

Michigan Secretary of State Automotive School Mechanic Testing Program

How to register a student for a mechanic test visual walkthrough.

1. From the main account page select the “Sign Student Up For Testing” hyperlink.

The screenshot shows the Michigan Department of State account interface. At the top, there is a navigation bar with links for SOS Home, MI.gov, FAQs, and Contact Us. Below this, the user is logged in as 'Welcome, [Name]' with a 'Manage My Profile' link. A 'Request Access' section contains two options: 'Request Code' (to request an authorization code) and 'Add Account Access' (to use an authorization code). A navigation menu includes 'Summary', 'Action Center' (with a notification icon), 'Settings', and 'More...'. The main content area is titled 'Mechanic School' and features an 'Account' section with a list of links: 'Sign Student Up For Testing' (highlighted with a red box), 'Begin Testing', 'Create Student Test Signup Link', and 'Print Report of Test Signups'.

2. Enter the tester information requested. Name, date of birth and Social Security Number are all required fields. The Driver’s License field is not required. Select “Next” to continue. Ensure the “State of Issuance” field is blank if you are not using a Driver License.

The screenshot displays the 'Mechanic Test Signup Through School' form. The 'Mechanic Information' section includes the following fields and options: 'First Name' (JOHN), 'Middle Name' (blank), 'Last Name' (blank), 'Date of Birth' (with a calendar icon), 'Do you have a Social Security Number?' (Yes/No buttons), 'Federal ID Type' (dropdown), 'Social Security Number' (text input), 'Do you have a Michigan Driver's License?' (Yes/No buttons), 'State ID Type' (dropdown), 'Out of State DLN/State ID' (text input), and 'State of Issuance' (dropdown menu). At the bottom, there are 'Cancel', 'Previous', and 'Next' navigation buttons.

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

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[Mechanic Test Signup Through School](#)

Information

- Mechanic Information
- Contact Information
- Contact Information**

Contact

Please provide contact information.

General Contact

Phone Number Extension

Email Confirm Email

>

4. 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.

[Redacted]

[Mechanic Test Signup Through School](#)

Information

- Mechanic Information
- Contact Information
- Address**

Contact

Please provide address information.

Physical Address

Street Unit Type Unit

Street 2 City

State Zip

▲ You must verify the entered address to continue

>

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

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

<input type="checkbox"/> Engine Repair	<input type="checkbox"/> Automatic Transmission
<input type="checkbox"/> Manual Transmission, Front & Rear Drive Axle	<input type="checkbox"/> Front End, Suspension & Steering Systems
<input type="checkbox"/> Brakes and Braking Systems	<input type="checkbox"/> Electrical Systems
<input type="checkbox"/> Heating and Air Conditioning	<input type="checkbox"/> Engine Tune-Up/Performance
<input type="checkbox"/> Pre-1973 Vehicles	

Heavy Duty

<input type="checkbox"/> Engine - Gasoline	<input type="checkbox"/> Engine - Diesel
<input type="checkbox"/> Drive Train	<input type="checkbox"/> Brakes and Braking Systems
<input type="checkbox"/> Suspension and Steering Systems	<input type="checkbox"/> Electrical Systems

Miscellaneous

<input checked="" type="checkbox"/> Unitized Body Structural Repair	<input type="checkbox"/> Collision-Related Mechanical Repair
<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Recreational Trailer
<input type="checkbox"/> BAIID	

6. Review the data for accuracy and if correct, select “Submit.”

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Mechanic Test Signup Through School

Information

- Mechanic Information
- Contact Information
- Address

Test

- Test Choice
- Summary

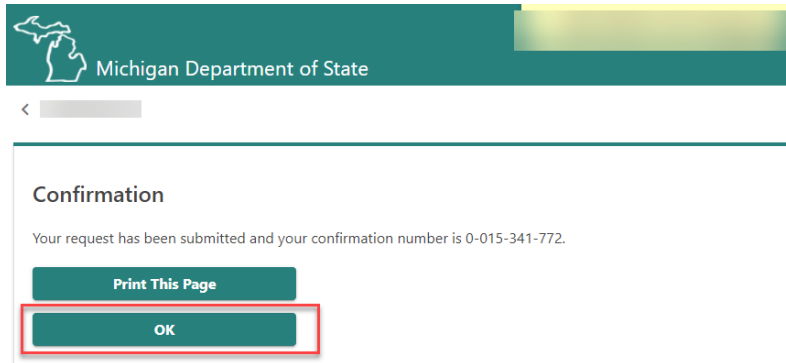
Name :

Date of Birth :

Email :

Selected Tests : Unitized Body Structural Repair

7. Select the “OK” button to continue.



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< [greyed out]

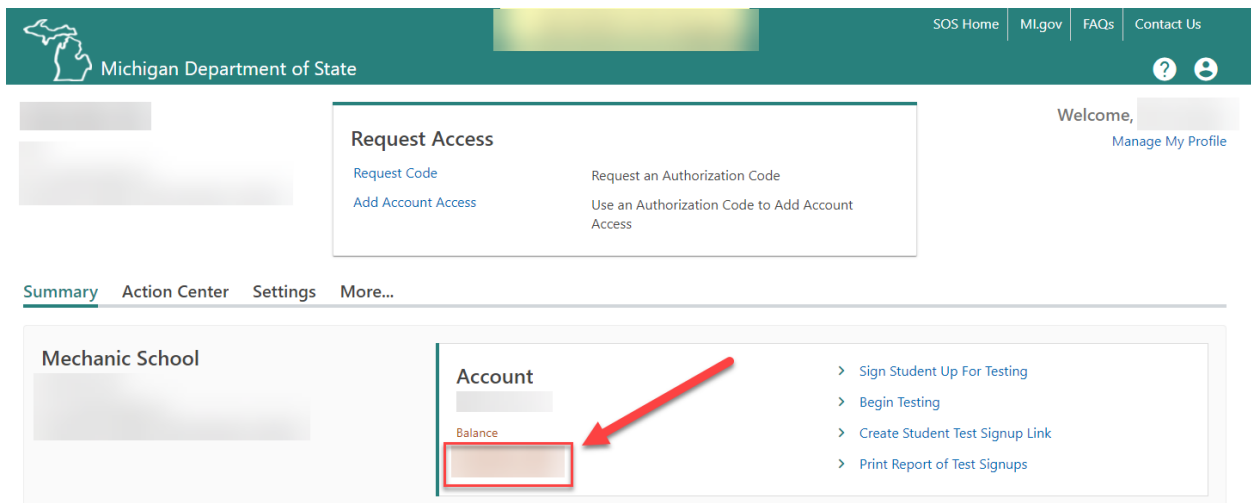
Confirmation

Your request has been submitted and your confirmation number is 0-015-341-772.

[Print This Page](#)

[OK](#)

8. The tests are added to the account and the balance due amount increases by \$6 per test ordered.



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SOS Home | MI.gov | FAQs | Contact Us

Welcome, [name] [Manage My Profile](#)

Request Access

[Request Code](#) Request an Authorization Code

[Add Account Access](#) Use an Authorization Code to Add Account Access

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Mechanic School

Account

Balance

- > [Sign Student Up For Testing](#)
- > [Begin Testing](#)
- > [Create Student Test Signup Link](#)
- > [Print Report of Test Signups](#)