



INDIANA UNIVERSITY

MOTOR POOL

Bloomington

Agile FleetCommander

Motor Pool Reservations USER REGISTRATION INSTRUCTIONS

To reserve an INDIANA UNIVERSITY MOTOR POOL vehicle, you must have an active USER PROFILE in AgileFleetCommander, MOTOR POOL'S reservation system.

When setting up a new USER PROFILE, five fields of information (each designated with an *) are required.

- | | | |
|------------------------|----------------------|---------------|
| 1) NAME (last & first) | 3) ACCOUNT NUMBER | 5) WORK EMAIL |
| 2) ADS USERNAME | 4) WORK PHONE NUMBER | |

All other fields are optional and maybe provided at your discretion.

The following pages will assist you in setting up a MOTOR POOL USER PROFILE.

Please Login - Windows Internet Explorer

https://www.dailyrental.motorpool.indiana.edu/Login.asp

File Edit View Favorites Tools Help

★ Favorites ☆ Indiana University MVR ... ☆ RM Driver Status Entry ☆ ONE-START FLEET COMMANDER

Please Login

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MOTOR POOL
Bloomington

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Motor Pool Reservations
USER REGISTRATION

STEP ONE—

To begin your **USER SET-UP**, go to www.dailyrental.motorpool.indiana.edu/Login.asp

Login using your **ADS USER NAME** and **PASSWORD**.

Click **LOGIN**

Please Login

Use your ADS user name and password to login.

You must have an **active** FleetCommander profile to login.
Not sure if you have one?
Call the Motor Pool at 855-3300 to verify.

ADS Username: joesmith

Password:

Login Clear

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

Vehicle Use

- Make Reservation
- My Schedule
- My Profile
- My Reports
- Car Pool

Information ⓘ

- Instructions
- Policies
- Vehicles and Rates
- Location
- Contact us
- FAQs
- Terms of Use
- Privacy Stmt
- Documents
- Sign Up Now!

Internet 100%

start Please Login - Wi... Search Desktop Desktop 2:55 PM

Welcome - Windows Internet Explorer

https://www.dailyrental.motorpool.indiana.edu/_Welcome.asp

File Edit View Favorites Tools Help

★ Favorites Ψ Indiana University MVR ... Ψ RM Driver Status Entry Ψ ONE-START FLEET COMMANDER Outlook Web App Vehicle Reservation - S...

Welcome

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Home Administration Logout Help About

Welcome Logged In: Joe Smith

Vehicle Use

- ▶ Make Reservation
- ▶ My Schedule
- ▶ My Profile
- ▶ My Reports
- ▶ Car Pool

Information ⓘ

- ▶ Instructions
- ▶ Policies
- ▶ Vehicles and Rates
- ▶ Location
- ▶ Contact us
- ▶ FAQs
- ▶ Terms of Use
- ▶ Privacy Stmt
- ▶ Documents
- ▶ Sign Up Now!

Follow the instructions for your specific usage type when making reservations.

For questions or instructions on using this system, contact the Motor Pool at 812-855-3300 or motrpool@indiana.edu.

Thank you!

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**Motor Pool Reservations
USER REGISTRATION**

If you receive this WELCOME page, your USER PROFILE is active. No further action is needed to set-up your profile.

If desired, you may proceed to the MAKE RESERVATION page to request a MOTOR POOL vehicle.

Done

start Welcome - Windo... Search Desktop Desktop 12:47 PM

Please Login - Windows Internet Explorer

https://www.dailyrental.motorpool.indiana.edu/Login.asp?action=process&Form=

File Edit View Favorites Tools Help

★ Favorites | ★ Ψ Indiana University MVR ... Ψ RM Driver Status Entry Ψ ONE-START FLEET COMMANDER Outlook Web App Vehicle Reservation - S...

Please Login

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Home Administration Help About

Please Login

**Invalid ADS Username and Password combination (or User is not an Administrator).
Please try again.**

Use your ADS user name and password to login.

You must have an **active** FleetCommander profile to login.
Not sure if you have one?
Call the Motor Pool at 855-3300 to verify.

 ADS Username:
Password:

Login Clear

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

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Motor Pool Reservations
USER REGISTRATION

If you receive an **ERROR MESSAGE** after entering your correct **ADS USERNAME** and **PASSWORD**, please **CONTACT MOTOR POOL** at 812-855-3300 to verify the status of your **USER PROFILE**.

start | Please Login - Wi... | Search Desktop | Desktop | 12:45 PM

User Registration - Windows Internet Explorer

https://www.dailyrental.motorpool.indiana.edu/_UserRegistration.asp

File Edit View Favorites Tools Help

Indiana University MVR ... RM Driver Status Entry ONE-START FLEET COMMANDER

User Registration

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Motor Pool Reservations USER REGISTRATION

**STEP TWO (Required field) —
Enter LAST and FIRST name**

**STEP THREE (Required field) —
Enter ADS USERNAME**

User Registration

Vehicle Use

- Make Reservation
- My Schedule
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- My Reports
- Car Pool

Information

- Instructions
- Policies
- Vehicles and Rates
- Location
- Contact us
- FAQs
- Terms of Use
- Privacy Stmt
- Documents
- Sign Up Now!

Site Information

*Site you are registering for: IUB Motor Pool

You may have the opportunity to request permission at additional sites after you are approved. Additional permissions is done via the My Profile link.

User Information

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

Salutation: (none)

*ADS Username: joesmith

Contact Information

Organization: _____

Title: _____

Department: _____

*Account number: _____

Address: _____

Address (contd).: _____

Address (contd).: _____

City: _____

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User Registration - Windows Internet Explorer

https://www.dailyrental.motorpool.indiana.edu/_UserRegistration.asp

File Edit View Favorites Tools Help

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User Registration

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Motor Pool Reservations
USER REGISTRATION

STEP FOUR (Required field) —
Enter Billing ACCOUNT NUMBER
(must be a VALID /ACTIVE number)

STEP FOUR (Required field) —
Enter WORK PHONE

Make Reservation
My Schedule
My Profile
My Reports
Car Pool

Information

- Instructions
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- Documents
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Site Information

*Site you are registering for: IUB Motor Pool
You may have the opportunity to request permission at additional sites after you are registered. Requesting additional permissions is done via the My Profile link.

User Information

*Name (*last, *first, middle): Smith Joseph
Salutation: (none)
*ADS Username: joesmith

Contact Information

Organization:
Title:
Department:
*Account number: 1234567
Address:
Address (contd).:
Address (contd).:
City:
State/Province:
Zip/Postal Code:
Country:
*Phone Preference: Work Phone
*Work Phone: 812-855-3300
Mobile Phone:
Home Phone:

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User Registration - Windows Internet Explorer

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File Edit View Favorites Tools Help

★ Favorites | ★ Indiana University MVR ... | ★ RM Driver Status Entry | ★ ONE-START | ★ FLEET COMMANDER

User Registration

Work Phone: 812-855-3300

Mobile Phone:

Home Phone:

Other Phone:

*Preferred Email: Work Email

*Work Email: joesmith@indiana.edu

Personal Email:

DOB:

Additional Information

Supervisor Name:

Supervisor Phone:


Supervisor Email:


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
- 3) Any other comments you may have for the motor pool staff.

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

* - required fields



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USER REGISTRATION**

STEP FIVE (Required fields) —

Enter **WORK EMAIL**

STEP SIX —

Enter the **SECURITY TEXT** you see in the the picture (example **DATA**) into text box.

Click **SAVE REGISTRATION** to complete your **USER PROFILE** setup.



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For questions regarding USER REGISTRATIONS or VEHICLE RESERVATIONS in AGILE FLEETCOMMANDER, please contact

Indiana University Motor Pool
801 N. Range Road
Bloomington, IN 47408
Phone: 812-855-3300
Fax: 812-855-9352
Email: motrpool@indiana.edu