### 3 F FLEETCOMMANDER



# Please Login

Is it your first time logging in?

Click Forgot password. Enter your email address and the system will email your temporary password to log-in. The username will be your "Net-ID".

IAKE RESERVATION
IY SCHEDULE

**CAR POOL** 

MY PROFILE

MY VEHICLES

**VEHICLE USE** 

MY REPORTS

#### INFORMATION

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VEHICLES AND RATES

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**CONTACT US** 

FAQS

TERMS OF USE

PRIVACY STATEMENT

**DOCUMENTS** 

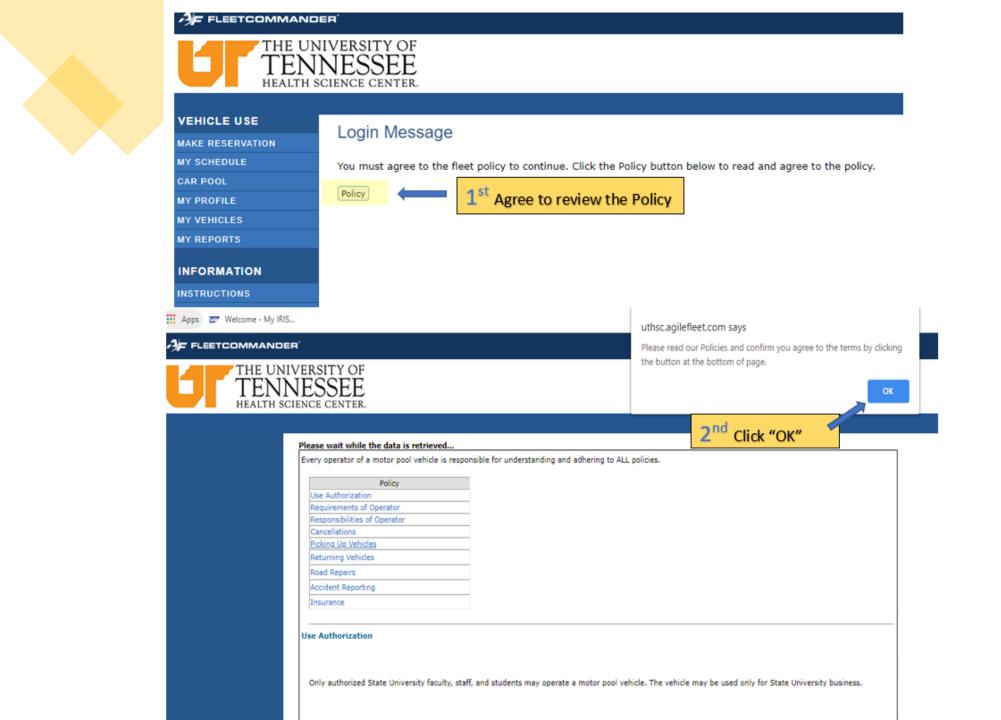
SIGN UP NOW!

If this is your first time logging in, please click the Forgot Password link for access.		
Username:		
Password:		
Forgot password?	Clear Login	

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

Are you a new employee or does the system not recognize your email?

Click Sign Up Now! This request will go to the Motor pool office for approval. If you have any <u>questions</u> please call 901-448-2438.



In compliance with the statutes and directives of the State of Tennessee, as set forth in T.C.A. §9-8-101 et. Seq., the University of Tennessee self-insures exposures in general liability, automobile liability, professional malpractice and workers' compensation.

If you are in an accident with a third party while driving any vehicle on University business, Call the State of TN Auto Accident Call Center immediately to report the incident to the State of TN Auto Accident Call Center: (855) 253-0629

#### For claim information contact:

UTHSC Transportation Services 201 East St., Memphis, TN 38163 (901) 448-5857



I have read and agree to the terms of this Policy

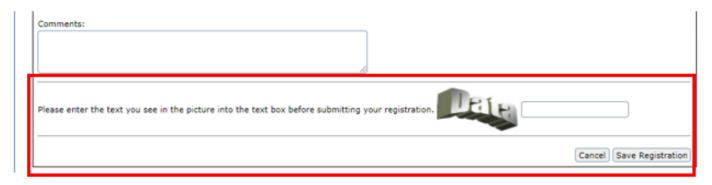


3<sup>rd</sup> Click Here to Continue

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## User Registration

Site Information	" = required field
"Site you are registering for:	UTHSC
You may have the opportunity done via the My Profile link.	to request permission for additional sites after you are approved for your primary site. Request for additional permissions is
User Information	
(*Last Name, *First Name, Middle Name):	
Salutation:	(none) 🕶
*Username:	
*Login Password:	
*Re-enter Password:	
Contact Information	
Organization:	
Title:	
Department:	None Selected
Cost Center/WBS:	
Address:	
Address (contd).:	
City:	
State/Province:	None Selected ▼
Zip/Postal Code:	
*Phone Preference:	Business Phone 🔻
*Business Phone:	
Mobile Phone:	
Preferred Email:	Work Email ▼
*Work Email:	
Personal Email:	
Additional Information	
Supervisor Name:	
Supervisor Phone:	
Supervisor Email:	
Use the space below to provide 1) A description of your motor 2) Any unique requirements yo 3) Any other comments you m	e: pool requirements, ou may have (e.g. Always require cargo space or require wheelchair lift). ay have for the motor pool staff.



When filling out the "user registration", everything marked in the red boxes must be completed. Please enter the correct **cost center/WBS** (if you are unsure please consult departmental management). Once you are confirmed as a "user" and start to reserve a vehicle, you may change the cost center/WBS if needed. After you register as a user, you will have to wait until an administrator in the Motor Pool Office approves it before you can make a reservation. If you register after hours or weekends, you will not be able to reserve a vehicle without being a registered user, you will not be permitted to get a vehicle or return on