

Drivers R Us has partnered with Schedule 2 Drive to enable you to schedule your in-car lessons online. Before you can schedule a drive, you will need to obtain your permit and follow the steps to create a Schedule 2 Drive account.

### **CREATE A SCHEDULE 2 DRIVE ACCOUNT**

1. Go to [www.schedule2drive.com](http://www.schedule2drive.com). If on a smartphone, click "Need an Account?"
2. Enter your school code "DBI-653".
3. Follow the onscreen prompts to complete your profile.
4. The office will review your account to ensure all requirements have been met, all fees have been paid, and then activate your account. You will receive an email when your account is activated.

### **LOGGING ON**

1. Go to [www.schedule2drive.com](http://www.schedule2drive.com). On a smartphone select Student Logon.
2. Select ID in the State/Province menu, enter your permit number, and 8-digit Birthday.
3. Click the Login button.

### **SCHEDULING A DRIVING SESSION**

#### **On a smartphone, follow the directions below:**

1. Click on the Main Menu button or the hamburger menu in the top left-hand corner.
2. Click Register for a Session.
3. Select from the available dates listed and then from the available times listed.
4. Confirm you understand the no show and late cancellation policy and click Register.

#### **On a desktop or tablet, 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 word Open Slots. If the open link does not appear, no drive times have been scheduled for that date. If the word Full appears, all sessions have been filled.
3. Select the specific time you would like to drive under the selected date. Click the Next Step button.
4. Verify that you have selected the correct time and date and click on the Register for Drive button.

### **CANCELING A DRIVING SESSION**

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

#### **On a smartphone, follow the directions below:**

1. From the main menu, click on View Scheduled Sessions.
2. Click the red X next to the drive you would like to cancel. Verify the correct drive time has been chosen and click the Cancel Session button. If you are canceling within 24 hours, a warning notice will be displayed.

#### **On a desktop or tablet, follow the directions below:**

1. On your home page, click on the Cancel link next to the session you wish to cancel.
3. Verify the correct drive time has been chosen and click the Cancel Drive button. If you are canceling within 24 hours, a warning notice will be displayed.

### **RECEIVING ALERTS and NOTIFICATIONS**

Please make sure you update your User Profile with your email and mobile number and update your Notification Settings/Communication Preferences, so you will receive important email and text message reminders and alerts.

***For assistance, please contact Drivers R Us at 208-613-5692.***