



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 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 applicable sections (except for the Tabulation section) and submit via email to TxDMV-Learning@TxDMV.gov.
- The signature at the bottom of the page 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).

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

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"/>
Total User Accounts Added				

Delete Users

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

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

Reporting Administrator Designation

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