







Getting Started

Congratulations, you are ready to begin the second phase of your driver education — behind-the-wheel instruction. Since North East ISD, Adult & Community Education Driver's Education Program is a member of Schedule 2 Drive, you will be able to quickly and easily schedule your driving sessions via the Internet! Before you can schedule your first drive, you will need to complete the following 3 easy steps.

1) Register for a Schedule 2 Drive account.

- a. Go to www.schedule2drive.com.
- b. Enter your school code (**neisd**) and click on the  button.
- c. Enter your first name, last name, 8 digit permit number (this number is blue on the hard copy of the permit or located next to the picture on the paper copy of the permit), permit issue date, birthdate, parent/guardian name, home address and high school and click the  button. You will be asked for your permit number and birthdate twice because you will use this information to log in to the system. All information is required by NEISD. Failure to complete the forms will delay the activation of your account. **DO NOT USE YOUR SCHOOL ID NUMBER. YOUR ACCOUNT WILL NOT BE ACTIVATED IF YOU DO NOT ENTER A VALID PERMIT NUMBER.**
- d. Enter your phone number(s), your email address, and your parent's email address and select your communication preferences. Click the  button.
- e. Verify the information you entered to ensure it is correct and click the  button.

2) When the payment option appears, select the **PAY LATER** option. No fees will be added at this time for any student in the NEISD program.

3) Wait 1-2 business days for your account to be activated by NEISD.

Your account will be activated once the driver education program verifies you are a registered student. This typically takes at least one business day to process.

4) NEW LAW – Parents

As of September of 2012, PARENTS have to complete 30 hours of driving with their child. You will need to complete 20 hours during the day and 10 hours at night. **Only 1 hour per day counts toward the 30 hours.**


Schedule2Drive has added a Parent Log to its website. It is easy to use and to keep track of the hours you need to complete. Follow the guidelines from the TEA Standard. It is the parent's responsibility to make sure their recorded hours are correct according to these guidelines. **The Student-Driver will not be tested on the last drive if the Parent Log is not complete and entered in the system.**

The student CANNOT take the test at DPS until the student has completed both phases of Drivers Ed and the Parent has completed their 30 hours correctly with the student.



Student Reference Guide



Logging On

1. Go to www.schedule2drive.com.
2. In the Student Login box, select TX from the State drop-down menu.
3. Enter your permit number and birthday.
4. Click the  button.

Once you have logged on, your home page will appear. Your home page contains the date and time of your next lesson, the number of hours you have completed, your deadline date, any fees you owe, and a message board that contains important information from NEISD.

Scheduling a Lesson


To register for a lesson follow the directions below. As per state regulations, there are restrictions set on how often you can drive. The system will alert you if you select a date that is too close to another drive time.

1. Click on the [Schedule Drives](#) link located on the left-hand navigation panel.
2. Select a date that has the words [Open Slots](#) on the calendar. If the open link does not appear on a particular date, no lessons have been scheduled for that date. If the word [Full](#) appears, all lessons have been filled.
3. Select the specific time you would like to drive under the selected date and Instructor.
4. Click on the  button.
5. Verify that you have selected the correct time and date and click on the  button.

Canceling a Lesson


Lesson may be cancelled at any time; however, a \$35 cancellation fee will be charged for all cancellations within 24 hours of the originally scheduled lesson date and time.

To cancel a lesson, follow the steps below:

1. On your home page, click on the [Cancel](#) link next to the session you wish to cancel.
2. Verify that you have selected the correct lesson then click on the  button. If you are canceling within 24 hours, a warning notice will be displayed. Once the lesson has been successfully cancelled, a confirmation message will be displayed. The cancellation will also appear under the No Show/Cancelled tab.

Editing Your User Profile

It is especially important to add your email address to your user profile. The system will send you important reminders and notifications.

1. From your home page, click on the [User Profile](#) link.
2. Select the Edit tab.
3. Edit your information and click the  button.