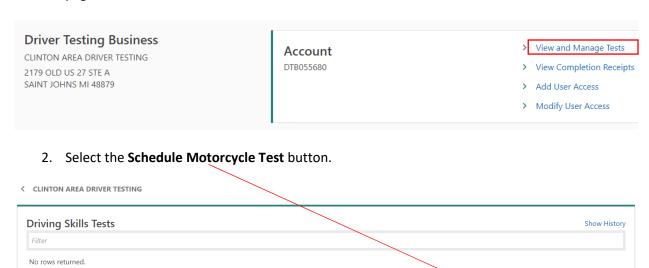
Scheduling an Automobile Skills Test

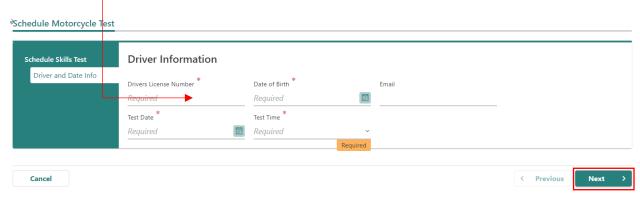
Motorcycle skills tests must be scheduled in e-Services prior to the date and start time of the test. Same day scheduling and administration of the skills test is permitted.

To schedule a motorcycle skills test on e-Services:

1. Select the **View and Manage Tests** hyperlink from the Driver Testing Business e-Services home page.



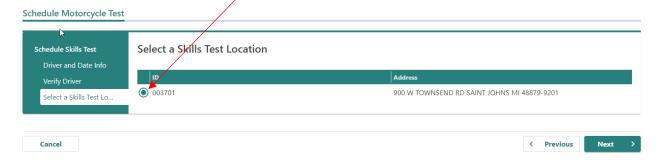
- 3. Enter the driver information in the required fields.
 - a. A red asterisk will appear to the right of the field title to indicate that it is a required field.
 - b. CARS validates the driver's eligibility based on driver's license number, date of birth, restrictions on record, and Temporary Instruction Permit.



4. Once the required information has been entered, select the Next action button to move on to the next section where you will be shown a driver verification screen. If the information is correct, select the next action button in the bottom right-hand corner of the screen.



5. This will take you to the skills test location screen where you will select the location of the test. To select a location, select the radial button next to the ID number and then select the next action button.



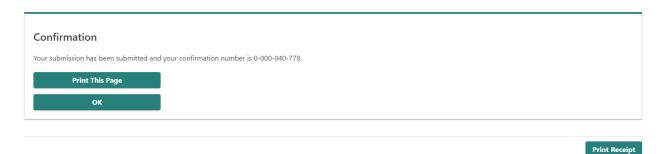
6. The next screen is where you will select an examiner to administer the test. You will use the radial button next to the examiner's name to select them. Once you have chosen your examiner, select the next action button.



7. After selecting the next action button, you will be brought to a summary screen where you will verify the information you entered for this skills test. If everything looks correct, select the submit action button.



8. Once the submit action button has been selected, it will take you to a confirmation screen where you can print the receipt with the test information on it. If you are not printing the receipt at this time (waiting until after the test is completed) then you can select the OK action button.



- 9. After selecting the OK action button, you will be taken back to the Driving Skills Tests screen where you can see the test you just scheduled, along with the other unreported and reported tests. If you have made it to this screen, the test has been scheduled successfully.
 - a. **Note**: Once you return to the Driving Skills Test page, you may need to refresh the page to see the test recently scheduled.