

Edit Details

Once a skills test is scheduled on e-Services, Driver Testing Businesses can edit the individual's email, test date, test time, location, and examiner.

To edit details on e-Services:

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

Michigan Department of State

MI-DSVS V12 Testing

SOS Home | MI.gov | FAQs | Contact Us

30-Apr-2021

Welcome, DTB055680
Manage My Profile
Accountant Center

CLINTON AREA DRIVER TESTING
558877555
2179 OLD US 27 STE A
SAINT JOHNS MI 48879

Request Access
Request Code: Request an Authorization Code
Add Account Access: Use an Authorization Code to Add Account Access

Summary | Action Center | Settings | More...

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. Once the hyperlink has been selected, it will bring you to the Driving Skills Tests page where you will see the tests that are scheduled (unreported) and the tests that have a result (reported). On this screen you can use the filter bar at the top to filter for the applicant you are looking to edit, or you can scroll through the tests to find it. Once you have located the test you want to edit, select the **Edit Details** hyperlink.

< CLINTON AREA DRIVER TESTING

Driving Skills Tests Show History

Filter

Unreported

Test Date	Driver Information	Location Information	Exam Type			Result
30-Apr-2021 3:46 PM	Name: ROBERT CRAIG KNIEVEL DLN: K 900 000 350 416 DOB: 17-Oct-1938	Range ID: 003701 Address: 900 W TOWNSEND RD SAINT JOHNS MI 48879-9201	Motorcycle	Edit Details	Cancel Test	Enter Result

3. This will take you to the edit driver test screen (looks the same as scheduling a test).

Edit Driver Test

Schedule Skills Test

Driver and Date Info

Driver Information

Drivers License Number: K 900 000 350 416

Date of Birth: 17-Oct-1938

Email: _____

Test Date: 30-Apr-2021

Test Time: Required

Cancel Previous Next

4. Depending on what changes you need to make, select the next action button to navigate to the following screens: verify driver, test site selection, examiner selection, summary. Once you have made the necessary

changes, select the submit action button. This will take you the confirmation screen where you can print the receipt or select the OK action button to be sent back to the Driving Skills Tests page.