



User Guide

Electronic School Permit/Provisional Operator's Permit Waiver

The Student Driver Electronic Waiver Application is a web application built for driver safety schools to submit student driver safety course waivers directly to the DMV. This application allows schools to enter all the information needed by the DMV directly online in a mass upload process or manual data entry. Records can then be submitted to the DMV which will keep the information on file electronically, allowing new drivers to get their next permit or first driver license online if they qualify, rather than having to visit the DMV again.

Logging in

<https://www.nebraska.gov/apps-dmv-driversafetywaiver/public/login>

Schools log in using a Login ID and password provided by the DMV. This ID and password is assigned per school and is to be shared by all staff needing to enter or search for records for that school. If the password needs to be changed, you must contact the DMV directly. The new password needs to be shared with all users of the Login ID.

The Interface

The application is split into two sections. Waivers can be entered, stored, and updated in the *Manage Pending Permit Waivers* section. A pending permit waiver has not been submitted to the DMV. Once a waiver is submitted to the DMV creating a permanent record with the DMV, it can be reviewed and a waiver reprinted in the *Search/Print Permit Waivers* section.

Manage Pending Permit Waivers

Pending Permit Waivers will display a table of all waivers that have been entered into the system but not yet submitted to the DMV. From this screen, you can choose to import a list of student information from an external system or manually enter the records. You can edit existing pending permit waivers or submit them to the DMV. Once a record has been submitted to the DMV, and passed all validation, it will no longer appear in this list.

Enter a New Pending Permit Waiver

1. From the Manage Pending Permit Waivers screen, select the *Create a New Waiver* button. This will display the Student Information screen.
2. Enter all the required information available for the student.
Note! Records can be saved with incomplete data, but would fail submission to the DMV. For more information please review the section *Field Validation for saving a record*.
3. Select *Save* to save the record. You will be returned to the Manage Pending Permit Waivers screen with a message explaining that the permit waiver was saved successfully.

Edit an Existing Pending Permit Waiver

1. From the Manage Pending Permit Waivers screen, select the *Edit* button for the record you wish to edit. This will display the Student Information screen prefilled with the available information.
2. Select *Save* when finished. You will be returned to the Manage Pending Permit Waivers screen with a message explaining that the permit waiver was saved successfully.

Import/Upload Pending Permit Waivers from a file

See section *Student Driver Waiver Import/Upload Process*

Submit a Permit Waiver to the DMV

1. From the Manage Pending Permit Waivers screen, select the *Submit* button for the record you wish to submit to the DMV. The record will be evaluated for errors and missing data.
2. If any errors are found on the record, an error message will display indicating that the permit waiver submission failed.

The specific errors encountered will be displayed under the record in the table, for example;

⚠ Last submission result error(s) on 07/26/2016:
COMPETENCY INSTRUCTOR NOT VALID

Correct these errors by editing the record and submit again. For more information please review the section *Field Validation for submitting a record*.

- If the record passed validation, a message will display indicating the record was submitted to the DMV and it will no longer appear in the Pending Permit Waiver table.

✔ **Success**
 1 Permit waiver(s) have successfully been submitted. [Print Waiver\(s\)](#)

The message will include a link to print the permit the waiver. Clicking this link will create a PDF file of the waiver for you to open. You can download this file to save for e-mailing or saving for your records, or to print it.

Note! The waiver can be recreated at any time in the Search/Print Permit Waivers section of the application.

Submit multiple Permit Waivers to the DMV

- From the Manage Pending Permit Waivers screen, click the check box for each record you wish to submit to the DMV.
- Once all selections are made, select *Submit Selected*.
TIP! Use the *Select All check box* above the table header to select all the records in the Manage Pending Permit Waivers table.

Select All ←

SELECT	STUDENT INFO
--------	--------------

- The records will be evaluated for errors and missing data. A message will display indicating the number of records that have failed submission if any, and a message indicating the numbers records that have been submitted successfully if any with a link to print the waivers.

If any errors are found, an error message with a description of the error will display under the record(s) with errors. Correct these errors by editing the record and submit again.

Deleting Pending Permit Waivers

- From the Manage Pending Permit Waivers screen, click the check box for each record you wish to delete.
- Once all selections are made, select *Delete Selected*.
- You will be prompted to confirm you want to delete the record, click *Delete*. You will be returned to the Manage pending Permit Waivers screen.

✔ **Success**
 1 Waiver(s) Successfully Deleted

Note! Once a record is deleted it cannot be recovered. Only records that have not been submitted (*pending*) can be deleted.

Field Validation for saving a record

- First Name* is required
- Last Name* is required
- If *Mechanical aids* code of Z is selected *Description* is required



Field Validation for submitting a record to the DMV

- If *Does the Student have a Permit number?* = Yes, a *Student's Permit #* must be provided
- The *Student Permit #* must be a valid permit number on file with the DMV with 1 alpha and 8 numeric characters
- The Student's *Last Name* must match the student name on file for that permit number with the DMV
- A selection for *Test Type* (*Competency Test* or *Drive Test*) must be selected
- If *Classroom Training Administered Via Internet?* = No, a *Classroom Instructor #* must be provided
- A *Drive/Comp Test Instructor #* must be provided
- If The *Test Type* of *Competency Test* is selected, the instructor must be an approved competency test instructor on file with the DMV.
- A selection for *Mechanical Aids* (*Yes/No*) must be selected
- If *Mechanical Aids* = Y, a selection must be made
- A *Course Completion Date* must be provided and must be a date in the past

Search/Print Permit Waivers

Search/Print Permit Waivers will allow you to search any available fields for waivers that have been submitted to the DMV. It will not include records that are in the Pending Permit Waivers table. Once you have results displayed from your search, you can export the list to a .csv file or reprint the waivers.

Search Waivers

1. Determine what records you are looking for and enter the search criteria that would find those records. For example, if you want all the records for a class that completed on a specific date, select the radio button for *Course Completion Date* and enter the *Start Date* and *End Date*.
2. Select *Search*.

Tip! One search condition is required to perform a search. The more criteria you supply, the more precise your search results will be. You do not need to fill out each field.

Waiver Search Results Screen

The Permit Waivers that have been submitted to the DMV for your school since the adoption of this application will appear in a table similar to the Pending Permit Waiver screen. The instructor names and legal first and last name of the student on file at the DMV will appear on each record.

If your search resulted in more than 20 records, the records will appear on multiple pages. You can navigate between these pages using the page numbers displayed on the top and bottom of the table.

Note! If you entered a record of "Bill Smith" but the DMV has "William Smith" with the same permit number, "William Smith" will be what is part of the permanent record.

Print a Single Permit Waiver

1. From the Waiver Search Results screen, select the *Print* button on the record which you would like to print. The PDF will be available to download using your browser.

Print Multiple Permit Waivers

1. From the Waiver Search Results screen, click the check box for each record you wish to print.
2. Once all selections are made, select *Print Selected*. The PDF will be created with one page per waiver and available to download using your browser.

Export Permit Waivers

1. From the Waiver Search Results screen, click the check box for each record you wish to export.
2. Once all selections are made, select *Export Selected*.
3. The file will be available to download using your browser. This is a .csv file and can be opened in Excel or other programs that handle standard comma delimited text file formats.



Changing a Record Already Submitted to the DMV

In the event that you realize you have submitted a record to the DMV and it needs to be corrected, you have the ability to recreate the record and replace what was previously submitted to the DMV. To do this, follow the same instructions to create a new waiver under Manage Pending Permit Waivers and submit to the DMV with the correct information.

Important! If the waiver form was already provided to the student or the student has already obtained their license before the correction could be made, please contact the DMV to arrange for corrections if needed.

Call Julie Nagengast: 402-471-3395

Student Driver Waiver Import/Upload Process

Student records can be imported or uploaded directly into the application in a completed status, or with partial data and managed in the application then submitted to the DMV. All records imported will import into the “Manage Pending Permit Waivers” section of the application. All records will need further action to submit to the DMV. This function of the application is optional, records can be completely data entered directly into the application if preferred.

File Format

The import file must;

- Have a file extension of “.csv”
- Contain no header or footer records
- Have only one record per line
- Separate fields with a comma (,)
- NOT contain commas in text fields
- Format date fields in a MM/DD/YYYY or M/D/YYYY format
- Be in the following format, again separated by commas (,)

Permit #	Student First Name	Student Last Name	Internet Training (Y/N)	Classroom Instructor #	Competency Tested (Y/N)	Comp/Drive Test Instructor #	Mechanical Aids (Y/N)
Required if available	Required	Required	Optional – Y or N	Optional	Optional – Y or N	Optional	Optional – Y or N
999999999	John	Doe	Y	1234	Y	4444	N

Mechanical Aids (C)	Automatic Transmission (E)	Automatic Signals (U)	Other (Z)	Other Equipment	Completion Date
Optional	Optional	Optional	Optional	Optional	MM/DD/YYYY or M/D/YYYY
					04/11/2012 or 4/11/2012

Import Process

1. While logged in, under the Manage Pending Permit Waivers section of the application, select *Import from File*.
2. The Import from File page will display. Select *Browse...*
Note! To import student records into the DMV Electronic Permit Waiver Application, the file must be saved in a location accessible from where you are running the application.
3. The *Choose File to Upload* dialog box will display. Navigate to the .csv file you want to import and select *Open*.
4. Select *Import Pending Permit Waivers from File* to start the import process. The application will begin checking your file for format as described in the File Format section of this document.
 - a. If your file has any formatting errors, the process will abort and display an error message. Correct your file and try the import process again.



5. If your upload was successful, you will be returned to the Manage Pending Permit Waiver section of the application and a message displaying the number of Pending Permit Waivers that were successful. The imported records will be displayed in last name order.

You can finish data entry of the record information and submit to the DMV using the options available in the application. Records imported have NOT been submitted to the DMV.