## Worcestershire County Council on behalf of the City of Wolverhampton Council Private Hire Taxi

## **Driver Training Courses**

## **Driver Registration – User Guide**

Wolverhampton Taxi Driver Training is now accessed via the following link <a href="https://capublic.worcestershire.gov.uk/TaxiCourseBookingsPublic/">https://capublic.worcestershire.gov.uk/TaxiCourseBookingsPublic/</a>

1. To book on a Wolverhampton Taxi Driver training course you need to first register by clicking on the 'create a driver account'

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Worcestershire County Council and City of Wolverhampton Council	o taje
Login	
Create Driver Account Create Operator Account	
	worcestershire

2. Please complete all questions – those marked with an \* are mandatory

Once registered you will be unable to amend any of the information you have given. The information you need to have in order to register is shown below.

Worcestershire County	Council and City of Wolverhampton Council	ሮ Login
📥 Register Driver Accour	nt	
1 Requirements You will need your driving licence numb	er and national insurance number to create your account.	
2 Applicant Details		
You will be required to bring your p	hoto card driving licence and evidence of your national insurance number.	
First Name *		
Middle Name		
Last Name *		
Mobile Number*		
Date Of Birth *	Day Month Year	
	1 • Please Select • 1997 •	
National Insurance Number*	e.g. PC 11 22 33 D	
Driving Licence Number*	e.g. PETER123456PE1PE	
Re-enter Driving Licence Number*		

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. to only and gatelite Hum	
3 Applicant Address	
Building Name or Number*	
Street*	
Area	
Town*	
County	
Post Code *	
4 Your Login Details	
Email Address *	
Re-enter Email Address *	
Password must be at least 8 c	haracters long and include at least one upper-case letter, one lower-case letter, and one number or symbol
Password *	
Re-enter Password *	
Diases sizo antar a security of	uestion and an answer below
You will need to remember the	e answer to this question in future in case you forget your password.
Security Question *	
Security Answer*	
Data Sharing Statement	
Please tick the box to confirm	n that you agree for your information to be shared between Worcestershire County Council and the City of Wolverhampton Council. *
Cancel	Create Account

3. Once you have entered all of the information correctly click create account You will see the following message once you have successfully registered your account

Wor	cestershire County Council and City of Wolverhampton Council	එ Login
& R	egister Driver Account	
S T	'our account has been registered hank you for registering, an account activation email will be sent to your email address. lease check your Spam or Bulk Mail folder, if you do not receive a response within a few minutes from registration.	
	Worce county	stershire council

4. After completing your registration you will then be sent an activation email. This will be sent to the email address you have registered with.

The email will be titled No Not Reply – Worcestershire County Council and will appear in your inbox as below.

🖂 Worcestershire County Council 11:39	□♥
Wolverhampton Taxi Driver Training - Your Account Activation	
5. Please click VIEW ENTIRE MESSAGE and then activate your account by clicking the lin	(
Subject: Wolverhampton Taxi Driver Training - Your Account Activation	
CITY OF WOLVERHAMPTON COUNCIL	
Thank you for creating an account, please click on the link below to activate it:	
Please click on this link to activate your account*	
Best Regards,	
Taxi Driving Training Team,	
worcestersnire county council and The City of wolvernampton Council	
This email address is not monitored , please do not reply	
***************************************	

Worcestershire County Council and City of Wolverhampton Council	එ Login
Wordestersnine county obtainen and only of Worverhampton obtainen	
Email address successfully registered Your email address has been successfully validated and registered.	
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Please ignore the green boxes from this point onwards as you have already created your account and you only need to do this once

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Worcestershire Cou	inty Council and City	y of Wolverhampto	n Council	O Logie
🚢 Login				
	Sign in to your account End Password Keep me logged in Forgoten your password? Ret	com er Tres	3	
	Create Driver Account	Create Operator Acc	ount	
				worcestershire

6. Following the login screen the system will ask you to change your password. Please chose something that you can easily remember and click submit

Worcestershire County Council and City of Wolverhampton Council	ර Login
🐣 Login	
Change Password Your password has expired and must be changed now Please enter a new password and confirm the password below Please enter a new password must be at least 8 characters long and include at least one upper-case letter, one lower-case letter, and one number or symbol New Password Confirm New Password	
Create Driver Account Create Operator Account	
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7. You are now logged in – click ok

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Worcestershire County	Council and City of Wolverhampton Council	එ Login
Worcesterenne county	obtained and enty of Workernampton obtained	
📥 Login		
You're Now Logged In Helio Click Ok to Continue	OK	
	Create Driver Account Create Operator Account	

 You can now view the dates of the courses available to you as shown below - this is for guidance only and is not necessarily what you will see when booking. Please select the course you require and click book

Course List	
Taxi Course Bookings	
Select by preferred course type Show all available courses	~
10 course results per page	
Wolverhampton - Dri Training course and multi-question test paper Trainer-led course with attendees participation	Ver Training Next session Friday, 02 March 2018 Phile a Course and a Test per driver 0 09:00 - 16:00 I
Wolverhampton - Private Hire Taxi Driv	Show on map     Book
Training course and multi-question test paper	No future sessions

9. Click to agree to the terms and conditions

C.	unse List	
\ <b>^</b>	Book Taxi Driver Training	Back to Course List
	Wolverhampton - Hackney Carriage Driver Training Training course and multi-question test paper Trainer-led course with attendees participation	
	Friday, 02 March 2018  Fit is a Course and a Test  Fit per driver  O 08:00 - 16:00  Fit is a Course and a Test	
	Show on map     Lagree to the Terms and Conditions	
	Cancel	
		worcestershire

. 10. Complete the rest of the form which has now opened up and then select confirm and pay. Please note that you have 20 minutes to complete payment screen

O 09:00 - 16:00	i lest	
O Show on map		
I agree to the Terms and Cor	nditions	
Special Requirements		
e.g. Wheel chair access		
_		
Address where payment c	ard is registered.	
Address where payment c Please amend if different from Driv	card is registered. ver's address	
Address where payment c Please amend if different from Driv Property Name or Number*	card is registered. ver's address	
Address where payment of Please amend if different from Driv Property Name or Number* Street*	card is registered. ver's address	
Address where payment of Please amend if different from Driv Property Name or Number* Street* Area	card is registered. ver's address	
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Address where payment of Please amend if different from Driv Property Name or Number* Street* Area Town* County Postcode* Please Note: You must complete this booking payme Please do not look down the towase r	stard is registered.	

- 11. You will now be taken to a payment screen, follow the instructions and fill in all of the boxes.
- 12. The system will confirm when your payment is successful and you will receive an email confirming your booking and giving you joining instructions.

You will not receive any other reminder so please keep this email safe for future reference.

Multiple venues are used for training in the Wolverhampton area so please ensure you check the venue of the course you are attending before travelling.