Provider Process Cheat Sheet

Save this file on your desktop for easy access to all hyperlinks

ODOT DMV TSO Driver Education Program & Contacts

ODOT Transportation Safety Office (TSO)
355 Capitol St NE, MS42
Salem OR 97301
[TSO Website](#) / [Why Drive with Ed](#)

General Questions – ODOTDEMail@odot.oregon.gov

Jody Raska – Program Manager – 503.580.8112
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Shelley Uselman – Quality Assurance Specialist – 971.283.1030
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DMV2U
The following processes assume you already have an account and are a registered user of DMV2U.

Verify Student Eligibility
- Log in to DMV2U
- Select Verify a Student's Eligibility on the account home page
- Enter required information and click Search
- Eligibility status will display

Report Driver Education Completion
- Log into DMV2U
- Select Report Driver Education Completion on the account home page
- Select Add a Record
- Enter required information for each driver. You can complete multiple entries by selecting Add a Record
- When all students are entered, select the Next button. You will see a summary of what you have entered
- To make edits, select Previous. If complete, select Submit
- Once information has been submitted, you will receive a confirmation page and number.

RAPID (works best using Chrome)
You will receive a proprietary link to this portal.

Contact Information Change
- From main menu: Secure Data & Information Submission
- From drop-down menu: Contact Information Change
- Edit
- Submit to ODOT
- NOTE: If a contact changes, please notify ODOT asap!

Certify Instructor Teaching Hours (for recertification)
- From main menu: Secure Data & Information Submission
- From drop-down menu: Certify Instructor Teaching Hours
- Enter instructor by Registry Number
- FIND INSTRUCTOR to verify correct name
- Submit to ODOT

Instructor Record Lookup
- From main menu: Instructor Record Lookup
- Enter instructor registry number
- FIND Instructor

Playbook Requests
- From main menu: Secure Data & Information Submission
- From drop-down menu: Playbook Request
- Number of books (Specify V2 or R3)
- Delivery preference
- Review address (cannot be PO box)
- Submit to ODOT

Important! Use the [Non-ODOT Playbook Order Form](#) to order books for non-eligible students (Students who are: 18 or older, have a license, don't have an Oregon permit, or were previously claimed for reimbursement.)

Annual Assurance Form
- Due every Jan 1 for the upcoming year
- From main menu: Provider Assurance Forms
- Complete all 3 sections
- Save often
- Submit Form

Reimbursement

Reimbursements will be submitted by date range, rather than by course name as course name is not entered into DMV2U.

Submitting reimbursement
- Complete application – Note: works best in Chrome, may have to "open in desktop app"
- *NOTE: A guideline for completing the reimbursement application is available on the TSO Webpage under FORMS.*
- Export list of students from DMV2U and attach
- Submit application to ODOTDEMail@odot.oregon.gov

Reminders

Annual Assurance Form is due Jan 1 for the upcoming year.

If you must share personally identifiable information, ***use RAPID, NOT EMAIL***! Do not place PII in the Comment Field.

If Contact Person Name/Email changes, it is important to notify ODOT TSD as soon as possible. If not, the provider may not receive timely notifications and the new coordinator won't be able to access ***RAPID***.

Pre-approval is required for new OR revised FINAL drive route or final drive assessment sheet.

Advise ODOT-TSO:
- DE vehicle crashes within 3 days
- Serious crashes ASAP – Use this form
- Mailing address changes (use RAPID)
- Program Coordinator name or email change (use RAPID)
- Change requests for Why Drive with Ed website
- Program or instructor does not meet minimum requirements