



Hello and thank you for registering for Behind the Wheel driving at Burgess Driving School.

What is next?

You should have received an email when your account was activated that included a username and password along with a link to our "student portal". Click on the link (or you can go to our website and click "log in" in the upper right-hand corner) and you will be directed to the student portal which will allow you to track your status, pay online (if you selected the "pay later" option) and schedule drives as appointments are available.

Before you will be able to schedule drives you must have completed the following:

Submitted payment in full

Attained a driving permit from the Illinois Secretary of State

Entered your DL/permit number and issue/expiration date into the proper areas of the student portal

Once you have completed those tasks you will have access to the "schedule my drive" area and can select from the appointment's available whichever day, time, and instructor fits your schedule best. Because of such high demand the software will only allow you to have 2 appointments "on the books". Once you complete an appointment and it has been processed you can then schedule another.

Two common errors that will not allow you to schedule or will not show you available appointments are:

The permit information is not entered correctly. You must enter the "DL" number and not the FAC-CM# or the filing number. The DL number is on the top of the right side of the permit. It will say "DL No:" and will begin with the first initial of your last name

You are not adjusting the filter to show you available drives on later dates

Once you have completed all the above steps and have scheduled your drive, we will meet you by one of our vehicles in the parking lot at Burgess Driving School, 111 W. Washington St in East Peoria on your appointment date. We have two vehicles, both silver, with our logo on the sides that usually face Washington Street. If one or both vehicles is/are not there we are on a drive and should be back soon.

Please bring your valid permit with you. We will need to make a copy for our files if we have not already done so.

If you did NOT take the classroom portion of drivers education with Burgess Driving School, we will need proof of completion from where ever you attended before we drive.

The proof of completion must show:

Where you attended (on official letterhead)

Date class was completed

Final grade

Signature of authorized school representative

Your completion form must be sent to the Secretary of State along with our paperwork upon completion so please make sure it is legible and in good condition.

If you have any questions about these procedures, please feel free to call us at 309-670-0126. We are happy to help! We appreciate you trusting us with your child's driver education.