

Scheduling an Automobile Skills Test

Automobile 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 an automobile skills test on e-Services:

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

Driver Testing Business
CLINTON AREA DRIVER TESTING
2179 OLD US 27 STE A
SAINT JOHNS MI 48879

Account
DTB055680

- > **View and Manage Tests**
- > View Completion Receipts
- > Add User Access
- > Modify User Access

2. Select the **Schedule Driving Test** button.

< CLINTON AREA DRIVER TESTING

Driving Skills Tests Show History

Filter

No rows returned.

Schedule Driving Test **Schedule Motorcycle Test** Refresh

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 whether they hold a valid Graduated Driver's License, Temporary Instruction Permit, or Driving Skills Test Authorization.

Schedule Driving Test

Schedule Skills Test **Driver Information**

Driver and Date Info

Drivers License Number * *Required*

Date of Birth * *Required*

Email

Test Date * *Required* *Format: A 999 999 999 999*

Test Time * *Required*

Does the driver have a segment 2 certificate issued before 19-MAR-2021? *
Yes No

Cancel < Previous **Next** >

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 all of the information is correct, select the next action button in the bottom right-hand corner of the screen.

Schedule Driving Test

Schedule Skills Test

Driver and Date Info

Verify Driver

Driver Information

Name: MARIA RACHEL AKERS

DLN: A 900 000 381 936

Date of Birth: 10-Feb-1978

Address: 24488 CAMBRIDGE ST WOODHAVEN MI 48183-3774

Restrictions

Driver Probation

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.

Schedule Driving Test

Schedule Skills Test

Driver and Date Info

Verify Driver

Select a Skills Test Lo...

Select a Skills Test Location

ID	Address
<input checked="" type="radio"/> 003702	2957 W HERBISON RD DEWITT MI 48820-7984
<input type="radio"/> 003701	900 W TOWNSEND RD SAINT JOHNS MI 48879-9201

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 chose your examiner, select the next action button.

Schedule Driving Test

Schedule Skills Test

Driver and Date Info

Verify Driver

Select a Skills Test Location

Select an Examiner

Select an Examiner

Examiner Name
<input checked="" type="radio"/> JACOB BENJAMIN MILLER

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

Schedule Driving Test

Schedule Skills Test	Driver Name : MARIA RACHEL AKERS
Driver and Date Info	DLN : A 900 000 381 936
Verify Driver	Driver Date of Birth : 10-Feb-1978
Select a Skills Test Location	Test Date and Time : 30-Apr-2021 2:16 PM
Select an Examiner	Location Address : 2957 W HERBISON RD DEWITT MI 48820-7984
Summary	Examiner : JACOB BENJAMIN MILLER

Cancel

< Previous

Submit

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.

Confirmation

Your submission has been submitted and your confirmation number is 0-000-040-778.

Print This Page

OK

Print Receipt

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.