

BEHIND THE WHEEL LESSONS SCHEDULING INSTRUCTIONS

1. Go to <https://lads.drivetimes4u.com>

This is the homepage. Select "Student Login"

Your Student ID is: _____



2. Your password is: _____.

3. You will log in to DriveTime4U and see a page similar to this one. Available lessons will be shown in GREEN and your scheduled lessons (held and pending) will be shown at the bottom left.

A screenshot of the DriveTimes4U login page. It shows a 'Login' form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and 'Login' and 'Forgot Your Password?' buttons. Below the login is a calendar for November 2017. On the left, there's a sidebar with 'Student Details', 'Color Key' (Your Scheduled Lessons in blue, Lesson Not Available in red, Available Lessons in green), 'Navigation' (Home, Print Schedule, Change Password, Logout), and 'Scheduled Lessons' with a list of times. The calendar grid shows various lesson slots, some in blue (scheduled) and some in green (available).

• 6/09/2016 6:30pm	• 6/14/2016 3:00pm	• 7/05/2016 11:00am	• 7/05/2016 1:00pm	• 9/09/2016 1:00pm	• 9/09/2016 4:00pm
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4. Once you click on a GREEN link on a date on the calendar, the information will appear in a box with the details of the lesson. If you wish to schedule it, you click the SCHEDULE LESSON box. If you don't want that lesson, close the box and choose another.

A screenshot of a modal window titled 'Goose Creek'. It contains fields for 'Date: Nov 7th', 'Start Time: 1:00 PM', 'End Time: 3:00 PM', 'Instructor:', 'Student:', and 'Phone:'. At the bottom right are 'Close' and 'Schedule Lesson' buttons. The background shows a portion of the DriveTimes4U calendar interface.

5. When you click the SCHEDULE LESSON button, the lesson will show up in your Scheduled Lesson box on the bottom left and will show up in BLUE on the calendar.

A screenshot of the DriveTimes4U calendar. A specific slot on November 7th is highlighted in blue, indicating it has been scheduled. The sidebar on the left shows the 'Color Key' and 'Scheduled Lessons' list, which now includes the newly scheduled lesson.

• 6/09/2016 6:30pm	• 6/14/2016 3:00pm	• 7/05/2016 11:00am	• 7/05/2016 1:00pm	• 9/09/2016 1:00pm	• 9/09/2016 4:00pm	• 11/07/2016 1:00pm
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6. If you click the blue box on the calendar with your scheduled lesson you will see this box pop up. If you need to cancel the lesson, click the CANCEL LESSON button. You will be asked to confirm the cancellation. Make sure the cancellation is done early enough to not incur a cancellation fee.

If you have any technical issues with logging in or scheduling, email us at support@drivetimes4u.com

A screenshot of a modal window titled 'Goose Creek'. It contains fields for 'Date: Nov 7th', 'Start Time: 1:00 PM', 'End Time: 3:00 PM', 'Instructor:', 'Student: You are scheduled for the lesson', and 'Phone:'. At the bottom right are 'Close' and 'Cancel Lesson' buttons. The background shows a portion of the DriveTimes4U calendar interface.

If you have general questions about scheduling, contact our office at **843-824-2040**.