




## Online BTW Instructions



### Logging On


1. Go to [www.elitedriversmn.com](http://www.elitedriversmn.com).
2. Click on "Schedule" tab and choose "Behind The Wheel (BTW)"
3. Click on the "Schedule 2 Drive" online scheduling box (right side of page).
4. In Student Login box (right side of page), select MN from the State/Province drop-down menu.
5. Enter your Student ID - it is the first 4 letters of your first name and your entire last name, with no caps or spaces in between.
6. Enter your 8-digit Birthday.
7. Click the  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 hours you have completed, and a message board that contains important information from Elite Driving School.

### Scheduling a Drive

To register for a drive time 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 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  button.
5. Verify that you have selected the correct time and date and click on the  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 \$45.00 cancellation fee will be charged for all cancellations within 24 hours of the originally scheduled drive date and time. To cancel:

1. On your home page, click on the [Cancel](#) link next to the session you wish to cancel.

Verify that you have selected the correct session then click on the  button. If you are canceling within 24 hours, a warning notice will be displayed.

### Editing Your User Profile

Please make sure you update your User Profile with your email address and your mobile number so you will receive important email and text message reminders and alerts.

1. From your home page, click on the [User Profile](#) link.
2. Select the Edit tab.
3. Edit the email addresses, phone numbers, and your Communication Preferences and click the  button.

