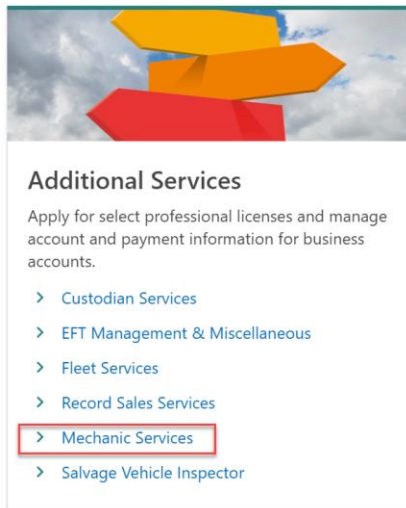


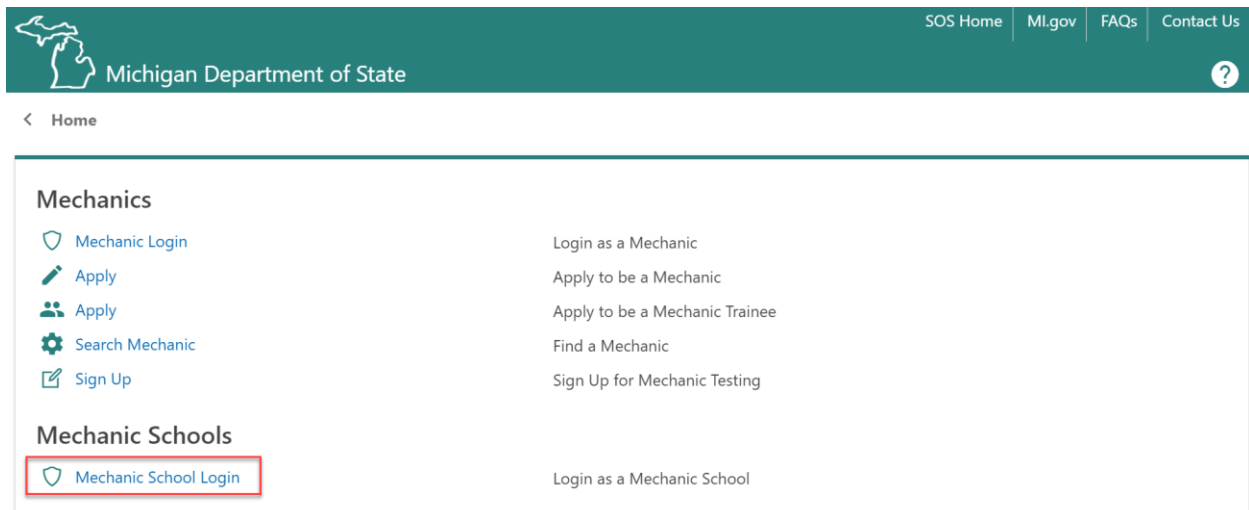
Michigan Secretary of State Automotive School Mechanic Testing Program

General Usage Overview

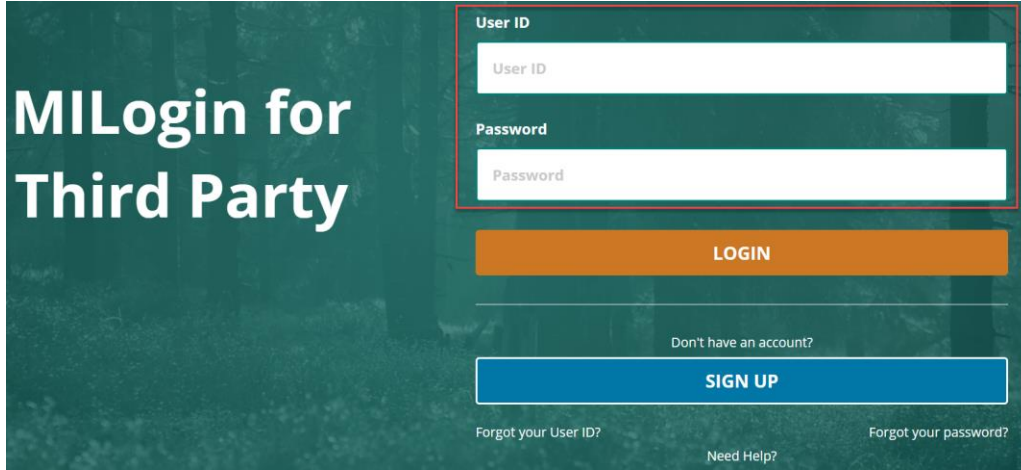
1. From the main login page for eServices, select the **Mechanic Services** hyperlink under the **Additional Services** heading.



2. Select the **Mechanic School Login** hyperlink under the **Mechanic Schools** heading.

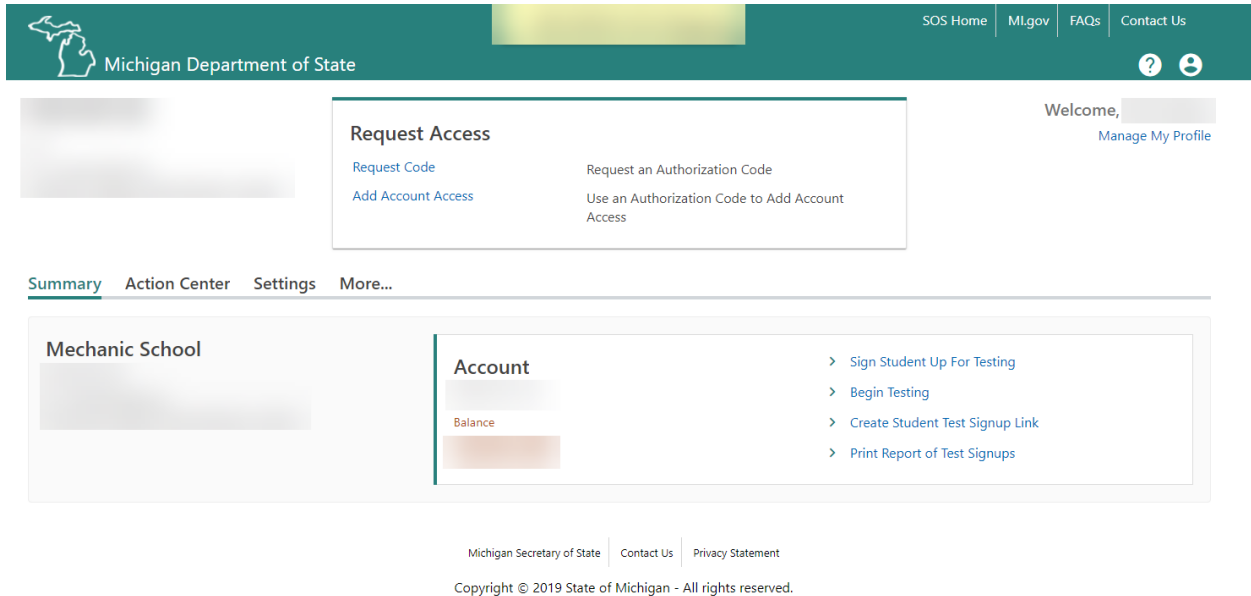


3. Enter the User ID and Password that was created when you registered with the Authorization Code you were provided previously.



The image shows a login form titled "MI Login for Third Party" on a dark green background. The form includes two input fields: "User ID" and "Password", both highlighted with a red border. Below the fields is an orange "LOGIN" button. Underneath the login button is a link "Don't have an account?" and a blue "SIGN UP" button. At the bottom of the form, there are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?".

4. You will see the Mechanic School Account.



The image shows a screenshot of the Michigan Department of State website. The header includes the Michigan Department of State logo and navigation links: "SOS Home", "MI.gov", "FAQs", and "Contact Us". The main content area features a "Request Access" section with two options: "Request Code" (Request an Authorization Code) and "Add Account Access" (Use an Authorization Code to Add Account Access). Below this is a navigation menu with "Summary", "Action Center", "Settings", and "More...". The "Mechanic School" account page is displayed, showing an "Account" section with a "Balance" field and a list of actions: "Sign Student Up For Testing", "Begin Testing", "Create Student Test Signup Link", and "Print Report of Test Signups". The footer contains "Michigan Secretary of State", "Contact Us", "Privacy Statement", and "Copyright © 2019 State of Michigan - All rights reserved."

5. From this page you can:

- a. Initiate tests on a test station (kiosk) or print a paper copy.**
- b. Create a web link that will provide the students access to self-register for tests that will be associated to your account. This link is time sensitive.**
- c. Manually register and assign tests to students.**
- d. Print created test history reports.**

The screenshot shows the Michigan Department of State website interface. At the top, there is a navigation bar with links for 'SOS Home', 'MI.gov', 'FAQs', and 'Contact Us'. Below this, the 'Request Access' section contains two options: 'Request Code' (Request an Authorization Code) and 'Add Account Access' (Use an Authorization Code to Add Account Access). A 'Welcome, [Name] Manage My Profile' message is visible on the right. A navigation menu includes 'Summary', 'Action Center', 'Settings', and 'More...'. The main content area displays 'Mechanic School' and an 'Account' section with a 'Balance' indicator. A red box highlights a list of actions: '> Sign Student Up For Testing', '> Begin Testing', '> Create Student Test Signup Link', and '> Print Report of Test Signups'. The footer contains 'Michigan Secretary of State | Contact Us | Privacy Statement' and 'Copyright © 2019 State of Michigan - All rights reserved.'