID	Email (user name)
Total User Accounts Deleted			

## Reporting Administrator Designation

Use this section to change the designation of an existing eLearning user account; for example, if a new user listed above will also be a reporting administrator, the user must also be listed in the Add Users section above.

First Name	Last Name	Email user name	Add Designation	Remove Designation
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

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

Printed Name / Title

Signature

Date