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.
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.
Welcome - Windows Internet Explorer

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

File  Edit  View  Favorites  Tools  Help

Logged In: Joe Smith

Welcome

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 motpool@indiana.edu.

Thank you!

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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.

Created with novaPDF Printer (www.novaPDF.com). Please register to remove this message.
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.
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STEP TWO (Required field) — Enter LAST and FIRST name

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

STEP FOUR (Required field) — Enter WORK PHONE

Site Information

*Site you are registering for: IUB Motor Pool
You may have the opportunity to request permission at additional sites after you and 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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STEP FIVE (Required fields) —
Enter WORK EMAIL

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

Click SAVE REGISTRATION to complete your USER PROFILE setup.
For questions regarding USER REGISTRATIONS or VEHICLE RESERVATIONS in AGILE FLEETCOMMANDER, please contact

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