*This document provides steps to 1) upload a copy of Instructional Learner's Permit and 2) enter your Instructional Learner's Permit information into your OADS Student Center. Both steps are required to schedule Behind the Wheel sessions and should be completed within a week of receiving your Instructional Learner's Permit.*

OADS is not responsible in delay of services if this step is not completed.

1. Login to your student portal, you can login by clicking here.
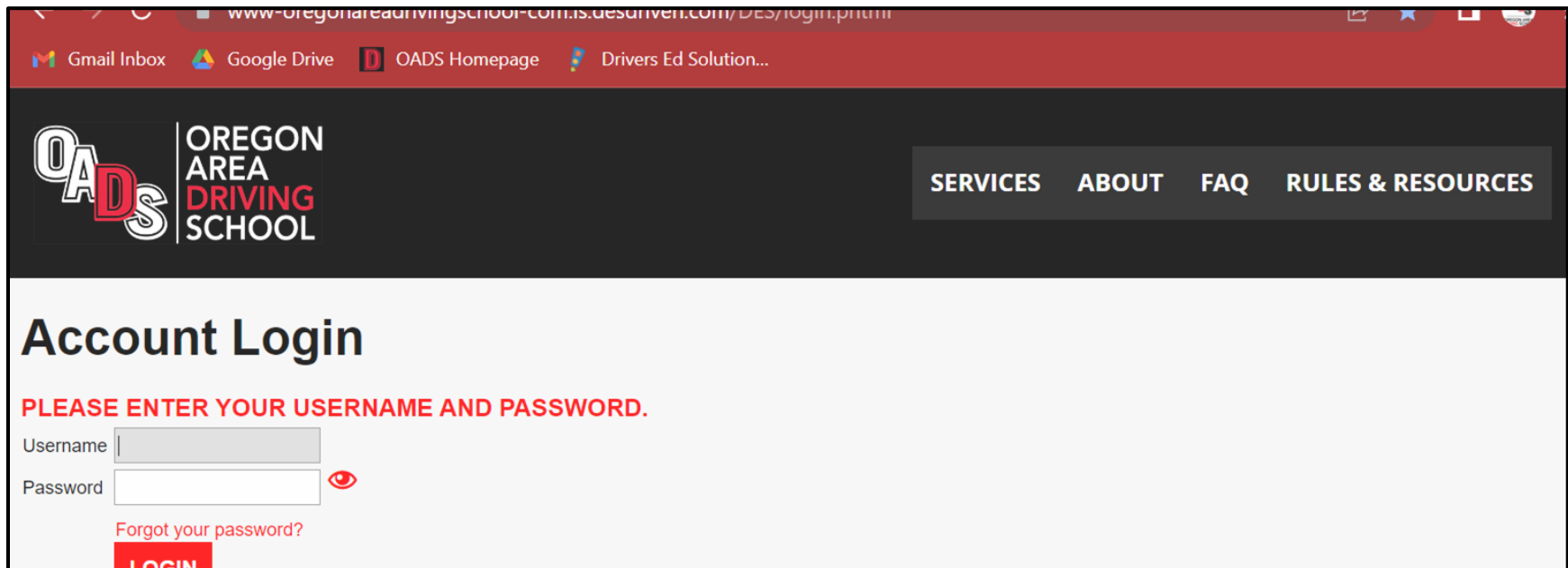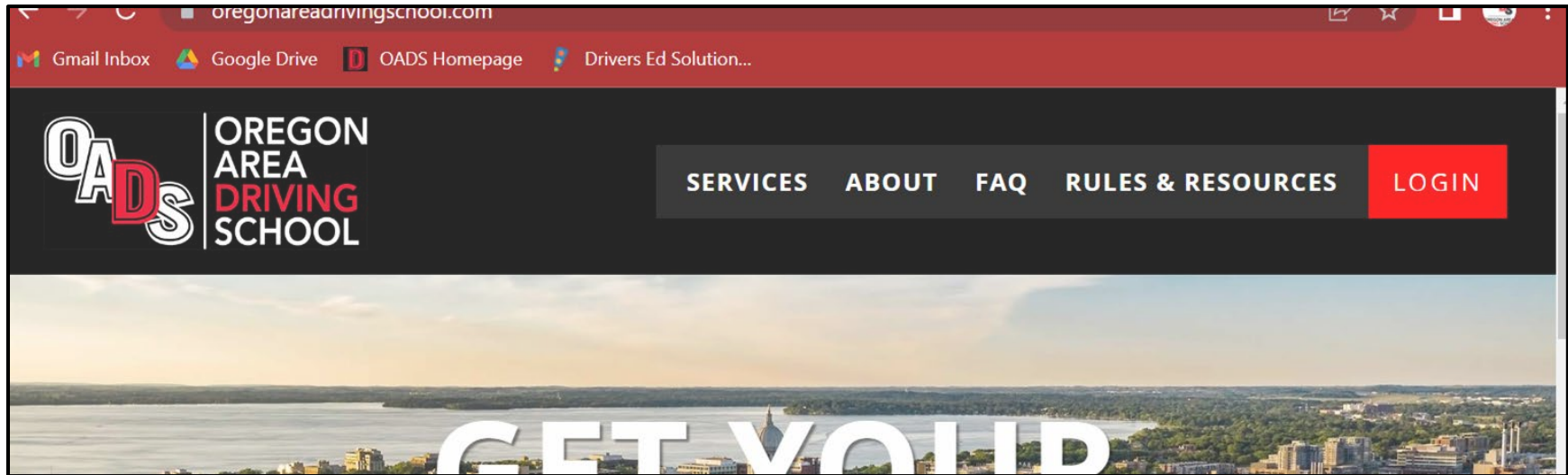
2. Once logged in, you will see the options to **Upload Paperwork** and **Edit Account** on the bottom left-hand side of your Student Center.

Teststudent Test

Online Classroom Course	✔
Prerequisite to continue [Met]:	Manual Release

Behind-the-Wheel Drive 1 📅

Required Performance Hrs:	1:00
Completed Performance Hrs:	0:00
Required Observation Hrs:	1:00
Completed Observation Hrs:	0:00
Prerequisite to continue:	Final Attendance
Please complete before:	2024-07-04

Behind-the-Wheel Drives 2-4 ⏳

Required Performance Hrs:	3:00
Completed Performance Hrs:	0:00
Required Observation Hrs:	3:00
Completed Observation Hrs:	0:00
Prerequisite to continue:	Final Attendance

Behind-the-Wheel Drives 5-6 ⏳

Required Performance Hrs:	2:00
Completed Performance Hrs:	0:00
Required Observation Hrs:	2:00
Completed Observation Hrs:	0:00

📅 **Schedule Behind-the-Wheel Drive 1 »**

📄 **Upload Paperwork »**

💲 **Make a Payment (Bal: $300.00) »**

🕘 **View Class History »**

📰 **View Transcript »**

📇 **Edit Account »**

⊕ **Help Center »**

↺ **Logout »**

Account Balance: $300.00

Make Payment

No Upcoming Periods in Your Itinerary

You have no upcoming periods registered at this time.

Schedule Behind-the-Wheel Drive 1 periods now.

3. When you select **Upload Paperwork** on the Student Center landing page, you will be prompted to upload a picture of the front of your Instructional Learner's Permit. Please follow instructions on the page to ensure you upload the correct file type.

Upload Paperwork

You can view file submissions in your transcipt.

Enrollment:
| Behind-the-Wheel Drive 1: 2023 Behind-the-Wheel Drive 1 | ▼ |

Paperwork:
| Permit / License | ▼ |

Please upload a copy of your permit before you are able to schedule your behind the wheel.

NOTE: You are limited on the file size. Please use the smallest file size to upload a jpg to this website or your file will be rejected. **JPGs** should be compressed to the smallest size. If uploading a **PDF**, save as the smallest version and/or save as gray scale to decrease file size. Thank you.

Insert

4. When you select **Edit Account** on the Student Center landing page, it will take you to your personal information page.
5. Please ensure that your phone number and email address are correct as this is how you will receive session reminders.
6. Scroll down to the bottom of the page and you will enter permit information. Please enter your permit number (starts with a letter that is the first letter of your last name. Example: starts with letter G if your last name is Gratz), issue date, and expiration date.
7. Once your permit infromation is entered, you can click **Update**.
8. Done!