



# STUDENT *Behind-the-Wheel* DRIVER ED ONLINE REGISTRATION PROCESS

(must have a learner's permit and 15-20 hours of driving completed prior to registration)

1. Please print the three forms in the registration folder in the file section. Submit the 3 forms with online credit card payment receipt, or cash to Ms. Broady. Registration is not complete without the permission forms and student info)
2. To register for the course log into: [www.tinyurl.com/PWCSDriverEd](http://www.tinyurl.com/PWCSDriverEd)
3. Click on Register Now .... below Range and Road (Academic Year) / \$240 (online credit card payment receipt)

Prince William Community School  
Driver Education Services

Range and Road (Academic Year) | \$240

Behind The Wheel consists of 14 hours of instruction usually taught in 7 two hour sessions. One hour of each two hour lesson is devoted to driving and the other hour to observation. The seven days of instruction will start with two days of Range followed by five days of driving on the road. The seventh day of instruction also includes the students road test. **This course is for students completing drivers training during the academic year.** If you are taking driver education during the summer DO NOT choose this package. Instead choose SUMMER Range and Road.

[Register Now »](#)

4. Complete Student Information section

**Create a New Student Account**

\* Denotes a required field

**Student Information**

Legal First Name \*    Legal Middle Name \*    Legal Last Name \*

Email Address \*

Home Phone \*    Cell Phone

Birth Date (mm/dd/yyyy) \*

5. Scroll down to Parent Information: Fill out information for one or both parents

**Parent (Guardian) #1 (Optional)**

First and Last Name    Email Address

Home Phone    Work Phone    Work Extension

Cell Phone

**Parent (Guardian) #2 (Optional)**

First and Last Name    Email Address

6. At top right of page create Username and Password

**Account Information**

Username \*   

Password \*   

Confirm Password \*   

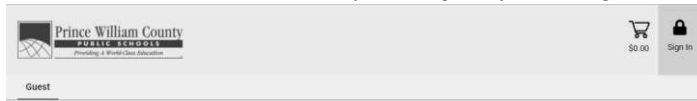
Password policy: 8 character minimum, having any combination of alphabetic, numeric, and symbolic characters.

7. Select Your School

Select a School or Location

8. Click on Register. The screen will change to show Courses and Terms of Service. After reading the terms, click "Agree to Terms" box. Click Submit.
9. This will take you to Your Account Ledger. It will show an outstanding balance of \$240.
10. Before you will be able to schedule your sessions for BTW (*Behind-the- Wheel*) you must make payment.
  - Credit card payments accepted: Visa, Visa Debit, Mastercard, and Mastercard Debit.
  - You may pay the Driver Ed fee through the secure online website that is accessed through the following website: <https://www.studentquickpay.com/pwcs>

- Parents will create an account by clicking the yellow **Sign In** icon.



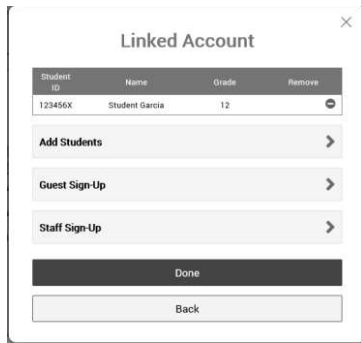
- When the Sign In window pops up, click on the **Create Account** button.

- Sign-up with your **First Name**, **Last Name** and **E-mail**.

- Choose a **Password** and Confirm your Password.
- Click on the **Next** button.
- Click on the **Add student** button.

- To add students to your parent account, will need your children's **Student ID** number and **Last Name**.
- Click on the **Add Student** Button

- The student should appear under the Linked Account window if they have successfully been added to your account.



- If you have more children to add to your account, click on the **Add Students** button again and repeat the above steps.
- If you only have one student attached to your parent account, you will immediately be brought to their individual student account, where you can view their fees and add optional items to your cart. When ready, you can click on the shopping cart icon in the top right-hand corner to check-out and make an online payment.



- When you are done reviewing your student(s) account balance, please click on the shopping cart icon in the top right-hand corner to check-out. Parents can make a single payment online that covers multiple children and unlimited fees and optional items at different schools across the district.
- **Please print out the receipt that will be emailed to you and submit with the forms to Mrs. Dignan.**

11. Complete the forms, located in the Behind-the-Wheel Registration File Folder in the section at the bottom of this site. (Driver Ed Student Information, Parent Permission #1 and Parent Permission #2).
  - **Email Ms. Broady (broadylv@pwcs.edu):** Email credit card receipt, **ALL forms (Driver Ed Student Information, Parent Permission #1 and Parent Permission #2) and your DEC-District 8 Certificate of Completion (pink card) should be turned into MS. BROADY.**
  - **IMPORTANT: Please DO NOT submit any paperwork to the main office! All paperwork must be submitted to MS. BROADY.**
12. Ms. Broady will mark you paid **after receiving all items/ registration forms (mentioned above)**. **Important:** When your balance reads \$0 you will be able to schedule your range and road sessions. *Please allow 2-3 business days for the coordinator to complete this process and email a schedule for you. Ms. Broady will schedule you with the most current openings. Remember, we must have 2 student drivers for a session to occur. Asking friends to sign up with you is a GREAT idea.*