May 8, 2013

M E M O R A N D U M   2013-07

TO: MVTRIP Users

FROM: Motor Vehicle Division

SUBJECT: MVTRIP Online Tutorial

An online tutorial entitled "CAPSLock Admin Training" was recently added to the Motor Vehicle Title, Registration and Insurance Portal (MVTRIP). The tutorial is located under the "Related Applications" ribbon on the MVTRIP website (www.mvtrip.alabama.gov).
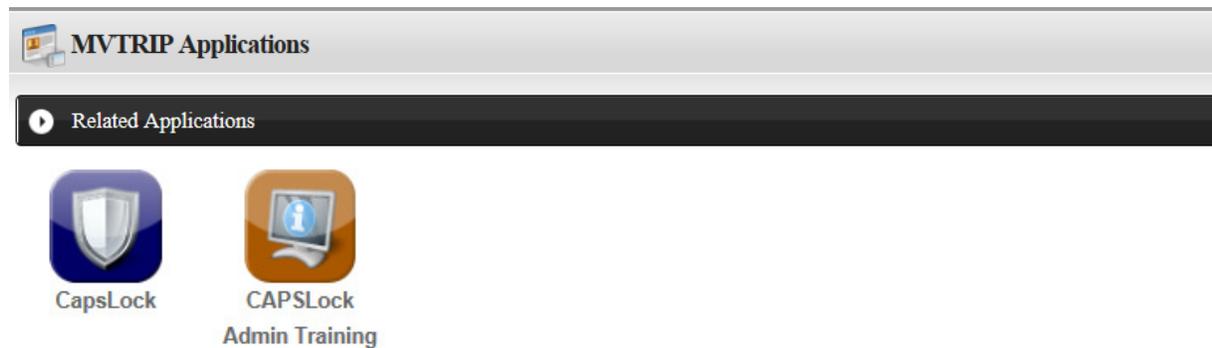
The online tutorial includes the following topics regarding the use of CAPSLock, which is the application that administrators will use to manage MVTRIP users within their organization.

- First Time Login
- Recaptcha Feature
- What is CAPSLock?
- Create & Add Users
- Update Users
- Reset Passwords
- Unlock Users

Note: Only those users with "administrator" or "senior" privileges may access the CAPSLock application.

Please contact the Motor Vehicle Division at (334) 242-9006 if you have any questions regarding MVTRIP.