



Getting Started

Congratulations! You are ready to begin the second phase of your driver education behind-the-wheel instruction. At My School Driving Academy uses a service called Schedule 2 Drive to enable you to quickly and easily schedule your driving lessons online.

Before you can schedule your first drive, you will need to obtain your learner's permit and follow the steps below.

CREATE A SCHEDULE 2 DRIVE ACCOUNT

To create an account from a desktop or tablet, follow the directions below:

1. Go to www.schedule2drive.com.
2. Enter your school code (amsda). Click on the Go button.
3. Enter the information requested (ex. first name, last name, permit number, birthdate, parent/guardian name, home address, etc.). Click the Continue button.
4. Enter your phone numbers and categories, your email address, and your parent's email address. Select your notification settings. Click the Continue button.
5. Verify the information you entered to ensure it is correct. Click the Register button.

To create an account from a smartphone, follow the directions below:

Go to www.schedule2drive.com.

1. Click "Need an Account?"
2. Enter your school code (amsda). Click on the Step 2 button.
3. Enter the information requested (ex. first name, last name, permit number, birthdate, parent/guardian name, home address, high school, etc.). Click the Step 3 button.
4. Enter your phone numbers and categories, your email address, and your parent's email address. Click the Step 4 button.
5. Select how you would like to receive important reminders and alerts. Click the Review button.
6. Verify the information you entered to ensure it is correct. Click the Register button.

ACCOUNT ACTIVATION

Your school will review your account to ensure all requirements have been met for you to begin to schedule your lesson and then activate your account. You will receive an email when your account has been activated.

If you have any questions, please contact your driving school for assistance.

At My School Driving Academy
920-619-0133



Student Guide

LOGGING ON

1. Go to www.schedule2drive.com. On a smartphone select Student Login.
2. Select WI in the State/Province menu.
3. Enter your Temps # (**No Dashes**) (i.e. Permit #/DL #) and your 8-digit Birthday.
4. Click the Login button.



IMPORTANT: If you are unable to log in it is likely we do not have your temps number or date of birth on file. Please email or call Corey Myers at 920-619-0133

SCHEDULING A DRIVING SESSION

To register for a session from 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.
4. Select from the available times listed.
5. Confirm you understand the no show and late cancellation policy and click Register.

To register for a session from 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 on the calendar. If the open link does not appear on a 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 DRIVING SESSION

Drive times may be cancelled at any time; however, a cancellation fee of \$40 will be charged for all cancellations within 24 hours of the originally scheduled drive date and time.

To cancel a session from a smartphone, follow the steps 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.
3. Verify the correct drive time has been chosen and click the Cancel Session button.
4. 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.

To cancel a session from a desktop or tablet, follow the steps below:

1. On your home page, click on the Cancel link next to the session you wish to cancel.
2. Verify the correct drive time has been chosen and click the Cancel Drive button.

RECEIVING ALERTS and NOTIFICATIONS

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