

# Michigan Secretary of State Automotive School Mechanic Testing Program

## How to create a student self-registration link.

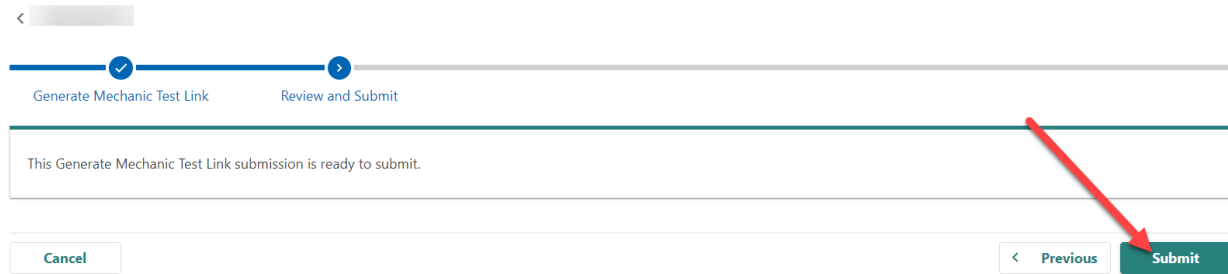
### 1. Select the hyperlink “Create Student Signup Link”.

The screenshot shows the Michigan Department of State website. The header includes the Michigan logo, the text "Michigan Department of State", and navigation links for "SOS Home", "MI.gov", "FAQs", and "Contact Us". A user is logged in, with a "Welcome, [redacted]" message and a "Manage My Profile" link. The main content area is titled "Request Access" and contains 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 bar with "Summary", "Action Center", "Settings", and "More...". The "Summary" section shows "Mechanic School" with a balance of "\$198.00". A list of actions is displayed on the right, with "Create Student Test Signup Link" highlighted by a red box. Other actions include "Sign Student Up For Testing", "Begin Testing", and "Print Report of Test Signups".

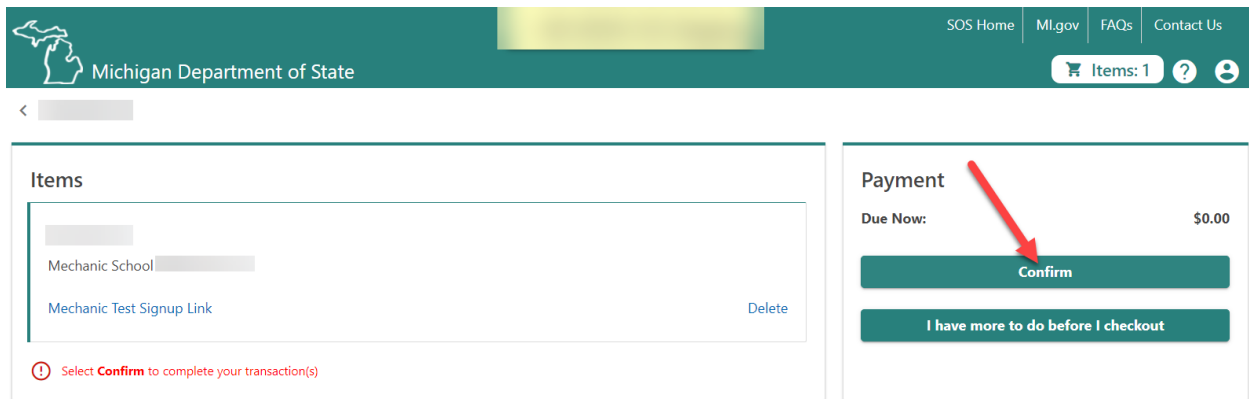
### 2. Continue by selecting the “Next” button.

The screenshot shows the "Generate Mechanic Test Link" step in a multi-step process. A progress bar at the top indicates the current step is "Generate Mechanic Test Link" (active) and the next step is "Review and Submit". Below the progress bar, a text box contains the following information: "This request will generate a hyperlink you may send to your students that allows them to sign up for mechanic testing through your school or institution. You will receive a web notice upon completion of this submission containing the hyperlink." At the bottom of the page, there are three buttons: "Cancel", "Previous", and "Next". A red arrow points to the "Next" button, which is highlighted in a dark green color.

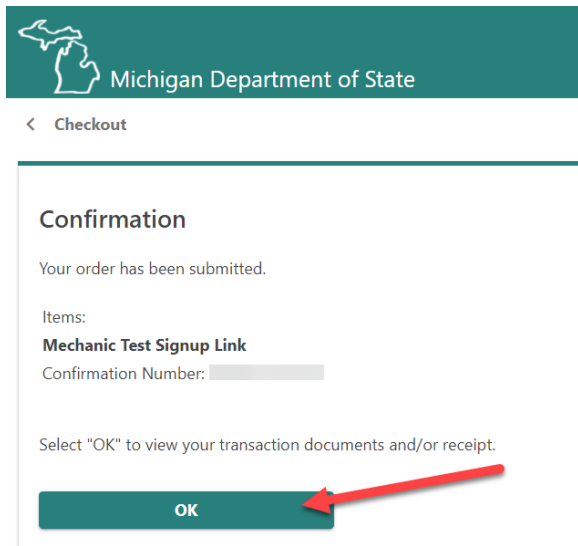
### 3. Continue by selecting the “Submit” link.



### 4. Select “Confirm” to complete your Transaction(s).



### 5. This page shows your confirmation number. Select “OK to continue.



**6. From your main e-Services page select the “Action Center” tab and then select “View Messages” to view your inbox.**

The screenshot shows the Michigan Department of State e-Services interface. At the top, there is a navigation bar with the Michigan logo and the text "Michigan Department of State". On the right side of the navigation bar, there are links for "SOS Home", "MI.gov", "FAQs", and "Contact Us". Below the navigation bar, there is 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). To the right of this section, there is a "Welcome, [User Name]" message and a "Manage My Profile" link. Below the "Request Access" section, there is a navigation menu with "Summary", "Action Center" (highlighted with a red box and a red arrow), "Settings", and "More...". Below the navigation menu, there is a "Filter" input field. Below the filter, there is a notification box that says "You have an unread message" and "Messages sent to you may contain important information about your accounts." with a "View Messages" link (highlighted with a red box and a red arrow).

**7. Select the “Mechanic Test Signup Link” hyperlink.**

The screenshot shows the e-Services inbox interface. At the top, there is a navigation bar with "Inbox" (highlighted with a red box), "Outbox", "Archived", and "Search". Below the navigation bar, there is a "Messages" section with a "Filter" input field and an "Archive All" link. Below the filter, there is a table of messages. The table has columns for "Date", "Subject", "Account Type", "Account ID", "Period", and "Action". The first row is highlighted with a red box and a red arrow pointing to the "Subject" column.

Date	Subject	Account Type	Account ID	Period	Action
06-May-2021	<a href="#">Mechanic Test Signup Link</a>	Mechanic School		06-May-2021	<a href="#">Archive</a>
22-Mar-2021	<a href="#">Exam Status</a>	Mechanic School		22-Mar-2021	<a href="#">Archive</a>
19-Mar-2021	<a href="#">Exam Status</a>	Mechanic School		19-Mar-2021	<a href="#">Archive</a>
19-Mar-2021	<a href="#">Mechanic Test Signup Link</a>	Mechanic School		19-Mar-2021	<a href="#">Archive</a>

**8. The student test link appears as a message in the system. The link can be cut and pasted into an email and sent to the students for self-enrollment.**

< Messages

Message Mechanic Test Signup Link > Archive

06-May-2021

Mechanic School

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Notice

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**Message**

Received: Thursday, May 6, 2021 8:36:50 AM  
Subject: Mechanic Test Signup Link

The student test link is:

[https://dsvsestg.sos.state.mi.us/T2S/?p=8234648&q=HP9NetEZJIQDJ8bRPIKsuFBvLkF\\_74Oi0ThAJugAZ-imvyp7JCSr6Q](https://dsvsestg.sos.state.mi.us/T2S/?p=8234648&q=HP9NetEZJIQDJ8bRPIKsuFBvLkF_74Oi0ThAJugAZ-imvyp7JCSr6Q)

**9. The link can be cut and pasted into an internet browser.**

File Edit View Favorites Tools Help

**10. The link will open the “Mechanic Test Signup Through School” page. Name, date of birth and Social Security Number are all required fields. The Driver’s License field is not required. Select “Next” to continue.**

< Home

Mechanic Test Signup Through School

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**Information**

Mechanic Information

First Name	Middle Name	Last Name
JOHN	Q	PUBLIC
Date of Birth		
03-Mar-1933		
Do you have a Social Security Number?	Federal ID Type	SSN
<input type="radio"/> Yes <input checked="" type="radio"/> No	Social Security Number	***-**-3334
Do you have a Michigan Driver's License?	State ID Type	Out of State DLN/State ID
<input type="radio"/> Yes <input checked="" type="radio"/> No	Out of State DLN/State ID	State of Issuance

Cancel < Previous **Next** >

**10. Continue entering phone number and email address. Select “Next” to continue.**

< Home

Mechanic Test Signup Through School

Information

- Mechanic Information
- Contact Information

Contact

Please provide contact information.

General Contact

Phone Number  Extension

Email  Confirm Email

Cancel < Previous Next >

**11. Continue entering the tester’s home address. The “Verify Address” button must be selected, and the system must verify and accept the address. If there is an error the address must be corrected before proceeding. Select the “Next “ button after the address has been verified.**

< Home

Mechanic Test Signup Through School

Information

- Mechanic Information
- Contact Information
- Address

Contact

Please provide address information.

Physical Address

Street  Unit Type  Unit

430 W ALLEGAN


Street 2  City


LANSING


State  Zip


MICHIGAN 48918-


**Verify Address**











Cancel < Previous Next >

**12. Select the desired tests and continue by selecting the “Next” button.**

< Home

Mechanic Test Signup Through School

**Information**

Mechanic Information

Contact Information

Address

**Test**

Test Choice

**Test Choice**

What repair categories would you like to test on? Please select all that apply.

At least one repair has been selected.

**Auto**

Engine Repair

Manual Transmission, Front & Rear Drive Axle

Brakes and Braking Systems

Heating and Air Conditioning

Pre-1973 Vehicles

Automatic Transmission

Front End, Suspension & Steering Systems

Electrical Systems

Engine Tune-Up/Performance

**Heavy Duty**

Engine - Gasoline

Drive Train

Suspension and Steering Systems

Engine - Diesel

Brakes and Braking Systems

Electrical Systems

**Miscellaneous**

Unitized Body Structural Repair

Motorcycle

BAIID

Collision-Related Mechanical Repair

Recreational Trailer

Cancel < Previous **Next** >

**13. A summary of the entered information is shown for review. If there are errors, the “Previous” button may be selected which will allow the user to return to previous screens and make changes. If the information is correct, select the “Submit” button.**

< Home

Mechanic Test Signup Through School

**Information**

Mechanic Information

Contact Information

Address

**Test**

Test Choice

Summary

Name : JOHN Q PUBLIC

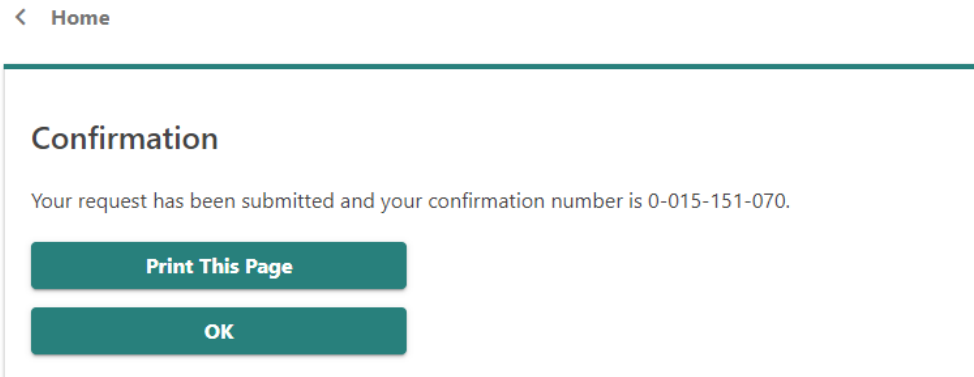
Date of Birth : 03-Mar-1933

Email : JOHNQ@MICHIGAN.GOV

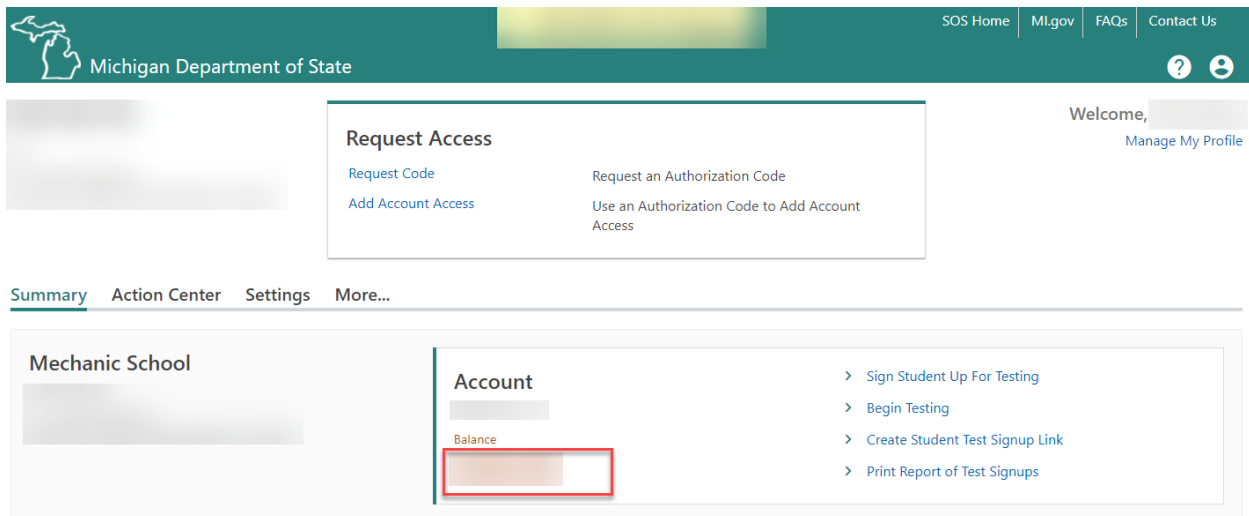
Selected Tests : Engine Repair (Auto)

Cancel < Previous **Submit**

**14. A confirmation number is available on screen with an option for printing as well. To continue, select the “OK” button.**



**15. You will be returned to your main account page. The account now shows a balance due (\$6 for each test). The account will be automatically billed on a monthly basis whenever there is a balance due.**



**NOTE: Tests created through a link generated in this fashion will always be associated with the school whose account was used to generate the link. These tests can only be taken at this location and will not be accessible at other schools or any of the Secretary of State Branch Offices.**

**The account will be billed for ALL tests created regardless of whether they were completed.**