

## WELCOME TO HUSKY MOTORS

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## 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                           | × +   | - đ >  |
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|  | etCommander - Login<br>ps://fleetcommander.gpsinsight.com/d/login.php   |  |
| Michigan<br>Technologica<br>University |   |  |
|  |   | <u>Home</u> :: <u>Administration</u> :: <u>Help</u> :: <u>Abc</u>                |
| HICLE USE                              | Please Login  |  |
| SCHEDULE                               | ¥6  |  |
| R POOL                                 | If you need to create an account, please process a registration request by clicking on<br>SIGN UP NOW! below. Otherwise, sign in with your Michigan Tech ISO Username and Password. | Step 1: Open web browser   |
| PROFILE                                | If you need additional assistance, please email huskymotors@mtu.edu and describe the current  |  |
| VEHICLES                               | issue you are experiencing.   |  |
| REPORTS                                | Username: Blizzard T Husky  |  |
| ORMATION                               | Password:   | Step 2: Go to https//mtu.agilefleet.com/Login.asp                                |
| TRUCTIONS                              |   |  |
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| IICLES AND RATES                       | Notice: All logins (and attempts to login) are logged for security reasons.   |  |
| ATIONS                                 |   | Step 3: Click on Sign Up Now!  |
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| <form><form><form><form><form><form><form><form><form><form></form></form></form></form></form></form></form></form></form></form>  | IY SCHEDULE        | PLEASE COMPLETE ALL OF THE FIELDS BELOW TO THE BEST OF YOUR ABILITY:  |   |
| <form><form><form></form></form></form>   |                    | Your Upername must be your Michigan Tech ISO Username     Your Upername must be your Michigan Tech ISO Username   |   |
| <form><form><form></form></form></form>   | IY VEHICLES        | <ul> <li>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</li> </ul>            |   |
| <form><form></form></form>  | IY REPORTS         | Contact Husky Motors at huskymotors@mtu.edu if you have any questions about registering for a FleetCommander account. Once your account has been  |   |
| <form><form></form></form>  | NFORMATION         | processed you will be required to agree to our Policies & Procedures before you can be approved to drive or reserve a Husky Motors vehicle.   |   |
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| 1) If you will be traveling is part of a Student Organization: 2) 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 text box before submitting Comments: Comments: Comments: Comments: Comments: Comments: Comments: Cancel Save Registration Convergistration: Cancel Save Registration Convergistration: Convergistration: Convergistration: Convergistration:  |                    |   |   |
| A GILEFLEET Copyright © 2001 - 2019   |                    | 1) If you will be traveling as part of a Student Organization (list Organization);  |   |
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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!

# How do I make a reservation?

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| E RESERVATION                     | Please Login   |   |
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| POOL                              | SIGN UP NOW! below. Otherwise, sign in with your Michigan Tech ISO Username and Password.    | Step 1: Open web browser  |
| PROFILE                           | If you need additional assistance, please email huskymotors@mtu.edu and describe the current |   |
| /EHICLES<br>REPORTS               | issue you are experiencing.  |   |
|                                   | Username: Blizzard T Husky   | Stop 2. Co to betwee / / metu available at som /l agin way                          |
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| MS OF USE                         |  | password  |
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## 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

TERMS OF USE PRIVACY STATEMENT DOCUMENTS

1885

MY SCHEDULE

MY VEHICLES

INFORMATION

## Step 5: Click on Make Reservation

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#### Michigan Tech Husky Motors website

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|                                   |  | Home :: Administration :: Help :: About                                 |
| VEHICLE USE<br>MAKE RESERVATION   | Vehicle Reservation  |   |
| MAKE RESERVATION                  |  | Step 6: Make a selection if this reservation is for                     |
| CAR POOL                          | Request Information  | Siep of Make a selection in this reservation is for                     |
| MY PROFILE                        | Select "This request is for me" or "This request is for" and enter the ISO Username for the person<br>you are making the reservation for and hit Next (Continue Request) | you, or for someone else.   |
| MY VEHICLES                       | Who is this request for?   | you, or for someone else.   |
| MY REPORTS                        | This request is for me   |   |
| INFORMATION                       | This request is for Search   |   |
| INSTRUCTIONS                      |  | Step 7: If reservation is for someone else, please                      |
| POLICIES                          | Cancel Request Next (Continue Request)   |   |
| VEHICLES AND RATES                |  | click Search to find the registered user you wish to                    |
| LOCATIONS                         |  | chek bedren to that the registered user you wish to                     |
| CONTACT US                        |  | make the reservation for.   |
| FAQS                              |  | make me reservation for.  |
| TERMS OF USE<br>PRIVACY STATEMENT |  |   |
| DOCUMENTS                         |  |   |
| SIGN UP NOW!                      |  | Step 8: Click Next (Continue Request)                                   |
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| MAKE RESERVATION  | Vehicle Reservation   |   |
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| CAR POOL  | Dect:   |   |
| MY PROFILE  |   |   |
| MY VEHICLES   | <ul> <li>Daily Rental: for all departmental rentals</li> <li>Student Groups: for all Student Organization Rentals - charged to an Index or</li> </ul>                 |   |
| MY REPORTS  | direct billed (you will also need to submit your Student Org Vehicle Request and<br>Travel Policy Forms for approval to Student Activities before we can process your |   |
| INFORMATION   | reservation)  |   |
| INSTRUCTIONS  | Usage Type:      Daily Rental   | Step 9: Select Daily Rental   |
| POLICIES  | Maintenance   | orep 7. oeleer barry kennar   |
| VEHICLES AND RATES  | Courtesy  |   |
| LOCATIONS<br>CONTACT US                                     | Student Groups  |   |
| FAQS  | O Long-Term   | Step 10: Click Next (Continue Request)                                      |
| TERMS OF USE  | Public Safety     Special   | Step To: Click Next (Collinde Request)                                      |
| PRIVACY STATEMENT   | - Special   |   |
| DOCUMENTS   |   |   |
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| VEHICLE USE                      | Vehicle Reservati                        | on - Start Reguest   |   |
| MAKE RESERVATION                 |  | '  | Step 11: Select the dates and times you would like to reserve       |
| MY SCHEDULE                      | 🎲 Request Informati                      | on   | Step 11: Select the dates and times you would like to reserve       |
| CAR POOL<br>MY PROFILE           | If you need assistan                     | ce in processing a reservation request, please contact us at huskymotors@mtu.edu.  | a vehicle for   |
| MY VEHICLES                      | Requestor Information<br>User ID / name: | Blizzard / Blizzard T Husky  |   |
| MY REPORTS                       | E-mail address:<br>Driver's user ID:     | Blizzard @mtu.edu  |   |
| INFORMATION                      | Schedule Information                     | (Blizzard T Husky) change  | Step 12: Select any options you require, and also select the        |
|                                  | Pick-up date / time:                     | 07/31/2019 07:00 AM  | Step 12: Select any ophons you require, and also select the         |
| INSTRUCTIONS                     | Return date / time:                      | 07/31/2019 04:00 PM  | number of occupants of the vehicle including the driver and         |
| POLICIES                         | Selection Information<br>Usage Type:     | Daily Rental   | nomber of occupants of the venicle inclouing the artver and         |
| VEHICLES AND RATES               | Site:<br>Location:                       | Michigan Tech<br>Husky Motors Lot #30 V  | passengers  |
| LOCATIONS<br>CONTACT US          | Type:                                    | - Any Type -   | Passengers  |
| FAQS                             | Options:                                 | Hitch Key Code Entry   |   |
| TERMS OF USE                     |  | Clear Options  |   |
| PRIVACY STATEMENT                | Number of occupants:                     | 1 V (driver and passengers)  | Step 13: All reservations must have a proper index number to        |
| DOCUMENTS                        | Additional Information                   |  |   |
| SIGN UP NOW!                     | Department:<br>Index Number:             | Transportation Services  | be approved. Please make sure the index number is correct           |
|                                  | Destination / Trip Details:              |  |   |
|                                  | Dept Rental or Student<br>Org?:          | None selected T  | before proceeding.  |
|                                  | Student Org (if<br>applicable):          |  |   |
|                                  | Additional Registered<br>Drivers:        |  |   |
|                                  | Usage Type:                              | None selected  | Step 14: Add any additional registered drivers to the               |
|                                  | Additional Trip Informa                  | tion / Drivers   |   |
|                                  | Provide any additional trip              | or vehicle request information below:  | reservation.  |
|                                  | FleetCommander U                         | nust be pre-approved by Husky Motors prior to your departure (all drivers are required to have approved<br>ser Accounts).<br>Itions: Organization and Event Name (Trip Details) must be the same information listed on your Vehicle<br>Policy Form submitted to Student Activities | Step 15: Select Usage type  |
|                                  |  | press Shift+Enter to begin a new line Cancel Request) Next (Continue Request)  | Step 16: Click Next (Continue Request)                              |

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|                               |   | Home :: Administration :: Help :: About                           |
| EHICLE USE                    | Vehicle Reservation - Finish Request  |   |
| KE RESERVATION                |   |   |
| SCHEDULE                      | Confirm Request   |   |
| R POOL                        | 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   |
| Y VEHICLES                    | make any updates to the information provided below, click on <b>Previous (Change Request)</b> . Once you confirmed that your reservation details are correct, click on <b>Submit Request</b> .                            |   |
|                               |   |   |
| FORMATION                     | Once your request has been processed, you will receive a <b>Confirmation Email</b> with your vehicle reserva<br>If you need to make any updates to your reservation (Index to bill, reservation dates/times, adding drive |   |
| STRUCTIONS                    | can do so by selecting Request Changes from your reservation.   |   |
| LICIES                        | You can view all of your pending/approved reservations from the "My Schedule" page.   | Step 18: Click Submit Request                                     |
| HICLES AND RATES              | Please contact huskymotors@mtu.edu if you have any guestions or need further assistance.  |   |
| CATIONS                       | hease contact hasky motors gantaledd i'r you have any questions o'r need rarcher assistance.  |   |
| ONTACT US                     | Requestor Information<br>User ID / name: jalundy / Blizzard T Husky   |   |
| QS                            | E-mail address: jalundy / Blizzard T Husky<br>Driver's user ID: jalundy / Blizzard T Husky  | You are all set! We will review your                              |
| RMS OF USE<br>IVACY STATEMENT | Schedule Information  |   |
| OCUMENTS                      | Pick-up date / time: 08/01/2019 07:00 AM<br>Return date / time: 08/01/2019 04:00 PM   | request and approve your reservation.                             |
| GN UP NOW!                    | Duration: 9 hours   | request and approve your reservation.                             |
|                               | Selection Information<br>Usage Type: Daily Rental<br>Site: Michigan Tech  | You will receive an email to confirm your                         |
|                               | Location: Husky Motors Lot #30<br>Type: (any type)  | Too will receive an email to commit your                          |
|                               | Options: (any options)<br>Number of occupants: 1 (driver and passengers)  | reservation   |
|                               | Additional Information  |   |
|                               | Department: Transportation Services Index Number: H47004  |   |
|                               | Destination / Trip Details: Local<br>Dept Rental or Student Departmental Rental   |   |
|                               | Student Org (if   |   |
|                               | applicable):<br>Additional Registered   |   |
|                               | Drivers:<br>Usage Type: Strictly Highway Use ONLY<br>Comments:  |   |
|                               | (none)  |   |
|                               | Auto-assign to a vehicle? Ignore buffers?  Previous (Change Request) Cancel Request Submit Request Submit and Make Si   | milar Denuert   |
|                               | Previous (Change Request)Cancel RequestSubmit RequestSubmit and Make Si   | illing request  |

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