Older Driver and Motorcycle Licence Training and Testing Scheme (MLTTS) External User Account Request

1. Business details

Name of training organisation or driving school

Address of training organisation or driving school

Postcode

2. User details (tick applicable)

Role (tick applicable)

Older Driver Assessor ☐

MLTTS Provider ☐

Surname

Given name(s)

Date of birth

day / month / year

Contact phone number

Email address

NSW Driver Lic / Cust no.

Driving instructor's licence

3. User access requirement (tick one box only)

a. Application access required

Older Driver Assessor ☐

MLTTS ☐

b. Service required (tick applicable)

Add new user ☐

Extend account ☐ ▶ (supply user ID below)

Reset password ☐ ▶ (supply user ID below)

Remove access ☐ ▶ (supply user ID below)

User ID

4. Declaration

I acknowledge the terms of the Accreditation Agreement for Assessment of Older Drivers or for the provision of Motorcycle Licence Training and Testing Scheme will apply concerning Older Driver Assessor and MLTTS including the use and security of passwords.

I declare that I have read the Guidelines for External User Access on page 2 of this document and that the information provided in the Application is true and complete.

User's signature

Date

day / month / year

Personal Information Collection Notice

Transport for NSW is committed to protecting your privacy and ensuring your personal and health information is managed according to law.

Find out why we collect your personal information, including how we use and manage it, by reading our privacy statement at transport.nsw.gov.au or phone **13 22 13** to request a copy.

Transport for NSW office use only

Transport for NSW administrator name (print)

Email address

Signature

Date

day / month / year

DRIVES Help Desk

User account: ID & Password issued ☐ Password reset ☐

Extended ☐ Remove access ☐

Name of application

Mask ID

User expiry date

day / month / year

B Reg ID

B Reg ID

Activity/Log number

Confirmation email sent to applicant ☐

Signature

Date

day / month / year

Staff number

Please scan and email completed form to:
E rider.training@transport.nsw.gov.au | E olderdriverassessor@transport.nsw.gov.au

Guidelines for External User Access

- Motorcycle Licence Training and Testing Scheme (MLTTS)
- Older Driver Assessment Program (ODA)

User responsibilities and obligations

- Information accessed from DRIVES for MLTTS or ODA is confidential and may constitute "Personal Information" within the terms of the NSW *Privacy and Personal Information Protection Act 1998*.

- You are accountable for every access recorded against your password and identification number.

- You may be liable for penalties under the *Privacy & Personal Information Protection Act 1998* should you access or disclose personal information from DRIVES for MLTTS or ODA if you are not authorised to do so.

Security requirements

- You will be or have been issued with an individual User ID and password as a security measure for the prevention of unauthorised access to DRIVES for MLTTS or ODA.

- Your User ID/Password combination is your "Electronic" signature and it must not be disclosed.

- You must not share this information with anyone or allow someone to use your User ID/Password.

Passwords

- As a security measure, the protection of your password is critical.

- Your initial password will be given to you and you will be requested to reset it to a password of your choice. This must be completed the first time you access the system.

- Memorise your password, do not write it down, if someone learns your password change it immediately.

- A user will be locked out of the system after five (5) incorrect password attempts to log in.

- **The account is set to expire six months from the time of creation for new users and 12 months for user extension. Any account that remains unused for 30 days is automatically expired by the system. If the account is extended the user must log in on that same day otherwise it will be deemed to be expired. New users must access their account within 30 days or it will expire.**

- Any user can change their current MLTTS or ODA DRIVES access password at any time by selecting 'Change Password' from the menu.

- Password must consist of six to eight characters, commencing and ending with alpha characters.

- Include at least one numeral and have a combination of alphabetic / numeric characters.

- Be substantially different from the previous password and not be cyclic (eg pword1, pword2, pword3).

Other important information

- If you find your access to the system is denied, please email your relevant system provider, found at the bottom of page one.

- Your Security Administrator must ensure your MLTTS or ODA DRIVES access account is cancelled if your position no longer requires MLTTS or ODA access.