

DR-09-27-21

Date: September 27, 2021

Bulletin: Licensed and Certified Driving Schools and Remedial Program Providers

From: Business Licensing and Driver Instructional Services Division

RE: Electronic Certification System

Effective October 9, 2021 the system used to certify the completion of the Driver Improvement Program and the Driver Education Program will undergo a server and program upgrade. The upgrade will start at 7:00 am, Sunday, October 9, 2021 and conclude at 12:00 pm that same day. Please do not attempt to electronically certify completion of either of these two programs during this time. Schools may return to normal operation once the update has been completed.

Most of the upgrades relate to the security of the system and enhancements to the program itself. It will operate much the same as the current system, so we don't anticipate problems in using the new system. Just in case, we are attaching instructions on the systems use as part of this bulletin.

To log into the system simply use your current username and password. When you first log in, the system will prompt you to change your password. Below are the instructions for access and password changes.

The URL for the Driver Improvement Program (<https://dippsc.mva.maryland.gov/mva/>) and/or Driver Education Certificate (<https://dippsc.mva.maryland.gov/dredu/>) Portal, the system will take you to the login page. Enter your UserID and Password. The very first time that you will login on to this new system, it will take you to change password and the following are the new password requirements

- password length should be minimum 8 characters and maximum 15 characters
- password should contain minimum 1 upper case letter character
- password should contain minimum 1 lower case letter character
- password should contain minimum 1 numeric character
- password should contain minimum 1 special character from these ~!,@#%&_ \$*?-

- password must be changed every 45 days
- After every 45 days of your last password change, the system will take you to change password screen once you login.

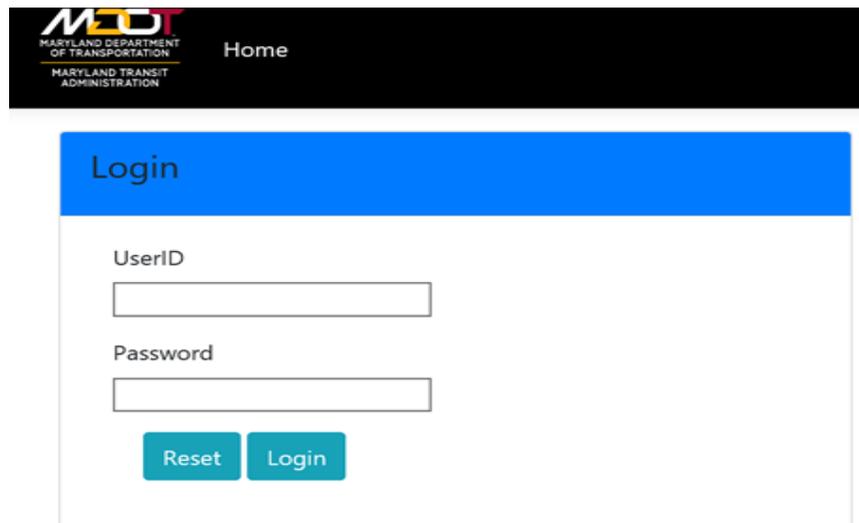
If you should have any additional questions regarding this bulletin, please feel free to contact Mr. Bill Kraft, Section Manager, of the Driver Instructional Services Division of the MDOT MVA through email at wkraft@mdot.state.md.us or by phone at 410-424-3750.

Driver Education Certificate / 3-Hour Alcohol and Drug Programs (Manual)

Introduction:

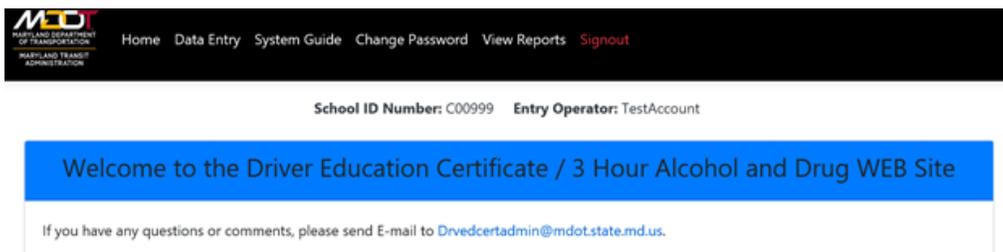
The Driver Education Program/3 Hour Alcohol and Drug Education Program Completion Certification Portal can be accessed via the Internet. Enter the URL in the address bar at the top of the page. The direct link is: <https://dippsc.mva.maryland.gov/dredu/>

1) Once you have entered the URL for the Driver Education Program/3 Hour Alcohol and Drug Education Program Completion Certification Portal, the system will take you to the login page. Enter your UserID and Password.



The screenshot shows the login interface. At the top, there is a black navigation bar with the MDT logo (Maryland Department of Transportation, Maryland Transit Administration) and a 'Home' link. Below this is a blue header with the word 'Login'. The main form area has two text input fields: 'UserID' and 'Password'. Below the fields are two buttons: 'Reset' and 'Login'.

2) The Driver Education Program/3 Hour Alcohol and Drug Education Program Completion Certification Portal home page will appear.



The screenshot shows the home page. At the top, there is a black navigation bar with the MDT logo and links for 'Home', 'Data Entry', 'System Guide', 'Change Password', 'View Reports', and 'Signout'. Below the navigation bar, it displays 'School ID Number: C00999' and 'Entry Operator: TestAccount'. A blue banner reads 'Welcome to the Driver Education Certificate / 3 Hour Alcohol and Drug WEB Site'. At the bottom, there is a contact email: 'If you have any questions or comments, please send E-mail to Drvedcertadmin@mdot.state.md.us.'

3) To enter data please select the Data Entry option at the top of the page. The following screen will appear. Please complete all the fields as seen below. Select 'Verify Data'. Once you have selected 'Verify Data', a popup window will prompt you to re-enter the Soundex Number and the Date of Birth.



School ID Number: C00999 Entry Operator: TestAccount

Driver Education Certificate / 3-Hour Alcohol and Drug

To verify, please re-enter the data in this block

Soundex Number:

Date Of Birth:

Client's Full Name:

Program:
 DRED-Basic DRED-Extend 3-Hour

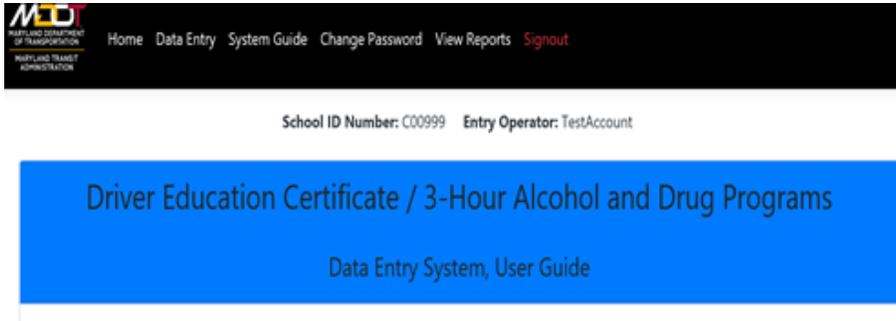
Completion Date:

Client's Phone #:

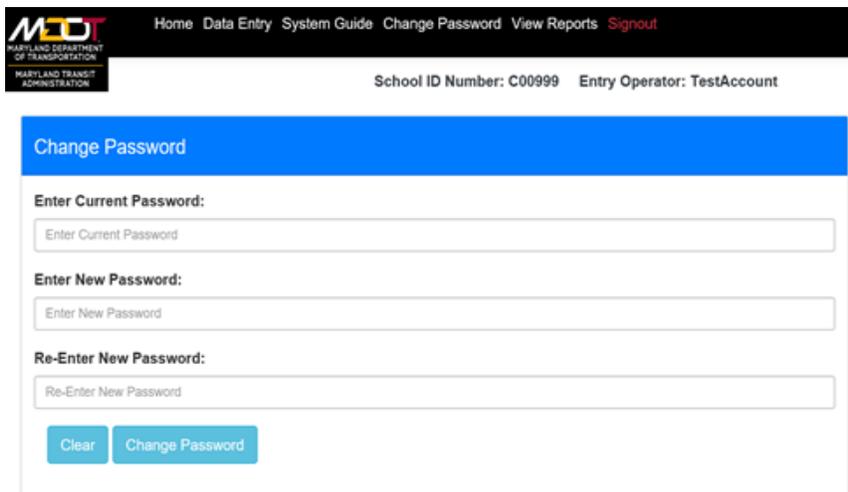
Written:

Skills:

4) The System Guide option will take you to the Driver Education Program/3 Hour Alcohol and Drug Education Program Completion Certification Portal User Guide.



5) The Change Password option will allow you to change your password. Please make certain to select 'Change Password' when done.



The very first time that you will login on to this new system, it will take you to change password and the following are the new password requirements

- password length should be minimum 8 characters and maximum 15 characters
- password should contain minimum 1 upper case letter character
- password should contain minimum 1 lower case letter character
- password should contain minimum 1 numeric character
- password should contain minimum 1 special character from these ~!,@#%&_ \$*? -
- password has to be changed every 45 days
- After every 45 days of your last password change, the system will take you to change password screen once you login

6) The View Reports option allows you to View Report Listing.



MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION
MARYLAND TRANSIT
ADMINISTRATION

Home Data Entry System Guide Change Password View Reports **Signout**

School ID Number: C00999 Entry Operator: TestAccount

View Report Listings

Status	Soundex	Client Name	Birth Date	Completion Date	Program Type	Entry Operator	Process Date
N	A123123123123	CHARLES NATHAN WADE JR	11/22/1991	11/22/1991	D	TestAccount	

7) Please make certain to select Sign-out when exiting the system.



MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION
MARYLAND TRANSIT
ADMINISTRATION

Home Data Entry System Guide Change Password View Reports **Signout**

School ID Number: C00999 Entry Operator: TestAccount

Welcome to the Driver Education Certificate / 3 Hour Alcohol and Drug WEB Site

If you have any questions or comments, please send E-mail to Drvedcertadmin@mdot.state.md.us.

Driver Improvement Program (Manual)

Introduction:

The Driver Improvement Program Completion Certification Portal can be accessed via the Internet. Enter the URL in the address bar at the top of the page. The direct link is: <https://dippsc.mva.maryland.gov/mva/>

1) Once you have entered the URL for the Driver Improvement Program Portal, the system will take you to the login page. Enter your UserID and Password.



The screenshot shows the login interface. At the top left is the MDT logo (Maryland Department of Transportation, Maryland Transit Administration) and a 'Home' link. The main area has a blue header 'Login'. Below it are two text input fields: 'UserID' containing 'Devdipuser' and 'Password' containing masked characters. At the bottom of the form are two buttons: 'Reset' and 'Login'.

2) The Driver Improvement Program home page will appear.



The screenshot shows the home page. At the top left is the MDT logo. To its right are navigation links: 'Home', 'Data Entry', 'System Guide', 'Change Password', 'View Reports', and 'Signout'. Below these links is the text 'Provider Number: DC0036 Entry Operator: TestAccount'. A large blue banner with white text reads 'Welcome to the Driver Improvement Program'. Below the banner is a message: 'If you have any questions or comments, please send E-mail to MailGen@mdot.state.md.us.'

3) To enter data please select the Data Entry option at the top of the page. The following screen will appear. Please complete all the fields

as seen below. Select 'Verify Data'. Once you have selected 'Verify Data', a popup window will prompt you to re-enter the Soundex Number and the Date of Birth.

The screenshot shows the top navigation bar of the MDOT website with the logo and links for Home, Data Entry, System Guide, Change Password, View Reports, and Signout. Below the navigation bar, the user's Provider Number (DC0036) and Entry Operator (Varun Atluri) are displayed. The main content area is titled "Driver Improvement Program" and contains a verification form. The form prompts the user to re-enter the Soundex Number, Date of Birth, Client's Full Name, Program (DIP or YDIP), Completion Date, and Process (CLASSROOM or INTERNET). At the bottom of the form are three buttons: "Verify Data", "Clear Form", and "Exit to MVA Home Page".

4) The System Guide option will take you to the Driver Improvement Program User Guide.



5) The Change Password option will allow you to change your password. Please make certain to select 'Change Password' when done.



The screenshot shows a web application interface for changing a password. At the top, there is a navigation bar with the MD logo (Maryland Department of Transportation, Maryland Transit Administration) on the left and links for Home, Data Entry, System Guide, Change Password, View Reports, and Signout on the right. Below the navigation bar, the user's identity is displayed: Provider Number: DC0036 and Entry Operator: TestAccount. The main content area is titled "Change Password" in a blue header. It contains three input fields: "Enter Current Password:", "Enter New Password:", and "Re-Enter New Password:". At the bottom of the form, there are two buttons: "Clear" and "Change Password".

The very first time that you will login on to this new system, it will take you to change password and the following are the new password requirements

- password length should be minimum 8 characters and maximum 15 characters
- password should contain minimum 1 upper case letter character
- password should contain minimum 1 lower case letter character
- password should contain minimum 1 numeric character
- password should contain minimum 1 special character from these ~!,@#%&_ \$*? -
- password must be changed every 45 days
- After every 45 days of your last password change, the system will take you to change password screen once you login.

6) The View Reports option allows you to View Report Listing.

The screenshot shows the 'View Report Listings' page. At the top left is the MDT logo (Maryland Department of Transportation, Maryland Transit Administration). The navigation bar includes 'Home', 'Data Entry', 'System Guide', 'Change Password', 'View Reports', and 'Signout'. Below the navigation bar, the user information 'Provider Number: DC0036' and 'Entry Operator: TestAccount' is displayed. The main content area features a blue header with the text 'View Report Listings'. Below this header is a table with the following data:

Status	Soundex	Client Name	Birth Date	Completion Date	Program Type	Entry Operator	Process Date
N	A123123123123	CHARLES NATHAN WADE JR	11/22/1991	11/22/1991	D	TestAccount	

7) Please make certain to select Sign-out when exiting the system.

The screenshot shows the 'Welcome to the Driver Improvement Program' page. At the top left is the MDT logo. The navigation bar includes 'Home', 'Data Entry', 'System Guide', 'Change Password', 'View Reports', and 'Signout'. Below the navigation bar, the user information 'Provider Number: DC0036' and 'Entry Operator: TestAccount' is displayed. The main content area features a blue header with the text 'Welcome to the Driver Improvement Program'. Below this header, there is a message: 'If you have any questions or comments, please send E-mail to MailGen@mdot.state.md.us.'