

INSTRUCTIONS FOR THE DISTRACTED DRIVING 101 COURSE


What You Will Need:

1. Access to a Computer with Internet (**not a cell phone, nor a tablet**)
2. Access to a Printer
3. Know How Your Name Appears on Your Driver's License
4. 90 to 120 Minutes to Complete the Online Course in its Entirety

NOTES:

- A. YOU HAVE TO COMPLETE THE TRAINING AT ONE SITTING
- B. IF THE SCREEN FREEZES UP, WAIT APPROXIMATELY 30 SECONDS, IT SHOULD THEN RESUME
- C. SEVERAL SCREENS REQUIRE CLICKING ON NUMEROUS ICONS, BE SURE TO READ THE DIRECTIONS

Instructions:

1. Go to: <https://www.drivertraining.ohio.gov>
2. Click on: Courses/Programs (For Public Use)
3. Click on: Enter Course under the Distracted Driver Section
4. Enter Your Name and Click OK
5. You will need to click on the arrow  to navigate from screen to screen
6. Follow the prompts and on screen instructions
7. Print your Certificate of Completion and bring it to the Clerk of the Lima Municipal Court

If you do not have access to a Computer, the Internet and a Printer, you may use the Lima Public Library's Reference Area, which has 21 computers available. Their address is: 650 W. Market St, Lima, OH 45801, (419) 228-5113.

However, the following are strict instructions for using the Library's resources:

What You Will Need:

1. Either your Library Card or a Guest Pass
2. Ear phones. If you don't have a working set, you can buy them for **\$2.00** at the Reference Desk. If you don't have ear phones, then you cannot complete the program at the Library!
3. **\$0.20** to pay for a copy of the Certificate of Completion

Instructions:

1. Go to the Reference Desk and provide your Library Card or Request a Guest Pass
2. Let them know that you are taking the Ohio Bureau of Motor Vehicle's Driver Training Online Course
3. Buy a pair of \$2.00 ear phones (if you don't have your own)
4. Pay them \$0.20 for a copy of your Certificate of Completion.
5. When you get to your computer, input your Library Card Number or Guest Pass Number
6. Click on the Google Chrome icon at the bottom of the page
7. Follow instructions 1 – 6 at the top of this page
8. Your initial session will last for 90 – 120 minutes. When you get your **15 minute warning** on your screen, pause your session and **ask the attendant at the Reference Desk for an additional 30 minutes**. If you run out of Library time, then you will be kicked-off of the system. Then, you will have to start over again, from the very beginning! FYI: Section 5 of the course is last and the shortest of all of the sections.
9. Type in your name EXACTLY how it appears on your Driver's License
10. Print your Certificate of Completion (it will print at the Reference Desk) and bring it to the Clerk of the Lima Municipal Court