



**ALCOHOL & DRUG AWARENESS PROGRAM  
(ADAP)**

**For High School ADAP Admin/Instructors**

**July 31, 2008**



# ADAP User Guide

## Table of Contents

<b>ADAP School Administrator .....</b>	<b>3</b>
Login - ADAP School Administrator .....	3
Forgot Password - ADAP School Administrator.....	4
Welcome - ADAP School Administrator .....	5
Instructions - ADAP School Administrator.....	6
School Profile – ADAP School Administrator .....	7
View an Existing User – ADAP School Administrator.....	10
Student Roster - ADAP School Administrator .....	11
Add Roster - ADAP School Administrator .....	12
Edit Roster - ADAP School Administrator.....	14
Delete Roster - ADAP School Administrator.....	17
Print Roster - ADAP School Administrator.....	19
Print Certificates - ADAP School Administrator.....	21
Online Bookstore – ADAP School Administrator.....	24
FAQ - ADAP School Administrator.....	25
Log Out - ADAP School Administrator .....	26
<b>ADAP School Instructor.....</b>	<b>27</b>
Login - ADAP School Instructor .....	27
Forgot Password - ADAP School Instructor.....	28
Welcome - ADAP School Instructor .....	29
Instructions - ADAP School Instructor.....	30
User Profile - ADAP School Instructor .....	31
View an Existing User - ADAP School Instructor .....	32
Student Roster - ADAP School Instructor .....	33
Add Roster - ADAP School Instructor .....	34
Edit Roster - ADAP School Instructor.....	36
Delete Roster - ADAP School Instructor.....	39
Print Roster - ADAP School Instructor .....	41
Print Certificates - ADAP School Instructor .....	43
Online Bookstore – ADAP School Instructor.....	46
FAQ - ADAP School Instructor.....	47
Log Out - ADAP School Instructor .....	48



## ADAP School Administrator

### Login - ADAP School Administrator

A screenshot of the DDS School Administrator Login page. The page has a blue header with the DDS logo and navigation links: Home, Internet Services, Locations, About Us, and Contact Us. Below the header is a yellow banner with the text "School Administrator Login" and "All the fields indicated with \* are required". The login form includes two input fields: "\* User ID:" and "\* Password:". Below these fields are two buttons: "SIGN IN" and "CANCEL". A red link "Forgot Your Password?" is located below the "CANCEL" button. At the bottom of the page, there is a disclaimer: "You are attempting to access resources owned by the Georgia Department of Driver Services. These resources are to be accessed by authorized users only. If you are not specifically authorized to access these resources, do not proceed further. Unauthorized access could subject you to liability or criminal prosecution, in accordance with the Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90, et seq.). Department of Driver Services Internet communications and interaction are subject to monitoring and audit. By continuing and accessing the Department of Driver Services network, you are consenting to having your interaction with and use of Department of Driver Services Internet resources monitored, audited, retrieved and copied." The footer contains the copyright notice "© 2005 State of Georgia Department of Driver Services" and a link to the "Privacy Statement".

Home | Internet Services | Locations | About Us | Contact Us

**School Administrator Login**  
All the fields indicated with \* are required

\* User ID:

\* Password:

[Forgot Your Password?](#)

You are attempting to access resources owned by the Georgia Department of Driver Services. These resources are to be accessed by authorized users only. If you are not specifically authorized to access these resources, do not proceed further. Unauthorized access could subject you to liability or criminal prosecution, in accordance with the Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90, et seq.). Department of Driver Services Internet communications and interaction are subject to monitoring and audit. By continuing and accessing the Department of Driver Services network, you are consenting to having your interaction with and use of Department of Driver Services Internet resources monitored, audited, retrieved and copied.

© 2005 State of Georgia Department of Driver Services  
[Privacy Statement](#)

Enter your DDS assigned User ID, Password and press the 'Sign In' button.

Forgot your Password?  
Click here.



## Forgot Password - ADAP School Administrator

The screenshot shows the DDS website's "Forgot Password" page for ADAP School Administrators. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. The main heading is "eMail User Password" with a note: "All the fields indicated with \* are required". There are three input fields: "\* User ID:" (with a callout line pointing to the instruction), "\* E-mail Address:", and "E-mail Password". The footer contains the copyright notice: "© 2005 State of Georgia Department of Driver Services" and a link to the "Privacy Statement".

DDS GEORGIA DEPARTMENT OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

**eMail User Password**

All the fields indicated with \* are required

\* User ID:

\* E-mail Address:

E-mail Password

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Enter your User ID and email address. If your email matches the email on file, your password will be emailed. If email does not match the email on file, contact us at [ADAP@dds.ga.gov](mailto:ADAP@dds.ga.gov) for assistance.



## Welcome - ADAP School Administrator

After a successful Log In, this page will be displayed. Return to this page by clicking on 'Welcome'.

A screenshot of the ADAP School Administrator login page. The page has a blue header with the DDS logo and navigation links. A left sidebar contains a menu for the School Administrator. The main content area has a yellow background and contains a welcome message, mission statement, general information, and contact information. A callout bubble points to the 'Welcome' link in the sidebar.

**School Administrator**

- Welcome
- Instructions
- School Profile
- User Info
- Student Roster
- Online Bookstore *New!*
- FAQ
- Log Out

**Welcome to the Alcohol and Drug Awareness Program (ADAP)**

**Mission Statement**

The mission of the Alcohol and Drug Awareness Program is to provide prevention education to adolescents of Georgia regarding the dangers of alcohol and drug use as it relates to the operation of motor vehicles; to ensure that instructors provide quality training; to provide for the issuance of certificates to persons who successfully complete the ADAP course.

**General Information**

The Alcohol and Drug Awareness Program (ADAP) is mandated by the legislature and is a partnership between the Department of Driver Services (DDS), and Department of Education (DOE). The program informs students between the ages of 13 and 17 years of age the dangers of alcohol and drug use while operating a motor vehicle. To qualify for a driver's license, a teenager must have an ADAP certificate indicating the successful completion of the ADAP curriculum.

**Contact Information**

Georgia Department of Driver Services  
Regulatory Compliance Division  
2206 East View Parkway  
P.O. Box 80447  
Conyers, Georgia 30013

© 2005 State of Georgia Department of Driver Services  
Privacy Statement



## Instructions - ADAP School Administrator

A screenshot of the DDS School Administrator Instructions page. The page has a blue header with the DDS logo and navigation links: Home, Internet Services, Applications, About Us, Careers, and Contact Us. A left sidebar contains links: School Administrator, Welcome, Instructions (highlighted with a line), School Profile, User Info, Student Roster, Online Bookstore (marked 'New!'), FAQ, and Log Out. The main content area is titled 'User Instructions' and 'School Administrator Instructions'. It includes sections for 'School Information' (View an existing School), 'User Information' (View an Existing User), and 'Class Roster' (Add Roster), each with a bulleted list of instructions.

**School Administrator**  
Welcome  
Instructions  
School Profile  
User Info  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

Home | Internet Services | Applications | About Us | Careers | Contact Us

### User Instructions

## School Administrator Instructions

### School Information

#### View an existing School

- On the 'View Existing School' Page, a School administrator can view the school information, once he/she clicks on the 'select' button after selecting a school from the drop down. The school administrator can only view their school information.

### User Information

#### View an Existing User

- On the 'View Existing User' Page, A School administrator can view the User information, once he/she clicks on the 'select' button after selecting the school and user from the drop down. The school administrator can only view the user's information for their school.

### Class Roster

#### Add Roster

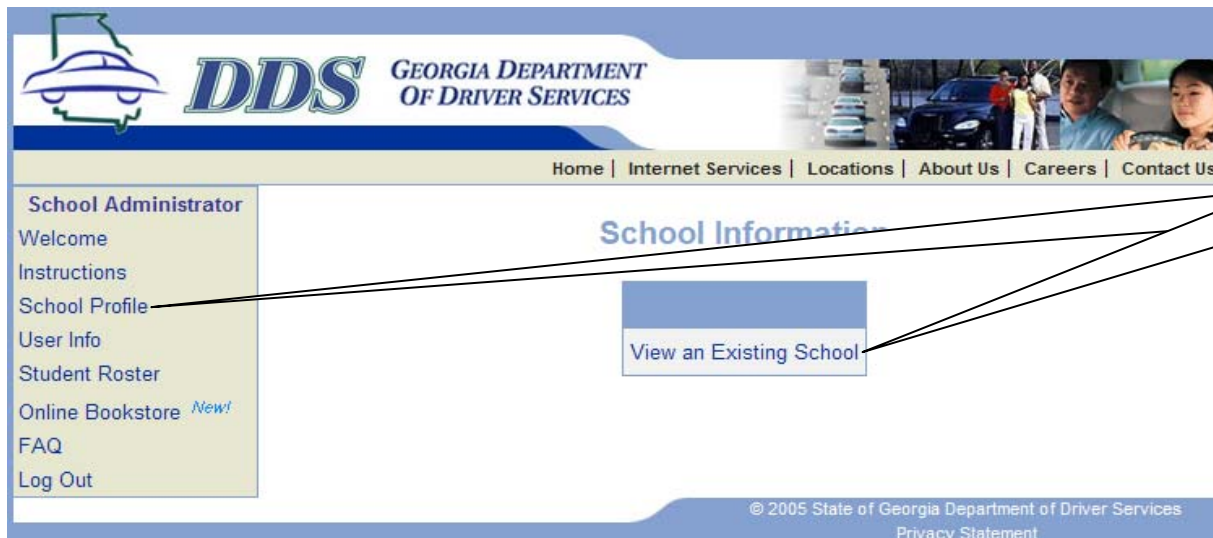
- On the 'Create Student Roster' page, School Administrator can add new student information for their approved school.
- Make sure to enter all the required fields on the page.

User Instructions are available by clicking on 'Instructions'.



## School Profile – ADAP School Administrator

### Step 1 School Information – ADAP School Administrator







## Step 2 School Profile – ADAP School Administrator

The screenshot shows the DDS Georgia Department of Driver Services website. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar lists options for the School Administrator: Welcome, Instructions, School Profile, User Info, Student Roster, Online Bookstore (marked as New!), FAQ, and Log Out. The main content area is titled "View ADAP School" and contains a form for school information and contact details.

**School Name** 1428 - Sandersville RYDC

**School Information**

School Name Sandersville RYDC  
School ID 1428  
School URL   
Street Address1 ?  
Street Address2   
County Washington  
City ? State GA Zip ?????

**Contact Information**

Primary Contact  Secondary Contact   
Phone  Phone   
Fax  Fax

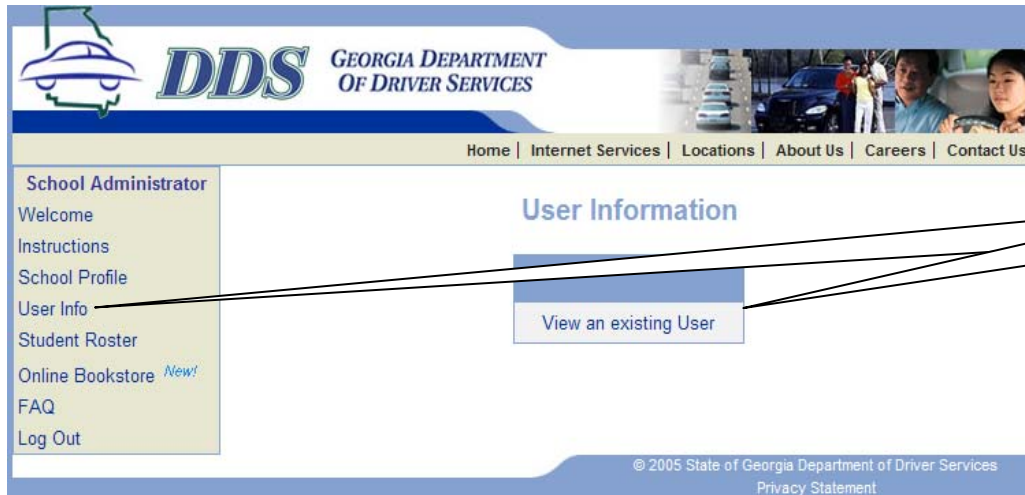
© 2005 State of Georgia Department of Driver Services

If any of this information is incorrect, contact Regulatory Compliance at ADAP@dds.ga.gov.





## User Information - ADAP School Administrator



The only action available under User Info is to View an existing user.



## View an Existing User – ADAP School Administrator

The screenshot shows the DDS Georgia Department of Driver Services website. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar lists options for School Administrators: Welcome, Instructions, School Profile, User Info, Student Roster, Online Bookstore (marked as 'New!'), FAQ, and Log Out. The main content area is titled 'View an existing User' and contains three sections: a top section with dropdowns for 'School Name' (1428 - Sandersville RYDC) and 'User ID' (slstrickland), followed by a 'Select' button; a 'User Registration Information' section with fields for School Name, User ID, Password, Confirm Password, and User Type (School Admin); and a 'User Information' section with fields for First Name, Middle Name, Last Name, Phone Number, and E-mail. A 'Close' button is at the bottom right of the form.

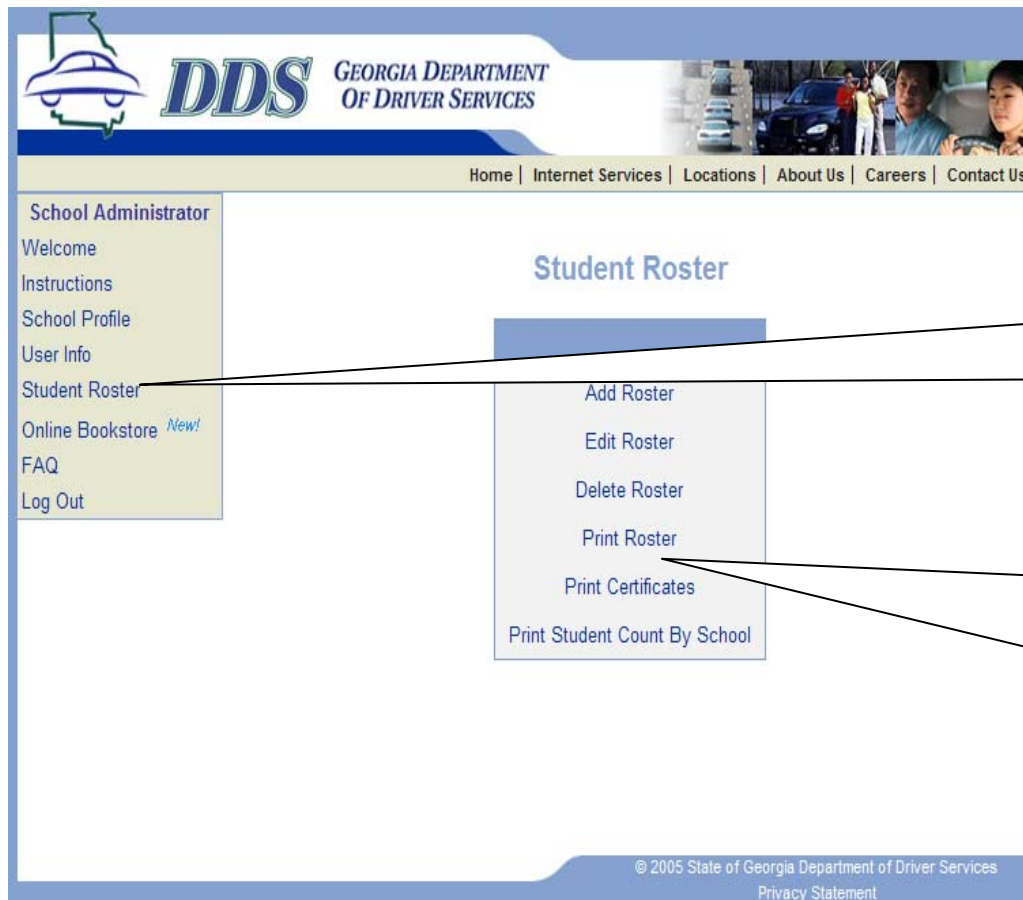
View an existing User			
School Name	1428 - Sandersville RYDC		
User ID	slstrickland		
<input type="button" value="Select"/>			
User Registration Information			
School Name	Sandersville RYDC		
User ID	slstrickland		
Password	.....		
Confirm Password	.....		
User Type	School Admin		
User Information			
First Name	Sandy	Middle Name	L.
Last Name	Strickland	Phone Number	(999) 999-9999
E-mail	???@xxx.org		
<input type="button" value="Close"/>			

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Select School, User ID and press 'Select' Button. If any of this information is incorrect, contact Regulatory Compliance at ADAP@dds.ga.gov.



## Student Roster - ADAP School Administrator



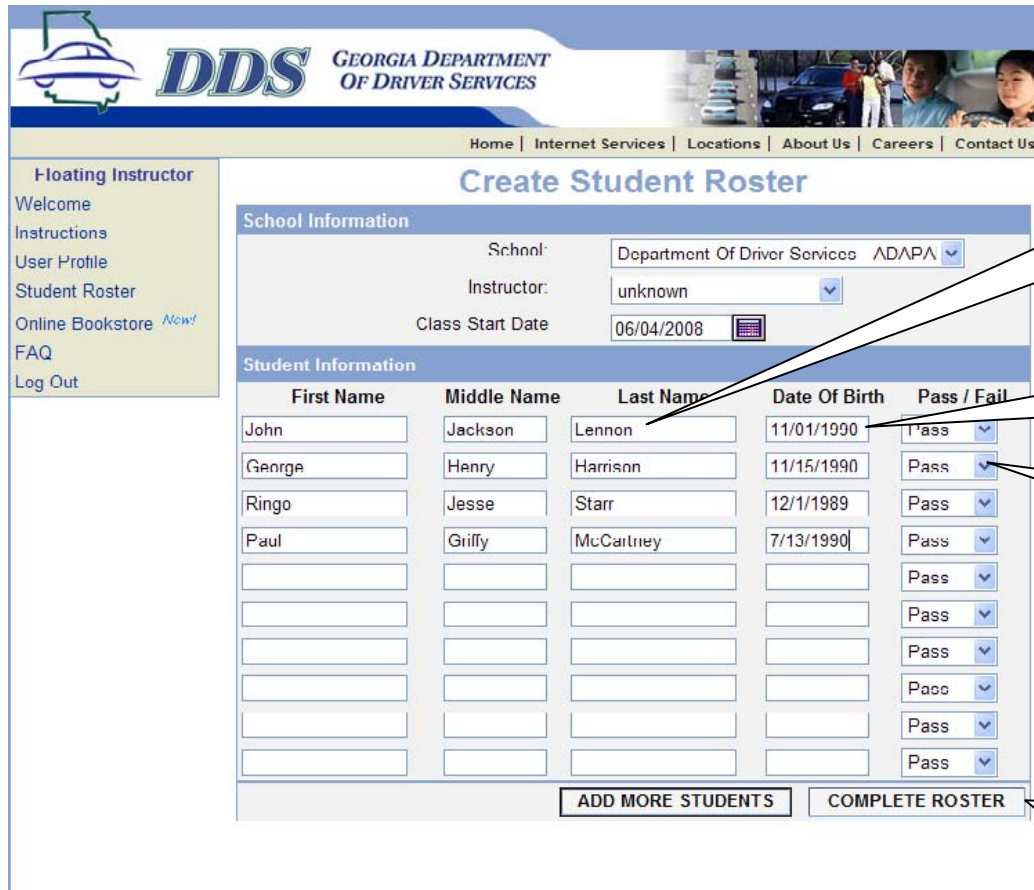
To Add, Change, or Delete Student attendance information, or print roster or certificates, first click on 'Student Roster'

Next click on the appropriate link to:

- Add Roster
- Edit Roster
- Delete Roster
- Print Roster
- Print Certificates



## Step 2 Add Roster – ADAP School Administrator



Home | Internet Services | Locations | About Us | Careers | Contact Us

**Create Student Roster**

**School Information**

School: Department Of Driver Services ADAPA

Instructor: unknown

Class Start Date: 06/04/2008

**Student Information**

First Name	Middle Name	Last Name	Date Of Birth	Pass / Fail
John	Jackson	Lennon	11/01/1990	Pass
George	Henry	Harrison	11/15/1990	Pass
Ringo	Jesse	Starr	12/1/1989	Pass
Paul	Griffy	McCartney	7/13/1990	Pass
				Pass
				Pass
				Pass
				Pass
				Pass
				Pass

ADD MORE STUDENTS COMPLETE ROSTER

Enter each student's full **legal** name as it appears on a birth certificate or learner's permit.

Enter each student's Date of Birth in MM/DD/YYYY format.

Enter each student's Pass or Fail status.

Finished? Press 'Complete Roster'.  
More than 1 page of students? Press 'Add More Students'.  
**Warning: This page times out so keep this in mind when creating rosters.**





## Edit Roster - ADAP School Administrator

### Step 1 Edit Roster – ADAP School Administrator

A screenshot of the DDS 'Edit Student Roster' web form. The form is titled 'Edit Student Roster' in blue. It includes a sidebar on the left with links: 'School Administrator', 'Welcome', 'Instructions', 'School Profile', 'User Info', 'Student Roster', 'Online Bookstore *New!*', 'FAQ', and 'Log Out'. The main form area has the following fields: 'School:' with a dropdown menu showing '1428 - Sandersville RYDC'; 'Instructor:' with a dropdown menu showing 'slstrickland'; 'Student LastName:' with a text input field; 'Student Date Of Birth' with a text input field and a calendar icon, followed by '(mm/dd/yyyy)'; 'Class Date From' with a text input field and a calendar icon, followed by '(mm/dd/yyyy)'; 'Class Date To' with a text input field and a calendar icon, followed by '(mm/dd/yyyy)'; and a 'Select' button at the bottom. The footer of the page reads '© 2005 State of Georgia Department of Driver Services' and 'Privacy Statement'.

To edit a student roster, first select the appropriate Instructor from the pull down.

**Note: Only active instructors are displayed.**

To limit search results any combination of Last Name, Date of Birth and Class Date are optional.

Press the 'Select' button to begin the search.





## Step 2 Edit Roster – ADAP School Administrator

**DDS** GEORGIA DEPARTMENT OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

**School Administrator**

Welcome  
Instructions  
School Profile  
User Info  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

### Edit Student Roster

School: 1428 - Sandersville RYDC  
Instructor: slstrickland

Student LastName:

Student Date Of Birth:  (mm/dd/yyyy)

Class Date From:  (mm/dd/yyyy)

Class Date To:  (mm/dd/yyyy)

Select

First Name	Middle Name	Last Name	Date Of Birth	Class Date	Pass/Fail	
James	W	Taylor	10/07/1989	06/16/2004	Pass	<a href="#">Edit!</a>
Roderick	T	Harris	05/09/1990	06/16/2004	Pass	<a href="#">Edit!</a>
Matthew	Len	Nutt	08/15/1988	06/16/2004	Pass	<a href="#">Edit!</a>
Jarvis	D.	Simpson	02/25/1988	06/16/2004	Pass	<a href="#">Edit!</a>
JaMario	D.	Napier	08/03/1987	06/16/2004	Pass	<a href="#">Edit!</a>
Bobby	Sanchez	Brooks	09/27/1988	08/25/2005	Pass	<a href="#">Edit!</a>
Derek	Tyone	Ingram jr.	03/25/1989	08/30/2005	Pass	<a href="#">Edit!</a>
Bashun	Anthony	Carter	06/29/1989	09/14/2005	Pass	<a href="#">Edit!</a>
Kwaderious	Jemear	Worrell	04/25/1990	09/20/2005	Pass	<a href="#">Edit!</a>
Thomas	Anthony	Tate	06/15/1991	09/20/2005	Pass	<a href="#">Edit!</a>

1 2

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Click on 'Edit' to allow changes to student roster.

To page if there are multiple pages, click on the page number.



### Step 3 Edit Roster – ADAP School Administrator

**DDS**  
 GEORGIA DEPARTMENT  
 OF DRIVER SERVICES

[Home](#) | [Internet Services](#) | [Locations](#) | [About Us](#) | [Careers](#) | [Contact Us](#)

**School Administrator**  
[Welcome](#)  
[Instructions](#)  
[School Profile](#)  
[User Info](#)  
[Student Roster](#)  
[Online Bookstore](#) *New!*  
[FAQ](#)  
[Log Out](#)

### Edit Student Roster

School:

Instructor:

Student LastName:

Student Date Of Birth:  (mm/dd/yyyy)

Class Date From:  (mm/dd/yyyy)

Class Date To:  (mm/dd/yyyy)

First Name	Middle Name	Last Name	Date Of Birth	Class Date	Pass/Fail	
James	W	Taylor	10/07/1989	06/16/2004	Pass	Save! Cancel!
Roderick	T	Harris	05/09/1990	06/16/2004	Pass	Edit!
Matthew	Len	Nutt	08/15/1988	06/16/2004	Pass	Edit!
Jarvis	D.	Simpson	02/25/1988	06/16/2004	Pass	Edit!
JaMario	D.	Napier	08/03/1987	06/16/2004	Pass	Edit!
Bobby	Sanchez	Brooks	09/27/1988	08/25/2005	Pass	Edit!
Derek	Tyone	Ingram jr.	03/25/1989	08/30/2005	Pass	Edit!
Bashun	Anthony	Carter	06/29/1989	09/14/2005	Pass	Edit!
Kwaderious	Jemear	Worrell	04/25/1990	09/20/2005	Pass	Edit!
Thomas	Anthony	Tate	06/15/1991	09/20/2005	Pass	Edit!

1 2

© 2005 State of Georgia Department of Driver Services  
[Privacy Statement](#)

Key in changes then click on 'Save' to record the changes, or 'Cancel' to abandon making any change.



## Delete Roster - ADAP School Administrator

### Step 1 Delete Roster – ADAP School Administrator

The screenshot shows the 'Delete Student from Roster' page for a School Administrator. The page has a blue header with the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar contains links: School Administrator, Welcome, Instructions, School Profile, User Info, Student Roster, Online Bookstore (marked 'New!'), FAQ, and Log Out. The main content area is titled 'Delete Student from Roster' and contains a form with the following fields: 'School' (a dropdown menu showing '1428 - Sandersville RYDC'), 'Instructor' (a dropdown menu showing '----'), 'Student LastName' (a text input field), 'Student Date Of Birth' (a date picker with a calendar icon and '(mm/dd/yyyy)' format), 'Class Date From' (a date picker with a calendar icon and '(mm/dd/yyyy)' format), 'Class Date To' (a date picker with a calendar icon and '(mm/dd/yyyy)' format), and a 'Select' button at the bottom. The footer of the page reads '© 2005 State of Georgia Department of Driver Services Privacy Statement'.

To delete a student from the roster first select the appropriate Instructor from the pull down.  
**Note: Only active instructors are displayed.**

To limit search results any combination of Last Name, Date of Birth and Class Date are optional.

Press the 'Select' button to begin the search.

## Step 2 Delete Roster – ADAP School Administrator

**School Administrator**

Welcome  
Instructions  
School Profile  
User Info  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

**Delete Student from Roster**

School: 1428 - Sandersville RYDC  
Instructor: ----  
Student LastName:   
Student Date Of Birth:  (mm/dd/yyyy)  
Class Date From:  (mm/dd/yyyy)  
Class Date To:  (mm/dd/yyyy)

	First Name	Middle Name	Last Name	Date Of Birth	Class Date	Pass/Fail
<input checked="" type="checkbox"/>	James	W	Taylor	10/07/1989	06/16/2004	Pass
<input type="checkbox"/>	Roderick	T	Harris	05/09/1990	06/16/2004	Pass
<input type="checkbox"/>	Matthew	Len	Nutt	08/15/1988	06/16/2004	Pass
<input type="checkbox"/>	Jarvis	D.	Simpson	02/25/1988	06/16/2004	Pass
<input type="checkbox"/>	JaMario	D.	Napier	08/03/1987	06/16/2004	Pass
<input type="checkbox"/>	Bobby	Sanchez	Brooks	09/27/1988	08/25/2005	Pass
<input type="checkbox"/>	Derek	Tyone	Ingram jr.	03/25/1989	08/30/2005	Pass
<input type="checkbox"/>	Bashun	Anthony	Carter	06/29/1989	09/20/2005	Pass
<input type="checkbox"/>	Kwaderious	Jemear	Worrell	04/25/1990	09/20/2005	Pass
<input type="checkbox"/>	Thomas	Anthony	Tate	06/13/1991	09/20/2005	Pass

1 2

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Select student(s) to be removed.

To page when there are multiple pages, click on the page number.  
**Note: Before advancing to next page, click “Delete Students” button to delete selected student.**

Press the ‘Delete Students’ button to remove selected students.



## Print Roster - ADAP School Administrator

### Step 1 Print Roster – ADAP School Administrator

The screenshot shows the DDS School Administrator web interface. At the top is the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar contains links for School Administrator, Welcome, Instructions, School Profile, User Info, Student Roster, Online Bookstore (marked 'New!'), FAQ, and Log Out. The main content area is titled "Search Student Roster" and contains a form with the following fields: School (a pull-down menu showing "1428 - Sandersville RYDC"), Instructor (a pull-down menu showing "slstrickland"), Student LastName (a text input field), Student Date Of Birth (a date picker with a calendar icon and "(mm/dd/yyyy)" format), Class Date From (a date picker with a calendar icon and "(mm/dd/yyyy)" format), Class Date To (a date picker with a calendar icon and "(mm/dd/yyyy)" format), and a "Select" button at the bottom of the form. The footer of the page reads "© 2005 State of Georgia Department of Driver Services" and "Privacy Statement".

To print a student roster, first select the appropriate Instructor from the pull down.  
**Note: Only active instructors are displayed.**

To limit search results any combination of Last Name, Date of Birth and Class Date are optional.

Press the 'Select' button to begin the search.





## Step 2 Print Roster – ADAP School Administrator

12/19/2007

School ID : 1428  
 School Name : Sandersville RYDC  
 Street Address1 : ?  
 Street Address2 : ?  
 City : ? State : GA Zip : 32222

Instructor : slstrickland Sandy Strickland

First Name	Middle Name	Last Name	Date Of Birth	Class	Pass / Fail	Certificate Number
Bobby	Sanchez	Brooks	09/27/1988	08/25/2005		000494741
Bashun	Anthony	Carter	06/29/1989	09/14/2005	Pass	000502720
Roderick	T	Harris	05/09/1990	06/16/2004	Pass	
Derek	Tyone	Ingram jr.	03/25/1989	08/30/2005	Pass	000496
Caleb	J	Kennedy	04/20/1990	09/20/2005	Pass	000533550
JaMario	D.	Napier	08/03/1987	06/16/2004	Pass	000345339
Matthew	Len	Nutt	08/15/1988	06/16/2004	Pass	000345337
Jarvis	D.	Simpson	02/25/1988	06/16/2004	Pass	000345338
Thomas	Anthony	Tate	06/15/1991	09/20/2005	Pass	000533548
James	W	Taylor	10/07/1989	06/16/2004	Pass	000345335
Michael	Linzie	Walker	08/06/1989	09/20/2005	Pass	000533549
Kwaderious	Jemear	Worrell	04/25/1990	09/20/2005	Pass	000533547

Totals For Instructor : Sandy Strickland  
 Total Passed : 12  
 Total Failed : 0

Totals For School : Sandersville RYDC  
 Total Passed : 12  
 Total Failed : 0

Report can be exported to a PDF file for saving or printing. Adobe Reader is required. If you experience problems, download and install the current version from [www.adobe.com](http://www.adobe.com).

Paging thru the report is provided:  
 |< - First Page  
 < - Previous Page  
 > - Next Page  
 >| - Last Page





## Print Certificates - ADAP School Administrator

### Step 1 – Print Certificates – ADAP School Administrator

To print student certificates, first select the appropriate Instructor from the pull down.

**Note: Only active instructors are displayed.**

Note: If printing one student's certificate, enter "Student LastName" and "Student Date of Birth" only. If more than one student's name appears, choose (✓) the correct one to print.

To limit search results any combination of Last Name, Date of Birth and Class Date are optional.

Press the 'Select' button to display students matching the search.



## Step 2 – Print Certificates – ADAP School Administrator

**DDS** GEORGIA DEPARTMENT OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

**School Administrator**

Welcome  
Instructions  
School Profile  
User Info  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

### Print Student Certificate

School: 1428 - Sandersville RYDC  
Instructor: ----  
Student LastName:   
Student Date Of Birth:  (mm/dd/yyyy)  
Class Date From:  (mm/dd/yyyy)  
Class Date To:  (mm/dd/yyyy)

	First Name	Middle Name	Last Name	Date Of Birth	Class Date	Pass/Fail
<input checked="" type="checkbox"/>	James	W	Taylor	10/07/1989	06/16/2004	Pass
<input checked="" type="checkbox"/>	Roderick	T	Harris	05/09/1990	06/16/2004	Pass
<input type="checkbox"/>	Matthew	Len	Nutt	08/15/1988	06/16/2004	Pass
<input type="checkbox"/>	Jarvis	D.	Simpson	02/25/1988	06/16/2004	Pass
<input type="checkbox"/>	JaMario	D.	Napier	08/03/1987	06/16/2004	Pass
<input type="checkbox"/>	Bobby	Sanchez	Brooks	09/27/1988	08/25/2005	Pass
<input type="checkbox"/>	Derek	Tyone	Ingram jr.	03/25/1989	08/30/2005	Pass
<input type="checkbox"/>	Bashun	Anthony	Carter	06/29/1989	09/14/2005	Pass
<input type="checkbox"/>	Kwaderious	Jemear	Worrell	04/25/1990	09/20/2005	Pass
<input type="checkbox"/>	Thomas	Anthony	Tate	06/15/1991	09/20/2005	Pass

1 2

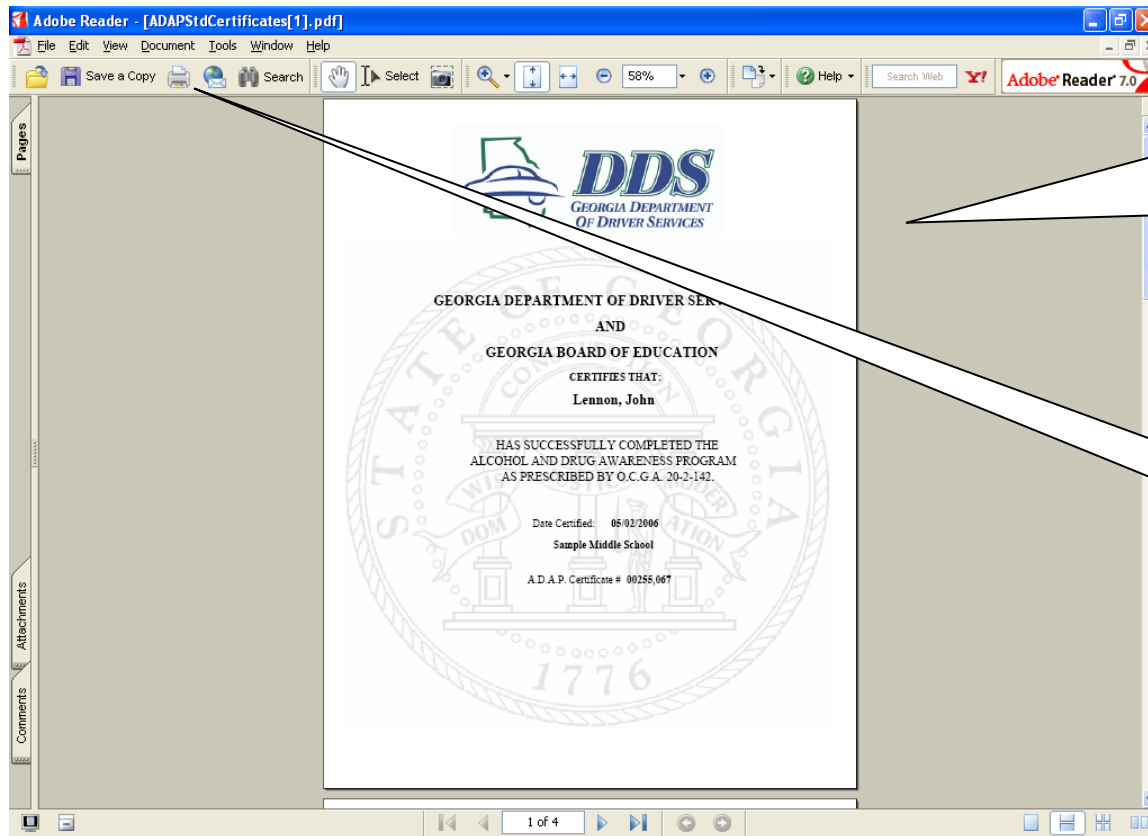
© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Only students with 'Pass' statuses are displayed. Select student(s) to be printed.

Press the 'Print Certificate' button to format print. Adobe Reader is required. If you experience problems, download and install the current version from [www.adobe.com](http://www.adobe.com).



### Step 3 – Print Certificates – ADAP School Administrator



Certificates are exported to Adobe Reader for Printing. Adobe Reader is required. If you experience problems, download and install the current version from [www.adobe.com](http://www.adobe.com).

Print Certificates by pressing the printer icon or File, Print under the tool bar.



## Online Bookstore – ADAP School Administrator

The screenshot shows the DDS Online Bookstore interface for School Administrators. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar lists options: School Administrator, Welcome, Instructions, School Profile, User Info, Student Roster, Online Bookstore (marked as New!), FAQ, and Log Out. The main content area is titled "Online Bookstore" and contains a form for requesting items. The form includes fields for "Requestor:" (filled with "Lisa Clinton" and "xxx@dds.ga.gov") and "School:" (filled with "Department Of Driver Services", "2206 East View Parkway", and "Conyers, GA 30013"). A red message states: "If any information provided is inaccurate, please email ADAP@dds.ga.gov immediately with correct information (including phone number)." Below the form is a table with three columns: "\*Item", "\*Quantity", and "\*Delivery Type". The "\*Item" column has a dropdown menu with "Select An Item". The "\*Delivery Type" column has a dropdown menu with "Select A Delivery Type". An "Add Order" button is to the right of the table. At the bottom, a message says: "If you inadvertently cancelled an order, enter a new one." followed by "No orders were found!" in red text.

**School Administrator**

Welcome  
Instructions  
School Profile  
User Info  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

**Online Bookstore**

Requestor: Lisa Clinton  
xxx@dds.ga.gov

If any information provided is inaccurate, please email  
ADAP@dds.ga.gov immediately with correct information  
(including phone number).

School: Department Of Driver Services  
2206 East View Parkway  
Conyers, GA 30013

*Item	*Quantity	*Delivery Type
Select An Item		Select A Delivery Type

Add Order

If you inadvertently cancelled an order, enter a new one.

No orders were found!

Requestor and school information is determined by user information settings.


Select delivery type from the pull down menu.

Select order item from pull down menu.

Existing order information would be listed here.



## FAQ - ADAP School Administrator

**DDS**  
GEORGIA DEPARTMENT  
OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

**DDS Administrator**  
Welcome  
Instructions  
School Info  
User Info  
Student Roster  
Item Maintenance *New!*  
Online Bookstore *New!*  
Export Data *New!*  
**FAQ**  
Log Out

### ADAP School FAQ

***What is ADAP and why does my child need to take it?***

All teenagers under the age of 18 must complete and pass the Georgia Alcohol and Drug Awareness Program (ADAP) in order to receive their Class D driver's license. The course is taught in both public and private schools in four grades: 7, 8, 9, and 10. Students having to pass a written exam at the end of the course. Students usually take the ADAP course during the 8th grade taught by teachers certified by the Georgia Department of Driver Services. The course covers the following areas: Health Education, Health and Physical Education of Driver, and Safety Education.

***I lost or did not receive an ADAP certificate. How do I get a replacement?***

If a student has successfully completed the ADAP course, please call the school administration office where the student completed the ADAP course to request a replacement certificate. Or contact Regulatory Compliance at [ADAP@dds.ga.gov](mailto:ADAP@dds.ga.gov).

They will need the following information, so please have available when calling: Student name, Date of birth, name of school, when class was taken and who was the instructor

***The Department of Driver Services or school told me to call and see if my child took the ADAP course. Can you look it up and tell me?***

The ADAP office may be able to look up the information, however the student will need to present the documentation to the Department of Driver Services upon applying for a class D license. The request would be handled as if replacing a lost certificate.

Frequently Asked Questions can be viewed by clicking on 'FAQ'.





## Log Out - ADAP School Administrator

A screenshot of the DDS ADAP School Administrator web interface. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar menu lists: School Administrator, Welcome, Instructions, School Profile, User Info, Student Roster, Online Bookstore (marked as New!), FAQ, and Log Out. The main content area has a title "Welcome to the Alcohol and Drug Awareness Program (ADAP)" and a "Mission Statement" section. Below this is a "General Information" section. At the bottom is a "Contact Information" section for the Georgia Department of Driver Services, Regulatory Compliance Division, located at 2206 East View Parkway, P.O. Box 80447, Conyers, Georgia 30013. A copyright notice at the very bottom reads "© 2005 State of Georgia Department of Driver Services Privacy Statement".

**School Administrator**

- Welcome
- Instructions
- School Profile
- User Info
- Student Roster
- Online Bookstore *New!*
- FAQ
- Log Out

**Welcome to the Alcohol and Drug Awareness Program (ADAP)**

**Mission Statement**

The mission of the Alcohol and Drug Awareness Program is to provide prevention education to adolescents of Georgia regarding the dangers of alcohol and drug use as it relates to the operation of motor vehicles; to ensure that instructors provide quality training; to provide for the issuance of certificates to persons who successfully complete the ADAP course.

**General Information**

The Alcohol and Drug Awareness Program (ADAP) is mandated by the legislature and is a partnership between the Department of Driver Services (DDS), and Department of Education (DOE). The program informs students between the ages of 13 and 17 years of age the dangers of alcohol and drug use while operating a motor vehicle. To qualify for a driver's license, a teenager must have an ADAP certificate indicating the successful completion of the ADAP curriculum.

**Contact Information**

Georgia Department of Driver Services  
Regulatory Compliance Division  
2206 East View Parkway  
P.O. Box 80447  
Conyers, Georgia 30013

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Finished?  
Select 'Log  
Out'.





## ADAP School Instructor

### Login - ADAP School Instructor

A screenshot of the DDS School Administrator Login page. The page has a blue header with the DDS logo and navigation links: Home, Internet Services, Locations, About Us, and Careers. Below the header is a yellow section titled "School Administrator Login" with the note "All the fields indicated with \* are required". There are two input fields: "\* User ID:" and "\* Password:". Below these fields are "SIGN IN" and "CANCEL" buttons. A link "Forgot Your Password?" is also present. At the bottom, there is a disclaimer paragraph and a copyright notice: "© 2005 State of Georgia Department of Driver Services Privacy Statement".

Home | Internet Services | Locations | About Us | Careers |

### School Administrator Login

All the fields indicated with \* are required

\* User ID:

\* Password:

[SIGN IN](#) [CANCEL](#)

[Forgot Your Password?](#)

You are attempting to access resources owned by the Georgia Department of Driver Services. These resources are to be accessed by authorized users only. If you are not specifically authorized to access these resources, do not proceed further. Unauthorized access could subject you to liability or criminal prosecution, in accordance with the Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90, et seq.). Department of Driver Services Internet communications and interaction are subject to monitoring and audit. By continuing and accessing the Department of Driver Services network, you are consenting to having your interaction with and use of Department of Driver Services Internet resources monitored, audited, retrieved and copied.

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Enter your DDS assigned User ID, Password and press the 'Sign In' button.

Forgot your Password?  
Click here.



## Forgot Password - ADAP School Instructor

The screenshot shows the DDS website's "Forgot Password" page for ADAP School Instructors. The page has a blue header with the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. Below the header, the title "eMail User Password" is displayed, followed by the instruction "All the fields indicated with \* are required". There are three input fields: "\* User ID:" (a single-line text box), "\* E-mail Address:" (a single-line text box), and "E-mail Password" (a password field with a "show/hide" icon). At the bottom, there is a copyright notice: "© 2005 State of Georgia Department of Driver Services" and a link to the "Privacy Statement".

DDS GEORGIA DEPARTMENT OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

**eMail User Password**

All the fields indicated with \* are required

\* User ID:

\* E-mail Address:

E-mail Password

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Enter your User ID and email address. If your email matches the email on file, your password will be emailed. If email does not match the email on file, contact us at [ADAP@dds.ga.gov](mailto:ADAP@dds.ga.gov) for assistance.



## Welcome - ADAP School Instructor

**School Instructor**

- Welcome
- Instructions
- User Profile
- Student Roster
- Online Bookstore *New!*
- FAQ
- Log Out

### Welcome to the Alcohol and Drug Awareness Program (ADAP)

#### Mission Statement

The mission of the Alcohol and Drug Awareness Program is to provide prevention education to adolescents of Georgia regarding the dangers of alcohol and drug use as it relates to the operation of motor vehicles; to ensure that instructors provide quality training; to provide for the issuance of certificates to persons who successfully complete the ADAP course.

#### General Information

The Alcohol and Drug Awareness Program (ADAP) is mandated by the legislature and is a partnership between the Department of Driver Services (DDS), and Department of Education (DOE). The program informs students between the ages of 13 and 17 years of age the dangers of alcohol and drug use while operating a motor vehicle. To qualify for a driver's license, a teenager must have an ADAP certificate indicating the successful completion of the ADAP curriculum.

#### Contact Information

Georgia Department of Driver Services  
Regulatory Compliance Division  
2206 East View Parkway  
P.O. Box 80447  
Conyers, Georgia 30013

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

After a successful Log In, this page will be displayed. Return to this page by clicking on 'Welcome'.



## Instructions - ADAP School Instructor

A screenshot of the DDS School Instructor Instructions page. The page has a blue header with the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar contains links: School Instructor, Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked as New!), FAQ, and Log Out. The main content area is titled "School Instructor Instructions" and includes sections for User Information, Class Roster (Add, Edit, Delete), and Print Student Certificates. A callout bubble points to the "Instructions" link in the sidebar.

**School Instructor**  
Welcome  
Instructions  
User Profile  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

**School Instructor Instructions**

**User Information**

**View an Existing User**

- On the 'View Existing User' Page, a School instructor can view the User information, once he/she clicks on the 'select' button after selecting school and user from the drop down. The school instructor can only view all the user's information for their school.

**Class Roster**

**Add Roster**

- On the 'Create Student Roster' page, a School instructor can add new student information for their approved school.
- Make sure to enter all the required fields on the page.

**Edit Roster**

- On the 'Edit Student Roster' page, a School instructor can edit student information for their approved school.
- Make sure to enter all the required fields on the page.

**Delete Roster**

- On the 'Delete Student Roster' Page, a School Instructor can Delete Students from the Roster.

**Print Student Certificates**

- A School Instructor can print student certificates.

**Print Roster**

User Instructions are available by clicking on 'Instructions'.



## User Profile - ADAP School Instructor

A screenshot of the DDS School Instructor User Profile page. The page has a blue header with the DDS logo and a navigation bar with links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. On the left is a sidebar menu with links: School Instructor, Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked as New!), FAQ, and Log Out. The main content area is titled "User Information" and contains a button labeled "View an existing User". At the bottom, there is a copyright notice: "© 2005 State of Georgia Department of Driver Services" and a link to the "Privacy Statement".

DDS GEORGIA DEPARTMENT OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

School Instructor

Welcome

Instructions

User Profile

Student Roster

Online Bookstore *New!*

FAQ

Log Out

User Information

View an existing User

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

The only action available under User Info is to View an existing user.



## View an Existing User - ADAP School Instructor

The screenshot shows the DDS website interface. At the top is the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar menu for 'School Instructor' includes links for Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked 'New!'), FAQ, and Log Out. The main content area is titled 'View an existing User'. It contains a form with the following fields: 'School Name' (a dropdown menu showing 'SHS001 - Sample High School'), 'User ID' (a dropdown menu showing 'teach01'), and a 'Select' button. Below this is the 'User Registration Information' section with fields for 'School Name' (Sample High School), 'User ID' (teach01), 'Password' (masked with dots), 'Confirm Password' (masked with dots), and 'User Type' (a dropdown menu showing 'Instructor'). The 'User Information' section includes fields for 'First Name' (Dr. Jimmy), 'Middle Name' (J.), 'Last Name' (Jones), 'Phone Number' ((404) 123-1234), and 'E-mail' (JJJ@aol.com). A 'Close' button is at the bottom right of the form. At the very bottom of the page, there is a copyright notice: '© 2005 State of Georgia Department of Driver Services Privacy Statement'.

Select School, User ID and press 'Select' Button. If any of this information is incorrect, contact Regulatory Compliance at ADAP@dds.ga.gov.





## Student Roster - ADAP School Instructor



To Add, Change, or Delete Student attendance information, or print roster or certificates, first click on 'Student Roster'

Next click on the appropriate link to:

- Add Roster
- Edit Roster
- Delete Roster
- Print Roster
- Print Certificates



## Add Roster - ADAP School Instructor

### Step 1 Add Roster – ADAP School Instructor

**School Information**

School: SHS001 - Sample High School

Instructor: teach01

Class Start Date: 06/05/2008

**Student Information**

First Name	Middle Name	Last Name	Date Of Birth	Pass / Fail
Jane	Harriet	Doe	05/30/1990	Pass
James	Arnold	Doe	06/01/1991	Pass
				Pass
				Pass
				Pass
				Pass
				Pass
				Pass
				Pass
				Pass

**DatePicker - Windows I...**

http://10.61.22.15/adap/DateCalCtrl.asp

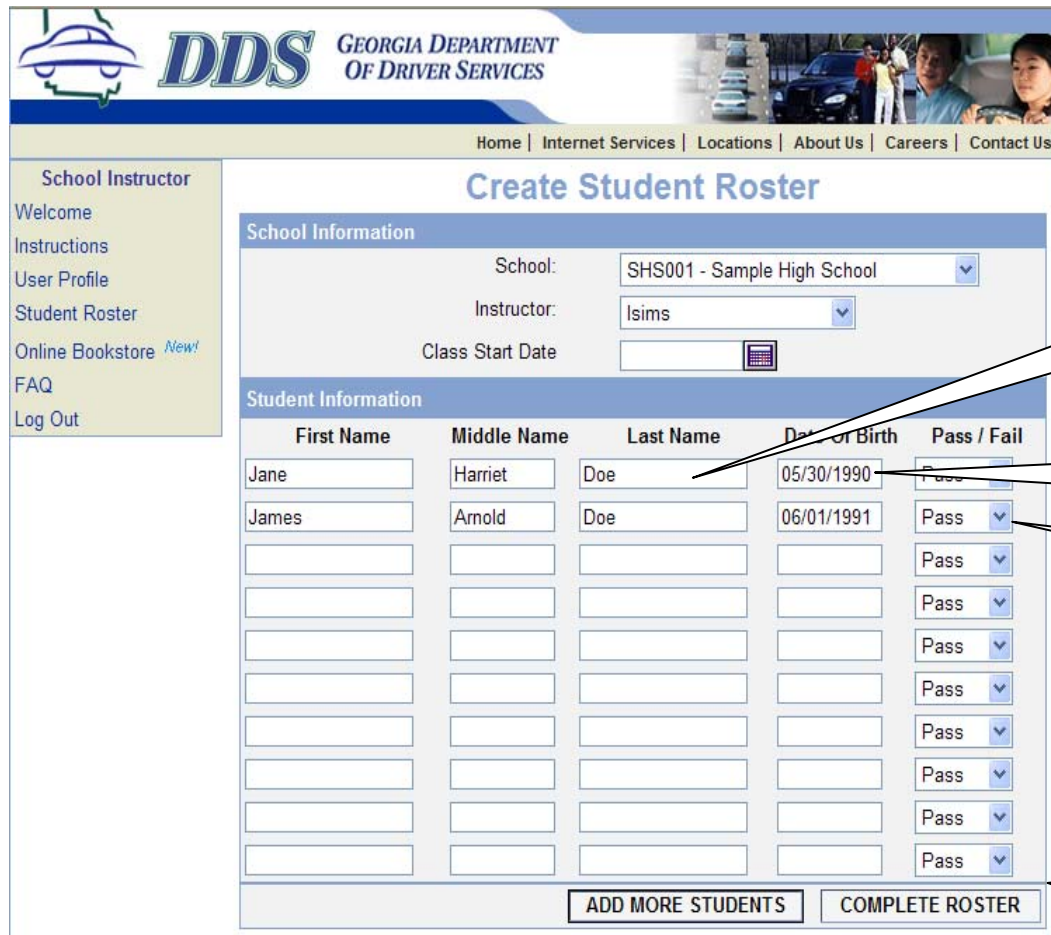
**June 2008**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**ADD MORE STUDENTS** **COMPLETE ROSTER**

To add students to a Roster, first enter class start date. Date can be entered in MM/DD/YYYY format or selected from a pop up calendar after pressing the calendar icon.

## Step 2 Add Roster – ADAP School Instructor



**School Information**

School: SHS001 - Sample High School

Instructor: Isims

Class Start Date:

**Student Information**

First Name	Middle Name	Last Name	Date of Birth	Pass / Fail
Jane	Harriet	Doe	05/30/1990	Pass
James	Arnold	Doe	06/01/1991	Pass
				Pass
				Pass
				Pass
				Pass
				Pass
				Pass
				Pass
				Pass

ADD MORE STUDENTS    COMPLETE ROSTER

Enter each student's full **legal** name as it appears on a birth certificate or learner's permit.

Enter each student's Date of Birth in MM/DD/YYYY format.

Enter each student's Pass or Fail status.

Finished? Press 'Complete Roster'.  
More than 1 page of students? Press 'Add More Students'. **Warning: This page times out so keep this in mind when creating rosters.**



## Edit Roster - ADAP School Instructor

### Step 1 – Edit Roster – ADAP School Instructor


The screenshot shows the 'Edit Student Roster' page for a School Instructor. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar lists options: School Instructor, Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked 'New!'), FAQ, and Log Out. The main form area is titled 'Edit Student Roster' and contains the following fields: 'School' (dropdown menu showing 'SHS001 - Sample High School'), 'Instructor' (dropdown menu showing 'teach01'), 'Student LastName' (text input), 'Student Date Of Birth' (calendar icon and text '(mm/dd/yyyy)'), 'Class Date From' (calendar icon and text '(mm/dd/yyyy)'), and 'Class Date To' (calendar icon and text '(mm/dd/yyyy)'). A 'Select' button is at the bottom of the form. The footer shows '© 2005 State of Georgia Department of Driver Services' and a 'Privacy Statement' link.

To limit search results any combination of Last Name, Date of Birth and Class Date are optional.

Press the 'Select' button to begin the search.



## Step 2 – Edit Roster – ADAP School Instructor

 **DDS** GEORGIA DEPARTMENT OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

**School Instructor**

Welcome  
Instructions  
User Profile  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

### Edit Student Roster

School: SHS001 - Sample High School  
Instructor: teach01  
Student LastName:   
Student Date Of Birth:  (mm/dd/yyyy)  
Class Date From: 06/05/2008 (mm/dd/yyyy)  
Class Date To: 06/05/2008 (mm/dd/yyyy)

First Name	Middle Name	Last Name	Date Of Birth	Class Date	Pass/Fail	
Jane	Harriet	Doe	05/30/1990	06/05/2008	Pass	<a href="#">Edit!</a>
James	Arnold	Doe	06/01/1991	06/05/2008	Pass	<a href="#">Save!</a> <a href="#">Cancel!</a>

1

© 2005 State of Georgia Department of Driver Services  
Privacy Statement


Click on 'Edit' to allow changes to student roster.

To page when there are multiple pages, click on the page number.





### Step 3 – Edit Roster – ADAP School Instructor

**DDS**  
GEORGIA DEPARTMENT  
OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

**School Instructor**  
Welcome  
Instructions  
User Profile  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

### Edit Student Roster

School: SHS001 - Sample High School

Instructor: teach01

Student LastName:

Student Date Of Birth:  (mm/dd/yyyy)

Class Date From:  (mm/dd/yyyy)

Class Date To:  (mm/dd/yyyy)

Select

First Name	Middle Name	Last Name	Date Of Birth	Class Date	Pass/Fail	
Jane	H	Doe	05/30/1990	06/05/2006	Pass	Save! Cancel!
James	A	Doe	06/01/1991	06/05/2006	Pass	Edit!

1

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Key in changes then click on 'Save' to record the changes, or 'Cancel' to abandon making any change.



## Delete Roster - ADAP School Instructor

### Step 1 – Delete Roster – ADAP School Instructor

The screenshot shows the DDS Georgia Department of Driver Services website. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar lists options: School Instructor, Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked as New!), FAQ, and Log Out. The main content area is titled "Delete Student from Roster" and contains a form with the following fields: School (dropdown menu showing "SHS001 - Sample High School"), Instructor (dropdown menu showing "teach01"), Student LastName (text input), Student Date Of Birth (calendar icon and text "(mm/dd/yyyy)"), Class Date From (calendar icon and text "(mm/dd/yyyy)"), and Class Date To (calendar icon and text "(mm/dd/yyyy)"). A "Select" button is at the bottom of the form. The footer shows "© 2005 State of Georgia Department of Driver Services" and a "Privacy Statement" link.

To limit search results any combination of Last Name, Date of Birth and Class Date are optional.

Press the 'Select' button to begin the search.



## Step 2 – Delete Roster – ADAP School Instructor

**School Instructor**

- Welcome
- Instructions
- User Profile
- Student Roster
- Online Bookstore *New!*
- FAQ
- Log Out

**DDS** GEORGIA DEPARTMENT OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

### Delete Student from Roster

School: SHS001 - Sample High School

Instructor: teach01

Student LastName:

Student Date Of Birth:  (mm/dd/yyyy)

Class Date From: 06/05/2008 (mm/dd/yyyy)

Class Date To: 06/05/2008 (mm/dd/yyyy)

Select

	First Name	Middle Name	Last Name	Date Of Birth	Class Date	Pass/Fail
<input checked="" type="checkbox"/>	Jane	Harriet	Doe	05/30/1990	06/05/2008	
<input type="checkbox"/>	James	Arnold	Doe	06/01/1991	06/05/2008	Pass

Delete Students

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Select students to be removed.

To page when there are multiple pages, click on the page number.

Press the 'Delete Students' button to remove selected students. **Note: Before advancing to next page, click "Delete Students" button to delete selected student.**



## Print Roster - ADAP School Instructor

### Step 1 – Print Roster – ADAP School Instructor

The screenshot shows the "Search Student Roster" page for a School Instructor. On the left is a navigation menu with links: "School Instructor", "Welcome", "Instructions", "User Profile", "Student Roster", "Online Bookstore New!", "FAQ", and "Log Out". The main content area has a title "Search Student Roster" and a search form. The form includes dropdown menus for "School" (selected: SHS001 - Sample High School) and "Instructor" (selected: teach01). Below these are input fields for "Student LastName:", "Student Date Of Birth", "Class Date From", and "Class Date To". Each date field has a calendar icon and a red "(mm/dd/yyyy)" placeholder. At the bottom of the form is a "Select" button. The footer contains the copyright notice "© 2005 State of Georgia Department of Driver Services" and a link to the "Privacy Statement".

To limit search results any combination of Last Name, Date of Birth and Class Date are optional.

Press the 'Select' button to begin the search.



## Step 2 – Print Roster – ADAP School Instructor

ADAP Roster Report  
12/19/2007

School ID : SHS001  
School Name : Sample High School  
Street Address1 : 2055 Main Street  
Street Address2 :  
City : Atlanta State : GA Zip :  
Instructor : teach01 Dr. Jimmy Jones

First Name	Middle Name	Last Name	Date Of Birth	Class Date	Fail	Certificate Number
James	A	Doe	06/01/1991	06/05/2006	Pass	000704600
Jane	H	Doe	05/30/1990	06/05/2006	Pass	000704599

Totals For Instructor : Dr. Jimmy Jones  
Total Passed : 2  
Total Failed : 0

Totals For School : Sample High School  
Total Passed : 2  
Total Failed : 0

Report can be exported to a PDF file for saving or printing. Adobe Reader is required. If you experience problems, download and install the current version from [www.adobe.com](http://www.adobe.com).

Paging thru the report is provided:  
|< - First Page  
< - Previous Page  
> - Next Page  
>| - Last Page





## Print Certificates - ADAP School Instructor

### Step 1 Print Certificates – ADAP School Instructor


The screenshot shows the 'Print Student Certificate' page for a School Instructor. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar lists options: School Instructor, Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked 'New!'), FAQ, and Log Out. The main form area is titled 'Print Student Certificate' and contains several input fields: 'School' (a dropdown menu showing 'SHS001 - Sample High School'), 'Instructor' (a dropdown menu showing 'teach01'), 'Student LastName' (a text box), 'Student Date Of Birth' (a date picker with '(mm/dd/yyyy)' format), 'Class Date From' (a date picker with '(mm/dd/yyyy)' format), and 'Class Date To' (a date picker with '(mm/dd/yyyy)' format). A 'Select' button is located at the bottom of the form. The footer of the page reads '© 2005 State of Georgia Department of Driver Services' and 'Privacy Statement'.

To limit search results any combination of Last Name, Date of Birth and Class Date are optional.

Press the 'Select' button to begin the search.



## Step 2 Print Certificates – ADAP School Instructor

 **DDS** GEORGIA DEPARTMENT OF DRIVER SERVICES

Home | Internet Services | Locations | About Us | Careers | Contact Us

**School Instructor**

Welcome  
Instructions  
User Profile  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

### Print Student Certificate

School: SHS001 - Sample High School

Instructor: teach01

Student LastName:

Student Date Of Birth:  (mm/dd/yyyy)

Class Date From:  (mm/dd/yyyy)

Class Date To:  (mm/dd/yyyy)

Select

	First Name	Middle Name	Last Name	Date Of Birth	Class Date	Pass/Fail
<input checked="" type="checkbox"/>	Jane	H	Doe	05/30/1990	06/05/2006	Pass
<input checked="" type="checkbox"/>	James	A	Doe	06/01/1991	06/05/2006	Pass

1

Print Certificate

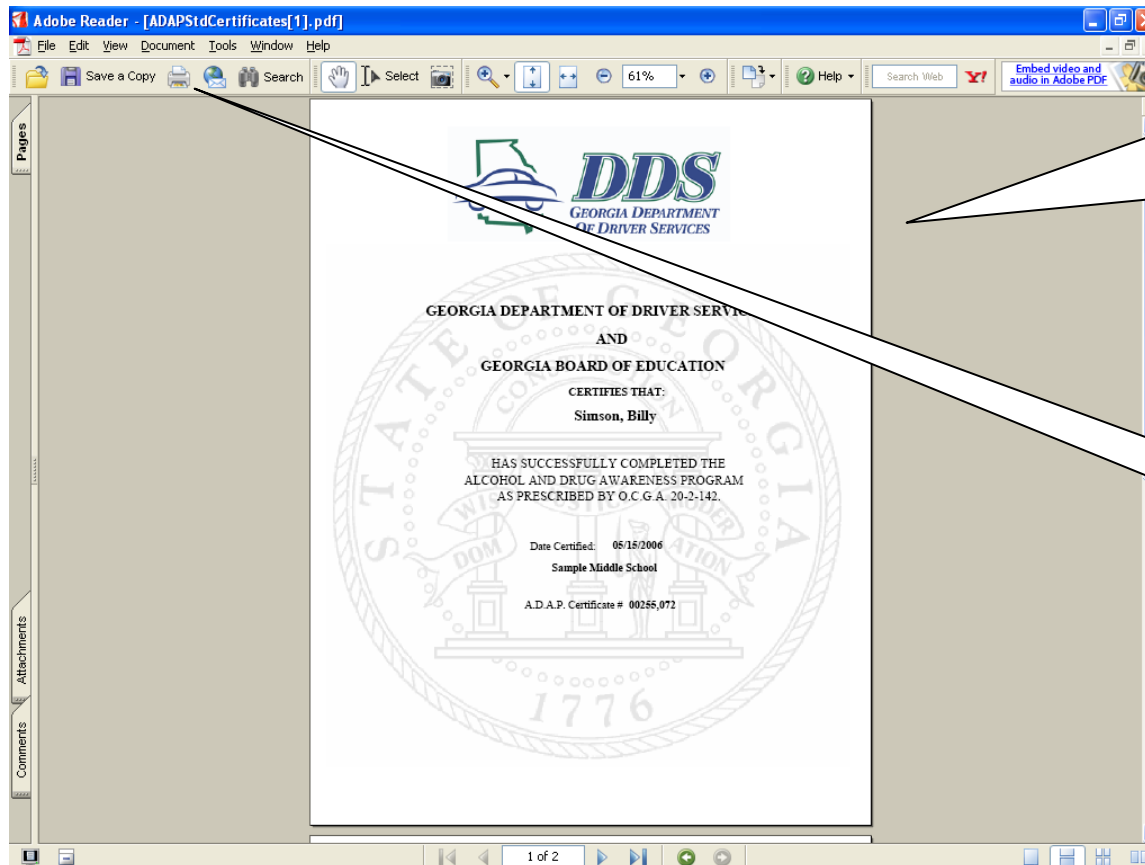
© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Only students with 'Pass' statuses are displayed. Select student(s) to be printed.

Press the 'Print Certificate' button to format print. Adobe Reader is required. If you experience problems, download and install the current version from [www.adobe.com](http://www.adobe.com).



### Step 3 Print Certificates – ADAP School Instructor



Certificates are exported to Adobe Reader for Printing. Adobe Reader is required. If you experience problems, download and install the current version from [www.adobe.com](http://www.adobe.com).

Print Certificates by pressing the printer icon or File, Print under the tool bar.



## Online Bookstore – ADAP School Instructor

The screenshot shows the DDS Online Bookstore interface for a School Instructor. The header includes the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar contains links: Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked as 'New!'), FAQ, and Log Out. The main content area is titled 'Online Bookstore' and displays user information for 'Requestor: Lisa Clinton' and 'School: Sample High School'. It includes a table for selecting items and delivery types, and a message stating 'No orders were found!'.

*Item	*Quantity	*Delivery Type
Select An Item		Select A Delivery Type

Requestor and school information is determined by user information settings.

Select delivery type from the pull down menu.

Select order item from pull down menu.

Existing order information would be listed here.



## FAQ - ADAP School Instructor

The screenshot shows the DDS Georgia Department of Driver Services website. The header includes the DDS logo and a navigation bar with links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar contains links for School Instructor, Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked as New!), FAQ (highlighted), and Log Out. The main content area is titled "ADAP School FAQ" and contains three sections of frequently asked questions. A callout bubble points to the "FAQ" link in the sidebar, stating: "Frequently Asked Questions can be viewed by clicking on 'FAQ'".

**School Instructor**  
Welcome  
Instructions  
User Profile  
Student Roster  
Online Bookstore *New!*  
**FAQ**  
Log Out

**ADAP School FAQ**

***What is ADAP and why does my child need to take it?***

All teenagers under the age of 18 must complete and pass the Georgia Department of Driver Services (DDS) Drug Awareness Program (ADAP). The course is taught in both public and private schools in four one-hour sessions with students having to pass a written exam at the end of the class. Students usually take the ADAP course during the ninth grade taught by teachers certified by the Georgia Department of Education in the following areas: Health Education, Health and Physical Education of Driver, and Safety Education.

***I lost or did not receive an ADAP certificate. How do I get a replacement?***

If a student has successfully completed the ADAP course, please call the school administration office where the student completed the ADAP course to request a replacement certificate. Or contact Regulatory Compliance at [ADAP@dds.ga.gov](mailto:ADAP@dds.ga.gov).

They will need the following information, so please have available when calling: Student name, Date of birth, name of school, when class was taken and who was the instructor

***The Department of Driver Services or school told me to call and see if my child took the ADAP course. Can you look it up and tell me?***

The ADAP office may be able to look up the information, however the student will need to present the documentation to the Department of Driver Services upon applying for a class D license. The request would be handled as if replacing a lost certificate.

Frequently Asked Questions can be viewed by clicking on 'FAQ'.





## Log Out - ADAP School Instructor

A screenshot of the DDS Georgia Department of Driver Services website, specifically the ADAP School Instructor page. The page has a blue header with the DDS logo and navigation links: Home, Internet Services, Locations, About Us, Careers, and Contact Us. A left sidebar contains links for School Instructor, Welcome, Instructions, User Profile, Student Roster, Online Bookstore (marked as New!), FAQ, and Log Out. The main content area is titled "Welcome to the Alcohol and Drug Awareness Program (ADAP)" and includes a "Mission Statement" section. A callout bubble points to the "Log Out" link in the sidebar. Below the mission statement is a "General Information" section. At the bottom, there is "Contact Information" for the Georgia Department of Driver Services, Regulatory Compliance Division, and a copyright notice for 2005.

**School Instructor**  
Welcome  
Instructions  
User Profile  
Student Roster  
Online Bookstore *New!*  
FAQ  
Log Out

**Welcome to the Alcohol and Drug Awareness Program (ADAP)**

**Mission Statement**

The mission of the Alcohol and Drug Awareness Program is to provide prevention education to adolescents in Georgia regarding the dangers of alcohol and drug use as it relates to the operation of motor vehicles; to ensure that instructors provide quality training; to provide for the issuance of certificates to persons who successfully complete the ADAP course.

**General Information**

The Alcohol and Drug Awareness Program (ADAP) is mandated by the legislature and is a partnership between the Department of Driver Services (DDS), and Department of Education (DOE). The program informs students between the ages of 13 and 17 years of age the dangers of alcohol and drug use while operating a motor vehicle. To qualify for a driver's license, a teenager must have an ADAP certificate indicating the successful completion of the ADAP curriculum.

**Contact Information**  
Georgia Department of Driver Services  
Regulatory Compliance Division  
2206 East View Parkway  
P.O. Box 80447  
Conyers, Georgia 30013

© 2005 State of Georgia Department of Driver Services  
Privacy Statement

Finished?  
Select 'Log Out'.