

Student Reference Guide

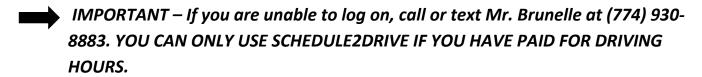
- REMEMBER YOU NEED TO PAY FOR "ON THE ROAD DRIVING" BEFORE SCHEDULING DRIVING HOURS
- You need to text a picture of your Permit to Mr. Brunelle at 774-930-8883

Logging On

- 1. Go to Schedule2drive.com
- 2. Select MA from the State drop-down menu
- 3. In the Student Login area, enter your Permit number and Birth Date
- 4. Click the Login button.

Update your Profile

- 1. Click on User Profile ->Edit.
- 2. Be sure to update your email address and cell phone number.
- 3. Make sure all of the other information in your profile is correct.



Scheduling a Drive

To register for a drive time, follow the directions below.

- 1. Click on the **Schedule Drives** link located on the left hand navigation panel.
- 2. Select a date that has the words **Open Slots** on the calendar. If the Open link does not appear on a particular date, there are no instructors available for that date. If the word **Full** appears, all sessions have been filled.
- 3. Select the specific time that you would like to drive under the selected date.
- 4. Click on the Next Step button.
- 5. Verify that you have selected the correct time and date and click on the





IMPORTANT: If you do not confirm the drive time by clicking on the Register for Drive Button, you will NOT be registered for the drive.

Canceling a Drive

Drive times may be cancelled at any time; however, a \$15 cancellation fee will be charged for all cancellations within 24 hours of the originally scheduled drive date and time.

To cancel a drive time, follow the steps below:

- 1. On your home page, click on the <u>Cancel</u> link next to the session you wish to cancel.
- 2. Verify that you have selected the correct session then click on Cancel Drive the button. If you are canceling within 24 hours, a warning notice will be displayed.