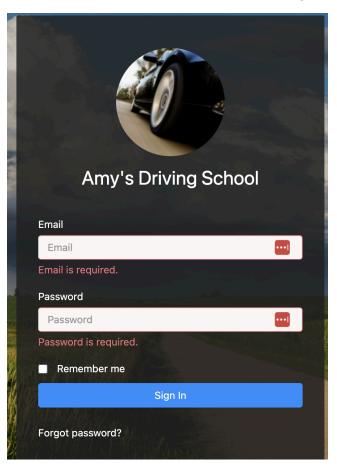
Step by Step Instructions to Sign Up for Driving Lessons

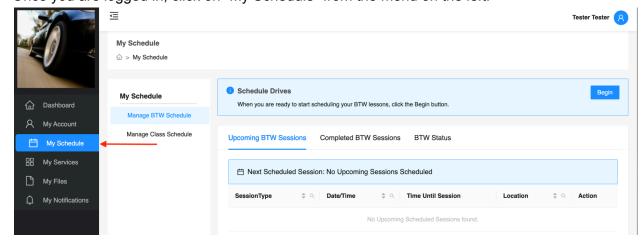
First Time

- 1. Go to AmysDrivingSchool.com and Click "Student Portal" in the middle of the page
- You will then be brought to the below login screen. You will enter your STUDENT'S EMAIL (NOT PARENT EMAIL), and the password you created when you first registered. If you don't know the password, click "Forgot password?" and check your STUDENT'S EMAIL to get a new one.

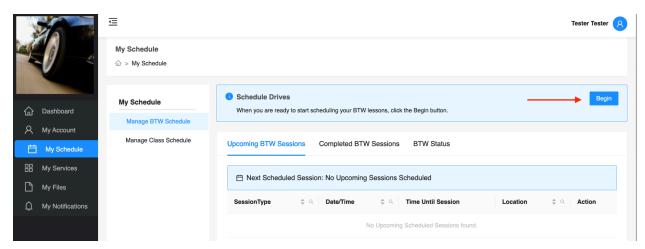
NOTE: Please make sure you verified your email when signing up. If you did not verify your account, your login account was never fully activated and you will need go through the "Forgot password" process



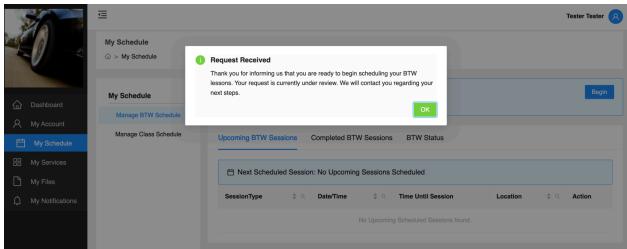
3. Once you are logged in, click on "My Schedule" from the menu on the left.



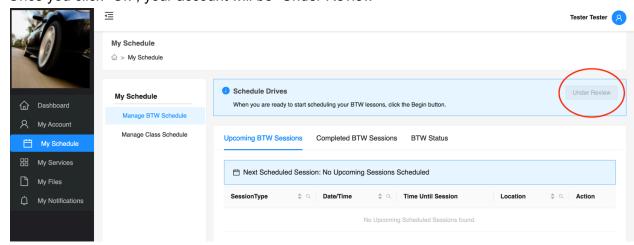
4. Next, click on the "Begin" button



5. You will now see a message confirming your request has been sent to Amy.



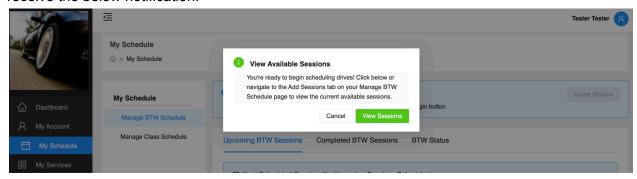
6. Once you click "Ok", your account will be "Under Review"



You must meet BOTH conditions below for Amy to approve your request so that you are able to schedule lessons:

- ☐ Your student has completed at least 2 days of classroom
- ☐ Your account balance is \$0

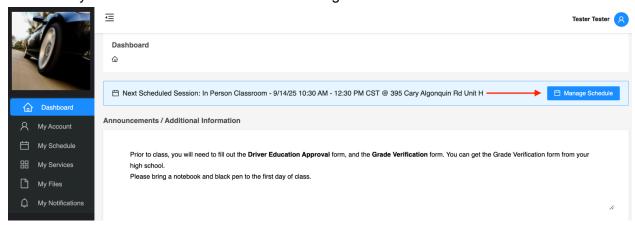
7. Once both conditions are met from Step 6, Amy will approve your request, and you will receive the below notification:



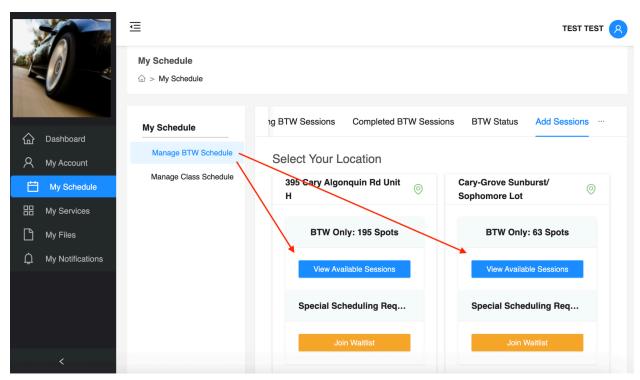
8. You may now click "View Sessions" to schedule driving lessons! See below for further instructions on how to schedule lessons.

Scheduling Driving Lessons

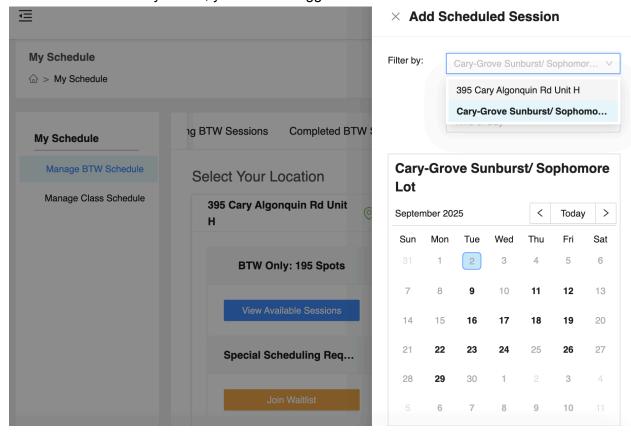
- 1. Go to AmysDrivingSchool.com and Click "Student Portal" in the middle of the page
- 2. Login using your STUDENT'S EMAIL (NOT PARENT EMAIL)
- 3. Click on "My Schedule" on the left and then "Manage Schedule"



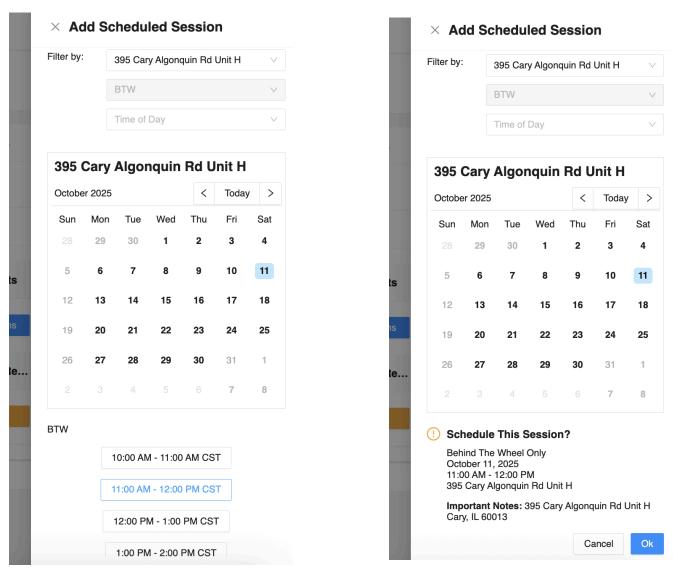
- 4. Click on "Manage BTW Schedule" and then "View Available Sessions" under whichever location option you prefer
 - If you want either home pick up or pick up at Amy's, click the option on the left
 - If you want pick up from Cary-Grove, click the option on the right
 - Note: you are able to toggle between the two on the next screen in case you change your mind



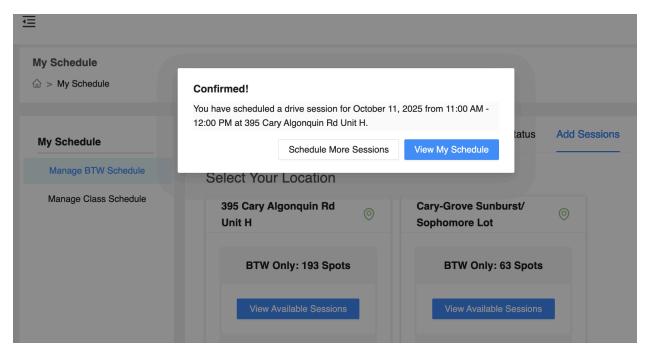
5. You will now have a calendar and be able to select which date you are looking to schedule a lesson. As you see, you can still toggle between location as well.



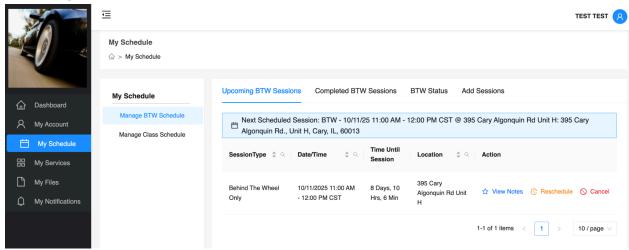
- 6. Once you select a date, you will see the times available. Select a time that you want.
- 7. Once you select a time, it will ask you to confirm.



8. After you hit "Ok", you will receive a confirmation message. You will also receive a confirmation email.



9. You can now click "View My Schedule" and you will see the lesson added to your "Upcoming BTW Sessions"



10. If you need to "Reschedule" or "Cancel", you will be able to schedule a new lesson using the same process just described. Please DO NOT schedule drives within 24 hours of the drive.