



# Texas Department of Motor Vehicles

## Quick Reference Tips

### New RTS Features

#### Logging On RTS

1. Enter a password, *or*  
click "Use another account when a different user"
2. Click "Ok"

#### To View the Start Button

1. Hover the mouse pointer in the blue area at the bottom of the screen
2. Press "Ctrl + Esc"

**Note:** If the cursor loses focus when entering your password, click inside the password field then enter your password. Click "OK"




#### Logging Off RTS

1. Go to the Main Menu and Click "Logon"
2. Click "Log Off" from the drop down menu and the application returns to the Log On screen

#### Leaving your Workstation – Breaks and Lunch

Press "Ctrl+Alt+Del" tab on the RDP Toolbar (not the Keyboard command) then click on "Lock Computer"

#### Do not:

- Check the box next to "Remember my credentials". Checking the box limits the workstation to only one user.
- Use the commands on the toolbar to  minimize  maximize or  to shutdown/close RTS.

### The BRITS Toolbar

#### Pin or Unpin the RDP Toolbar:

Click on the Push Pin tab to unpin the RDP toolbar, which uncovers the **trec** toolbar and hides the RDP toolbar. Hover over the Push Pin tab to re-pin (display) the RDP toolbar.



#### Closing the trec Toolbar:

1. Click on the "X" to close the trec toolbar (if applicable)



2. To re-pin the RDP toolbar, move the mouse pointer to the top edge of the monitor and hold the mouse pointer for approximately 2-3 seconds until the RDP toolbar re-appears then click on the Push Pin.