Student Reference Guide

Logging On

1. Go to www.schedule2drive.com.

2. Select TX from the State drop-down menu.

3. In the Student Login area, enter your Permit # and Birthday.

4. Click the **Login** button.

Once you have logged on, your home page will appear. Your home page contains the date and time of your next drive, the number of drive and observation hours you have completed, and a message board that contains important information from Mansfield Driving Academy.

Scheduling a Drive

To register for a drive time follow the directions below. There may be restrictions set on how often you can drive. The system will alert you if you select a date that is too close to another drive time.

1. Click on the Schedule Drives link located on the left-hand navigation panel.

2. Select a date that has the word Open Slots on the calendar. If the open link does not appear on a particular date, 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.

4. Click on the **Next Step** button.

5. Verify that you have selected the correct time and date and click on the **Register for Drive** button.

   *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 $35 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 Cancel link next to the session you wish to cancel.

2. Verify that you have selected the correct session then click on the **Cancel Drive** button. If you are canceling within 24 hours, a warning notice will be displayed. Once the drive time has been successfully cancelled, a confirmation message will be displayed.

Editing Your User Profile

Please make sure your email address is in the system so that you will receive important reminders and alerts.

1. From your home page, click on the User Profile link.

2. Select the Edit tab.

3. Edit your information and click the **Submit** button.