## How to create a new user account in the breath test operator recertification website

Note: This process is only completed once, after initial breath test operator certification and prior to the first recertification.

- 1. Go to <a href="https://secure.in.gov/apps/isdt/recordsearch/welcome">https://secure.in.gov/apps/isdt/recordsearch/welcome</a>.
- 2. Click "Register Now".

Indiana State Department of Toxicology	
	Dashboard   User   Logout
Welcome	
Welcome to the Indiana State Department of Toxicology breath test operator recertification site.	
By participating in this recertification process, you agree that your agency will pay a \$40.00 recertification fee. Your department will be invoiced upon successful completion of recertification.	Already Registered?
To successfully complete the recertification process, you must review a series of slides and answer at least 80% of the 50 examination questions correctly.	LOGIN
If you fail the recertification examination, you may make a second attempt to successfully complete the recertification process, but you must do so within 30 days of your first attempt. During the time period between the first and second recertification examinations, you are not certified as a breath test operator and cannot conduct breath tests.	
If you successfully complete the recertification process, the indiana State Department of Toxicology will issue you a new identification card, which will be valid for two years from the month of recertification. Please allow 20 business days for delivery of your new card.	New Users
To start the recertification process login or complete the new user registration if you have not previously registered. You will need information from your breath test operator identification card to complete registration.	REGISTER NOW

3. Enter the required information, then click "Create Account".

JIN.99 Indiana State Department of Toxicology	
	Dashboard   User   Logout
Operator Registration	
TO START THE RECERTIFICATION PROCESS, ENTER YOUR UNIQUE CERTIFICATION NUMBE IF YOU HAVE QUESTIONS, PLEASE CONTACT THE INDIANA STATE DEPARTMENT OF TOXIC	IR AND YOUR NAME AS IT APPEARS ON YOUR BREATH TEST OPERATOR IDENTIFICATION CARD. 20LOGY MONDAY – FRIDAY 8:00 A.M. – 4:30 P.M. EXCLUDING STATE HOLIDAYS AT 317-921-5000.
	* ALL FIELDS ARE REQUIRED
* FIRST NAME	+ LAST NAME
* CERTIFICATION NUMBER	* EMAIL ADDRESS
	Image: Antipage: Control Topology: Control Topolo
BACK	CREATE ACCOUNT
Indiana State Department of Toxicology   IN.gov Home   Title 260	2.3.29

- 4. An automated confirmation email will be sent the email address previously entered. Click the link within that email to confirm the account. This will open a page to create a password.
- 5. Create a password which meets the strength requirements.

This completes the account registration. You should now receive an automated expiration reminder email 30 days and 7 days prior to your expiration date.

It is your responsibility to update your email address as needed. To update your email, login using your operator ID number and password. A prompt will appear asking for confirmation of operator agency and email. Update email.