RENTAL POOL VEHICLE REQUEST INSTRUCTIONS

1. Go to http://umich.agilefleet.com/
2. Enter your uniqname and Kerberos password and Log In

3. The following screen opens
4. On the left hand side of the page under select button

5. The following screen opens

6. If the vehicle request is for you – select the button

7. If the vehicle request is for someone else – you can either type in their unique name in the box or select the Search button and type in the driver last name and select from the list of approved drivers

****Note if the driver is not listed than they have not been approved to drive and you will not be able to reserve a vehicle until they are approved. To seek driver approval, please have the driver go to http://pts.umich.edu/internal/mvr/ ****

8. Once you have yourself or the person you are making a request for select button
9. The following screen opens

10. Select button

11. The following screen opens

12. Select Pick-up date / time

13. Select Return date / time

14. Select type of vehicle from the drop down box

15. Click on whatever options you need for the rental

16. Select Number of occupants from the drop down box

17. Select Department – you can either type in the 6 digit department code or use the drop down box - required

18. Enter Shortcode for the billing of rental fees - required

19. Enter Destination - required

20. Enter Purpose of Trip - required
21. Enter Reference # (if you have a number or you need to distinguish one rental from another)
22. Enter User defined (not required – user can use to distinguish rentals)
23. Phone # (not required but helpful if we need to get a hold of someone regarding the rental)
24. Comment – any special instructions for us regarding the rental
25. Select Next (Continue Request) button
26. The following screen opens

27. This is the final screen and is a screen shot of your request – you have 4 options at this point
   a. Previous (Change Request) – this will allow you to go back correct mistakes or make changes
   b. Cancel request
   c. Submit request
   d. Submit and Make Similar – this will submit your request and allow you to make a similar request. This is helpful if you need more than one vehicle or you have a number of trips for the same person.
28. Select the appropriate button
29. You will receive an email confirmation of your request for a fleet vehicle

If you have any questions or need further assistance – please contact us at fleetrental@umich.edu or 734-764-2485