Instructions for Drivers Training

1. First, click here to complete the DHFS Driver Training module. Sign in with your personal EID and password. To take the training, click View Presentation.

2. Next, Click here to access the Fleet Driver Training course.

3. Click “Student Login” (on the upper right hand side of the page) and enter UTA in the “Trainee ID (or) Driver’s Lic. (or) Corp ID”, then click Go.

4. On the next page, enter your driver’s license number and create a password. The password must be at least 6 characters. Click Register.

5. Enter your personal information (including name, address, telephone number, driver’s license, date of birth and gender). Enter your UT EID in the field “Corporate ID.” *Please insert a valid e-mail address, you will receive your certificate of completion via e-mail. Enter 2902110050 in the “Account Code” field. Once you agree to the terms & conditions, click Continue.

6. Once you have completed the sign-up process you will be ready to begin the driving course. Click Continue to begin the first chapter.

7. Complete all six of the required modules AND the final exam. Be sure to click on the Bookmark this site link (next to the Course Table of Contents header). You can logout and return to complete your course at any time. When you open the training course to log back in you will be at the general log in screen, where you will need to enter your driver’s license number and your password to continue.

8. Submit your Certification
   Once you have completed BOTH courses you will need to inform the DHFS HR Office that you have finished the trainings. Your IFleet certification will be sent to you as an attachment via e-mail within 24 hours of completion. Once you receive the certificate please forward it to Megan Trumeter at: mtrumeter@austin.utexas.edu. In the e-mail, please state that you have fully completed BOTH the IFleet and DHFS driver trainings. Thank you!

Forms: FleetDriverTraining 04.14