STEPS FOR COMPLETING YOUR RACIAL PROFILING REPORT

Listed below are the basic steps for completing your racial profiling report. Please call us at 512-936-7700 if you have any concerns.

1. LOG IN TO MYTCOLE 2.0 AT http://www.tcole.texas.gov
   a. Click on the “Login to My Tcole Account” button in red on the upper right side of the page
   b. Login or Create an Account
      i. To Login,
         1. Enter your user name or Email Address
         2. Enter your password
         3. then click Log in
      ii. To create an account,
         1. Click on the link to “Sign Up, if you don’t already have an account”
         2. Fill in the Form and click “Sign Up”
2. **RUN THE RACIAL PROFILING APPLICATION**
   a. Open the DRS Application. On the menu bar at top go to Applications (highlighted) > DRS > Launch app (Highlighted) (note: You can click on the greyed out heart (circled) on the right side of the application page to put a link on your dashboard when you first log in.
   
   ![Screenshot of DRS Application](image)

   i. Step One: Enter contact information and select the appropriate Racial Profiling Form for your agency.
      1. verify your agency ID, and that you are the submitter
      2. Confirm or update contact information that the general public will use to contact your agency about this report.
      3. Select the Form Type that you are submitting. You have three choices.
         a. Exempt: You claim full exemption because your does not routinely make traffic stops.
         b. Tier One: You claim Partial Exemption from Racial Profiling Report because of video and audio equipment records motor vehicle stops.
         c. Tier Two: You claim Ful Reporting with no recording video or audio equipment in vehicles performing motor vehicle stops.
   4. Click the “Submit Racial Profiling” button.
ii. **Step Two: Fill out your form and submit it.**
   1. **Exempt:** No further action is necessary and the system has already submitted your form. You will be able to view your form by clicking on your name in the top right and corner and selecting “Previously Submitted Forms”
   2. **Tier One:** Fill out the information on the form that is displayed and hit the submit button. Please enter all of the information, upload your supporting documents and hit the submit button. The app will guide you in the event your numbers are not right.
   3. **Tier Two:** Fill out the information on the form that is displayed and hit the submit button. Please enter all of the information, upload your supporting documents and hit the submit button. The app will guide you in the event your numbers are not right

iii. **After Your Report has been submitted You can**
   1. review your report by opening the DRS App, and navigating to Forms List

   ![DRS App Screenshot]

   2. You can make changes to the report until we lock the reports to prohibit changes. That will occur on March 1, 2017.

If you have any further questions or concerns, please call us at 512-936-7700.