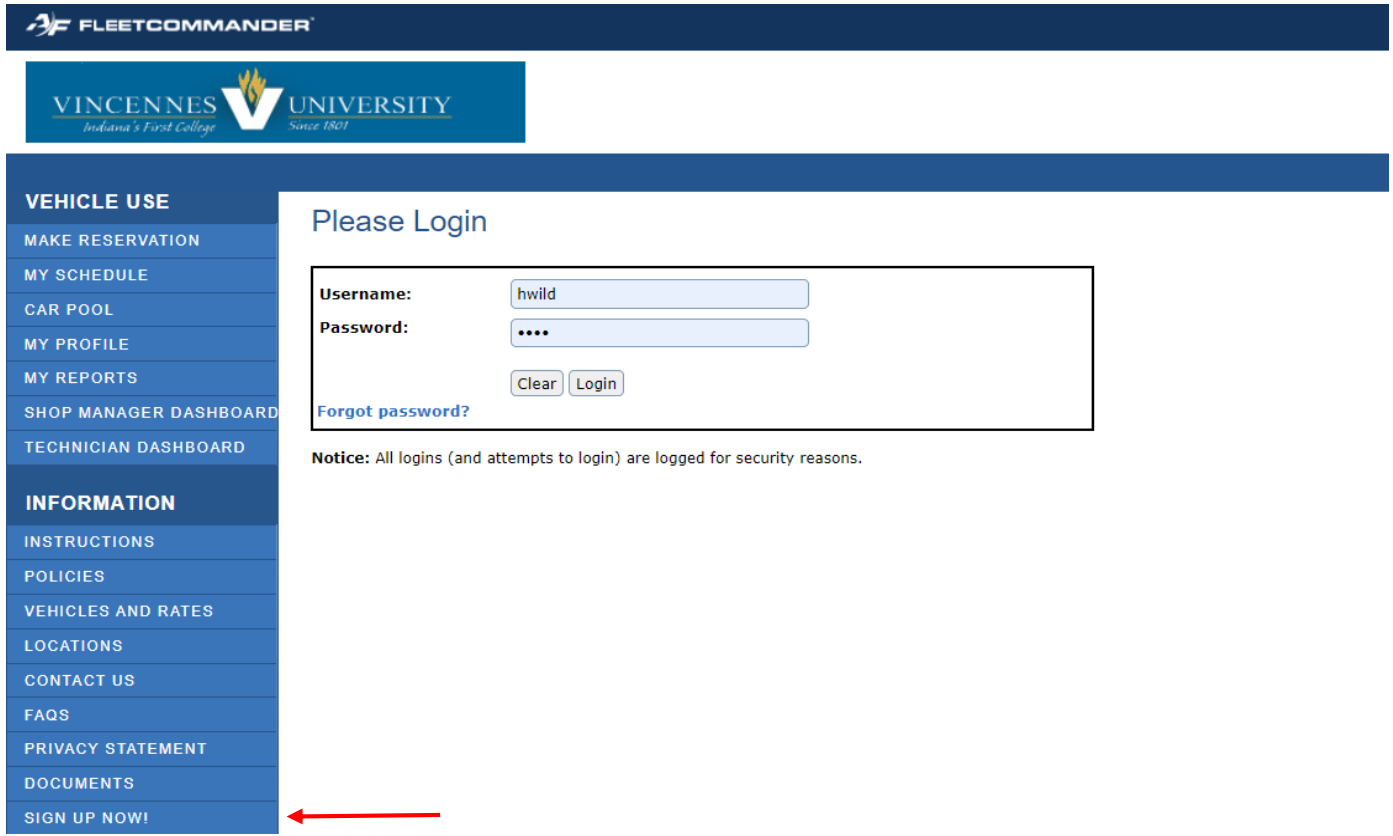


Vincennes University Physical Plant Fleet Reservation System Instructions for User Sign-Up

LINK TO WEBSITE: <https://vincennes.agilefleet.com>

STEP 1: To sign up as a requester or driver: Select SIGN UP NOW



The screenshot shows the 'FLEETCOMMANDER' website interface. At the top, there is a dark blue header with the 'FLEETCOMMANDER' logo. Below this is a blue banner with the Vincennes University logo and the text 'VINCENNES UNIVERSITY Indiana's First College Since 1801'. On the left side, there is a vertical navigation menu with the following items: 'VEHICLE USE', 'MAKE RESERVATION', 'MY SCHEDULE', 'CAR POOL', 'MY PROFILE', 'MY REPORTS', 'SHOP MANAGER DASHBOARD', 'TECHNICIAN DASHBOARD', 'INFORMATION', 'INSTRUCTIONS', 'POLICIES', 'VEHICLES AND RATES', 'LOCATIONS', 'CONTACT US', 'FAQS', 'PRIVACY STATEMENT', 'DOCUMENTS', and 'SIGN UP NOW!'. A red arrow points to the 'SIGN UP NOW!' link. The main content area is titled 'Please Login' and contains a login form with the following fields: 'Username:' with the value 'hwild', 'Password:' with masked characters '....', and buttons for 'Clear' and 'Login'. Below the form is a link for 'Forgot password?' and a notice: 'Notice: All logins (and attempts to login) are logged for security reasons.'

NOTE: For any employee who has not previously been an approved driver, the driver must go to Campus Police and complete the VU Vehicle Driver Information and Agreement Form, and present their driver license.

STEP 2: Complete all required fields on the following screen:

VEHICLE USE

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY REPORTS
- SHOP MANAGER DASHBOARD
- TECHNICIAN DASHBOARD

INFORMATION

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

User Registration

* = required field

Site Information

*Site you are registering for: VM

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

(*Last Name, *First Name,): Wild Hannah

*Username: TEST

*Login Password: ****

*Re-enter Password: ****

Contact Information

Organization: Vincennes University

Title: Physical Plant

*Department: PHYSICAL PLANT

*Account Number: 10000-2207-71505-1400

Address: []

Address (contd): []

Address (contd): []

City: []

State/Province: None Selected

Zip/Postal Code: []

*Phone Preference: Business Phone

*Business Phone: 812-888-4227

Preferred Email: Work Email

*Work Email: hwild@vinu.edu

DOB: (MM/DD/YYYY) []

Additional Information

Supervisor Name: []

Supervisor Phone: []

Supervisor Email: []

Driver's License Number: []

License Expiration Date: (MM/DD/YYYY) []


License Issuing State/Province: None Selected

Any driving restrictions? Yes No

If restrictions, please explain: []

Use the space below to provide:
1) A description of your motor pool requirements.
2) Any unique requirements you may have (e.g. Always require cargo space, require wheelchair lift), and
3) Any other comments you may have for the motor pool staff.

Comments: []

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

Cancel Save Registration

NOTE: your username will be your MYVU username and password. (MY VU is what is used to look at payroll, etc.)

NOTE: The Account Number must include the program code. This will automatically populate when making a motorpool reservation.

STEP 3:

Click on Save Registration

After Step 3 has been completed, the following confirmation documentation will appear.

REGISTRATION CONFIRMATION - PLEASE READ

Thank you for registering.

Your account will be available for use once your registration is approved by a System Administrator.

When you receive a welcome email notification from the System Administrator, you can begin to use FleetCommander.

NOTE: The email will be sent by PPLANT.

IF YOU ARE A NEW DRIVER, A DRIVER INFORMATION AND APPROVAL AGREEMENT FORM, ALONG WITH YOUR VALID DRIVER'S LICENSE, MUST BE SUBMITTED TO CAMPUS POLICE FOR VERIFICATION.

An On-Line Registration Confirmation Email will also be sent.

Once the System Administrator approves your registration, you will receive an email, "Welcome to Vincennes University Fleet Reservation System". This is your approval to begin using the Fleet Commander website.