



Our goal is to make the process of requesting reservations and checking or updating those request as simple as possible. You will need a profile in order to reserve and drive a vehicle. A basic overview of the Car Rental Services on-line vehicle reservation process is listed below.

Just follow these 7 easy steps:

STEP 1

Complete MVR

First, submit a Motor Vehicle Record (MVR) at: <http://www.uwyo.edu/risk/claims-and%20insurance/vehicle-use-policy-information.html>. Per the [Official University Vehicle Policy](#), anyone who wishes to drive a University, personal or rental vehicle on UW business must complete the Motor Vehicle Record process in order to be in compliance with the policy. Please visit the [Risk Management web site](#) for information and to complete the MVR process.

STEP 2

Complete & Submit Profile

For a new user profile, go to Car Rental Services University of Wyoming website at: <http://www.uwyo.edu/auxserv/car-rental-services/index.html> and go to the 'User Profile Access Form' tab on the left hand side. Please fill out and submit the online form. After the form is submitted, you will receive a Thank you message with your next steps. Please remember to have your Supervisor contact Car Rental Services by phone or email to allow permissions to drive as this will complete the Application process. Upon approval and input into the system, you will receive a 'Welcome Email' with your username and temporary password. The first time you login into FleetCommander you will be required to acknowledge the Car Rental Services Policies.

STEP 3

Now you can Rent a Vehicle

Complete and submit the new Reservation request form for your Vehicle Rental on the Car Rental FleetCommander website at: <https://uwyo.agilefleet.com/Login.asp>. Your reservation request is given the status of 'Pending' and you are assigned a reservation Request ID. You will receive an email notifying you of your reservation request.

Note: We now of the ability to accommodate for ADA needs.

STEP 4
Receive Approval

Your reservation request will be processed by the Car Rental Services Staff. All attempts will be made to fulfill your reservation request in a timely manner. If the request can be fulfilled, you will receive an email notifying you of the reservation approval.

At any time, on the FleetCommander site, you can view your reservations on the 'My Schedule' tab. You may also cancel or request a change to your reservation request(s) through the 'My Schedule' tab. Changes and cancellations will be available until 24 hours to your reservation. After the 24 hour period, you will need to contact Car Rental Services at 766-3229. There are other reports and information in the tabs as well.

Note: If your reservation request is 'Rejected' or 'Cancelled' then Car Rental Services staff will contact you with other options that are available.

STEP 5
Pick-up Vehicle

You will receive an email 4 hours prior to your Reservation notifying you of your pick-up time. Pick-up your vehicle at the requested location identified on your reservation confirmation. Be sure to review our policies (if you are not familiar with them) along with our current vehicles and rates. If you need any further assistance, please contact us by email or by phone (during normal business hours) 307-766-3229.

STEP 6
Enjoy your Trip

Enjoy your trip.

STEP 7
Return Vehicle

Finally, Vehicles will be returned by parking in the small lot at the corner of 14th and Bradley, locking the vehicle and return keys to desk (during business hours). If after hours, key drop box is located on the west end of the Service Building.

After the vehicle is returned, please be sure to provide us with feedback on your experience with Motor Pool (sent out automatically on the 15th and the last day of the month.)