



WELCOME TO HUSKY MOTORS

HOW TO USE THE HUSKY MOTORS VEHICLE RESERVATION SYSTEM



FOR MORE INFORMATION:

HUSKYMOTORS@MTU.EDU



HOW DO I SIGN UP TO BE A REGISTERED USER?

Please Login

https://mtu.agilefleet.com/Login.asp

FleetCommander - Login
https://fleetcommander.gpsinsight.com/d/login.php

Michigan Technological University

Home :: Administration :: Help :: About

VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

INFORMATION

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- TERMS OF USE
- PRIVACY STATEMENT
- DOCUMENTS
- SIGN UP NOW!

Please Login

If you need to create an account, please process a registration request by clicking on **SIGN UP NOW!** below. Otherwise, sign in with your Michigan Tech ISO Username and Password.

If you need additional assistance, please email huskymotors@mtu.edu and describe the current issue you are experiencing.

Username:

Password:

Notice: All logins (and attempts to login) are logged for security reasons.

Step 1: Open web browser

Step 2: Go to <https://mtu.agilefleet.com/Login.asp>

Step 3: Click on Sign Up Now!

AGILEFLEET Copyright © 2001 - 2019

Michigan Tech Husky Motors website

1:43 PM
7/31/2019

User Registration

https://mtu.agilefleet.com/_UserRegistration.asp

FLEETCOMMANDER

Blizzard T Husky | [Log Out](#)

Michigan Technological University

Home :: Administration :: Help :: About

VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

INFORMATION

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- TERMS OF USE
- PRIVACY STATEMENT
- DOCUMENTS
- SIGN UP NOW!

User Registration

PLEASE COMPLETE ALL OF THE FIELDS BELOW TO THE BEST OF YOUR ABILITY:

- Your Username must be your **Michigan Tech ISO Username**
- Keep Preferred Email type as **Work Email** and provide your Michigan Tech email address.
- Your current valid **Driver's License** (with no more than a combination of five (5) current points or single infraction totaling more than three (3) point in Michigan or any other point system) is required prior to your account being approved.

Contact Husky Motors at huskymotors@mtu.edu if you have any questions about registering for a FleetCommander account. **Once your account has been processed you will be required to agree to our Policies & Procedures before you can be approved to drive or reserve a Husky Motors vehicle.**

Site Information

*Site you are registering for: Michigan Tech

You may have the opportunity to request permission for additional sites after you are approved for your primary site. Request for additional permissions is done via the My Profile link.

User Information

*Name (*last, *first, middle):

*Username:

Contact Information

Title:

*Department:

Index Number:

*Phone Preference:

*Office/Home Phone:

Mobile Phone:

Preferred Email:

*Work Email:

Additional Information

*Driver's License Number:

*License Expiration Date:

*License Issuing State/Province:

*Are you a Student or Employee?:

*Michigan Tech M Number:


Use the space below to provide:

- 1) If you will be traveling as part of a Student Organization (list Organization);
- 2) If you are registering to get approved as a driver for a current/pending reservation;
- 3) If you previously completed van training and/or if you will be registering to become van certified; or,
- 4) If you have any other information to provide with your registration request.

Comments:

* - required fields

Please enter the text you see in the picture into the text box before submitting your registration.



Step 4: Fill out all required information

Step 5: Click Save Registration

The background is a dark teal gradient. In the corners, there are decorative white line-art elements resembling circuit traces or neural network connections, with small circles at the end of the lines.

We will look over your user registration to make sure it is complete, and we will approve your request to become a registered user. Once you are an approved registered user, you can then make your own reservations!

The background is a gradient of blue, transitioning from a lighter shade at the top to a darker shade at the bottom. In the four corners, there are decorative white line-art elements resembling circuit traces or neural network connections, with small circles at the end of the lines.

How do I make a reservation?

Please Login

https://mtu.agilefleet.com/Login.asp

FleetCommander - Login
https://fleetcommander.gpsinsight.com/d/login.php

Michigan Technological University

Home :: Administration :: Help :: About

VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

INFORMATION

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAOS
- TERMS OF USE
- PRIVACY STATEMENT
- DOCUMENTS
- SIGN UP NOW!

Please Login

If you need to create an account, please process a registration request by clicking on **SIGN UP NOW!** below. Otherwise, sign in with your Michigan Tech ISO Username and Password.

If you need additional assistance, please email huskymotors@mtu.edu and describe the current issue you are experiencing.

Username:

Password:

Notice: All logins (and attempts to login) are logged for security reasons.

Step 1: Open web browser

Step 2: Go to <https://mtu.agilefleet.com/Login.asp>

Step 3: Login using your ISO username and password

Step 4: Click Login

AGILEFLEET Copyright © 2001 - 2019

Michigan Tech Husky Motors website

Privacy | Feedback

1:43 PM
7/31/2019

Welcome

https://mtu.agilefleet.com/_Welcome.asp

FLEETCOMMANDER

Blizzard T Husky | Log Out

Michigan Technological University

Home :: Administration :: Help :: About

VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

INFORMATION

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- TERMS OF USE
- PRIVACY STATEMENT
- DOCUMENTS
- SIGN UP NOW!

Welcome

Husky Motors

Please Note: Reservations and Change Requests are processed during our normal business hours (Monday - Friday, 7:00 AM to 4:00 PM). You will receive a follow-up confirmation email of all approved vehicle requests/changes.

huskymotors@mtu.edu

(906) 487-2700

Step 5: Click on Make Reservation

AGILEFLEET Copyright © 2001 - 2019

Michigan Tech Husky Motors website

Privacy | Feedback

1:46 PM
7/31/2019

Vehicle Reservation

https://mtu.agilefleet.com/_NewRequest.asp

FLEETCOMMANDER

Blizzard T Husky | Log Out

Michigan Technological University

Home :: Administration :: Help :: About

VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

INFORMATION

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- TERMS OF USE
- PRIVACY STATEMENT
- DOCUMENTS
- SIGN UP NOW!

Vehicle Reservation

Request Information

Select **"This request is for me"** or **"This request is for"** and enter the ISO Username for the person you are making the reservation for and hit **Next (Continue Request)**

Who is this request for?

- This request is for me
- This request is for Search

Cancel Request Next (Continue Request)

Step 6: Make a selection if this reservation is for you, or for someone else.

Step 7: If reservation is for someone else, please click Search to find the registered user you wish to make the reservation for.

Step 8: Click Next (Continue Request)

AGILEFLEET Copyright © 2001 - 2019

Michigan Tech Husky Motors website

Privacy | Feedback

1:58 PM
7/31/2019

Vehicle Reservation x +
https://mtu.agilefleet.com/_NewRequest.asp

FLEETCOMMANDER
Blizzard T Husky | Log Out

Michigan Technological University

Home :: Administration :: Help :: About

VEHICLE USE
MAKE RESERVATION
MY SCHEDULE
CAR POOL
MY PROFILE
MY VEHICLES
MY REPORTS

INFORMATION
INSTRUCTIONS
POLICIES
VEHICLES AND RATES
LOCATIONS
CONTACT US
FAQS
TERMS OF USE
PRIVACY STATEMENT
DOCUMENTS
SIGN UP NOW!

Vehicle Reservation

Request Information
Select:

- **Daily Rental:** for all departmental rentals
- **Student Groups:** for all Student Organization Rentals - charged to an Index or direct billed (you will also need to submit your Student Org Vehicle Request and Travel Policy Forms for approval to Student Activities before we can process your reservation)

Usage Type:

- Daily Rental
- Maintenance
- Courtesy
- Student Groups
- Short Term
- Long-Term
- Public Safety
- Special

Cancel Request | Next (Continue Request)

1:59 PM
7/31/2019

Step 9: Select Daily Rental

Step 10: Click Next (Continue Request)

Vehicle Reservation - Start Request

https://mtu.agilefleet.com/_NewRequest.asp

Michigan Technological University

Home :: Administration :: Help :: About

Vehicle Reservation - Start Request

Request Information

If you need assistance in processing a reservation request, please contact us at huskymotors@mtu.edu.

Requestor Information
User ID / name: Blizzard / **Blizzard T Husky**
E-mail address: Blizzard @mtu.edu
Driver's user ID: (Blizzard T Husky) change

Schedule Information
Pick-up date / time: 07/31/2019 07:00 AM
Return date / time: 07/31/2019 04:00 PM

Selection Information
Usage Type: **Daily Rental**
Site: **Michigan Tech**
Location: Husky Motors Lot #30
Type: - Any Type -
Options: Hitch Key Code Entry

Number of occupants: 1 (driver and passengers)

Additional Information
Department: Transportation Services
Index Number: H47004
Destination / Trip Details:
Dept Rental or Student Org?: None selected
Student Org (if applicable):
Additional Registered Drivers:
Usage Type: None selected

Additional Trip Information / Drivers

Provide any additional trip or vehicle request information below:

- Additional drivers must be pre-approved by Husky Motors prior to your departure (all drivers are required to have approved FleetCommander User Accounts)
- Student Organizations:** Organization and Event Name (Trip Details) must be the same information listed on your Vehicle Request and Travel Policy Form submitted to Student Activities

press Shift+Enter to begin a new line

Step 11: Select the dates and times you would like to reserve a vehicle for

Step 12: Select any options you require, and also select the number of occupants of the vehicle including the driver and passengers

Step 13: All reservations must have a proper index number to be approved. Please make sure the index number is correct before proceeding.

Step 14: Add any additional registered drivers to the reservation.

Step 15: Select Usage type

Step 16: Click Next (Continue Request)

Vehicle Reservation - Finish Request

Michigan Technological University

Home :: Administration :: Help :: About

VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

INFORMATION

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- TERMS OF USE
- PRIVACY STATEMENT
- DOCUMENTS
- SIGN UP NOW!

Vehicle Reservation - Finish Request

Confirm Request

Please review your Reservation Request details below:

Ensure you have updated your Account Number to the Index that should be billed for this reservation. If you need to make any updates to the information provided below, click on **Previous (Change Request)**. Once you have confirmed that your reservation details are correct, click on **Submit Request**.

Once your request has been processed, you will receive a **Confirmation Email** with your vehicle reservation details. If you need to make any updates to your reservation (Index to bill, reservation dates/times, adding drivers, etc.) you can do so by selecting **Request Changes** from your reservation.

You can view all of your pending/approved reservations from the "**My Schedule**" page.

Please contact huskymotors@mtu.edu if you have any questions or need further assistance.

| | |
|--------------------------------|----------------------------|
| Requestor Information | |
| User ID / name: | jalundy / Blizzard T Husky |
| E-mail address: | jalundy@mtu.edu |
| Driver's user ID: | jalundy / Blizzard T Husky |
| Schedule Information | |
| Pick-up date / time: | 08/01/2019 07:00 AM |
| Return date / time: | 08/01/2019 04:00 PM |
| Duration: | 9 hours |
| Selection Information | |
| Usage Type: | Daily Rental |
| Site: | Michigan Tech |
| Location: | Husky Motors Lot #30 |
| Type: | (any type) |
| Options: | (any options) |
| Number of occupants: | 1 (driver and passengers) |
| Additional Information | |
| Department: | Transportation Services |
| Index Number: | H47004 |
| Destination / Trip Details: | Local |
| Dept Rental or Student Org?: | Departmental Rental |
| Student Org (if applicable): | |
| Additional Registered Drivers: | |
| Usage Type: | Strictly Highway Use ONLY |
| Comments: | (none) |

Auto-assign to a vehicle? Ignore buffers?

[Previous \(Change Request\)](#) [Cancel Request](#) [Submit Request](#) [Submit and Make Similar Request](#)

AGILEFLEET Copyright © 2001 - 2019

Michigan Tech Husky Motors website

Privacy | Feedback

2:29 PM 7/31/2019

Step 17: Check over all information

Step 18: Click Submit Request

You are all set! We will review your request and approve your reservation. You will receive an email to confirm your reservation