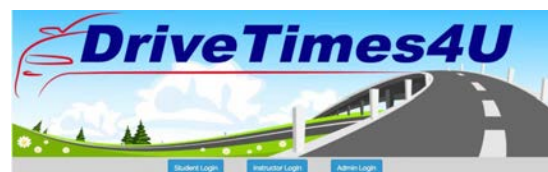
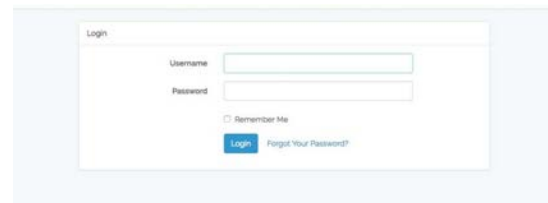


# BEHIND THE WHEEL LESSONS SCHEDULING INSTRUCTIONS

1. Go to <https://lads.drivetimes4u.com>  
This is the homepage. Select "Student Login"  
Your Student ID is: \_\_\_\_\_



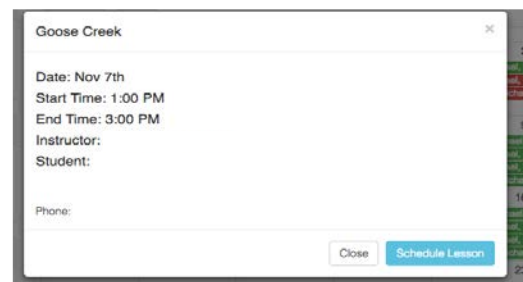
2. Your password is: \_\_\_\_\_. If you forget or misplace your password, click "FORGOT PASSWORD" a new screen will pop up asking your user name. You will enter the User Name you were provided and click "SEND PASSWORD RESET LINK"  
You will be sent instructions to reset your password.



3. After your password is reset 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.



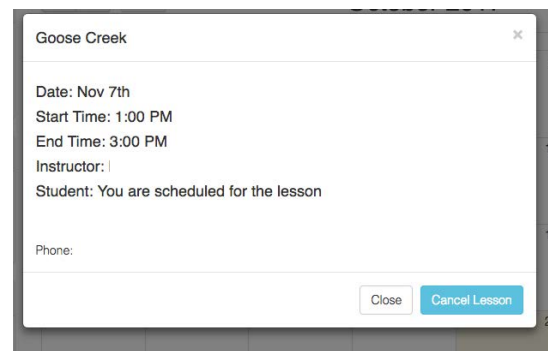
4. Once you click on a GREEN link on a date on the calendar, the information will appear in a box with the details of the lesson. If you wish to schedule it, you click the SCHEDULE LESSON box. If you don't want that lesson, close the box and choose another.



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.



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](mailto:support@drivetimes4u.com)**

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