

1.0 Link to the Fleet Services Online Vehicle Rental Request System.

1.1 Sign in using Central Authentication Service (CAS) credentials.

2.0 Submitter Information.

2.1 Following successful CAS sign in, the fields will auto-fill with CAS information.

3.0 Requestor Information.

3.1 Search by full name, NAU User ID, or NAU Employee (Empl) ID.

3.2 If the Requestor is the same as the Submitter, click **Requestor info is same as Submitter.**

3.2.1 The Requestor will be the primary contact for this specific request.

4.0 Rental Request Type.

4.1 Select Vehicle. Read the Guidelines and Regulations.

4.2 Check the box next to **I have read and understand the policies set forth by NAU and the state of Arizona.**

4.3 Click **Next Page.**

5.0 Request Information.

5.1 Enter the email address of the employee who should receive the billing invoice.

5.2 Enter the **Depart Date and Time.**

5.3 Enter the **Return Date and Time.**

5.4 Enter the **Speedchart** (or Grant) to be charged for the rental.

5.5 Enter the **Destination(s).**

5.5.1 Cities/states should be entered in this field. Multiple cities/states may be entered.

5.5.2 Specific addresses, events, etc. are not necessary for this field.

6.0 Pickup Location. Vehicles not departing from the Fleet Services location on NAU campus, Enterprise will be utilized.

6.1 If the pickup location is at NAU Fleet Services, leave **No** selected and **continue to Vehicle Information.**

6.2 If the pickup location is not NAU Fleet Services, select **Yes.** In the corresponding field that appears, enter the physical address of the Enterprise location then continue to **Vehicle Information.**

7.0 Vehicle Information.

7.1 Available vehicle types depend on whether the departure location is Fleet Services or an Enterprise location.

7.2 Further information regarding vehicle types is available under the **Vehicle Details** tab at the top of the page.

7.3 Vehicles listed in the **Vehicle Types** dropdown and under the **Vehicle Details** tab are determined by the departure location chosen in the **Request Information.**

7.4 **Vehicle Types** dropdown and **Vehicle Details** tab if departure location is **Fleet Services:**

7.5 **Vehicle Types** dropdown and **Vehicle Details** tab if departing from an **Enterprise** location:

7.6 Choose how many of the **Vehicle Type(s).**

7.7 If additional vehicle types are needed, click **Add.**

8.0 Driver Information.

8.1 Search for driver by either full name, NAU User ID, or Empl ID.

8.2 If additional drivers are needed, click **Add.**

8.2.1 If additional drivers are unknown at time of request, vehicles will then be reserved under the initial driver. For classes requiring multiple vehicles but unknown drivers, it is recommended that the teacher/instructor be listed as the initial driver. When additional drivers come to pick up the vehicles, they should know the name of the initial driver/teacher/instructor. Reservations will no longer be listed under classes.

9.0 Rate Estimation (Optional).

9.1 This optional section provides an estimated cost of the request. The **# of Days** field is auto-filled based on the dates and times chosen in the Request Information Section.

10.0 Additional Information.

10.1 This section provides the opportunity to add any notes or details relevant to the request.

10.2 To add further information, select **Yes** and enter notes in the corresponding text field.

10.3 If no further information is needed, select **No.**

11.0 Submit.

12.0 Automated Emails.

12.1 After submitting a vehicle rental request, the following automated emails from NoReply@nau.edu will be sent to the Submitter, Requestor, and Driver(s). **Do not reply to these emails.** Contact Fleet Services directly with any questions, changes, or cancellations.

12.2 The first email will confirm the request.

12.3 The second email will either:

12.3.1 **Approve the request.** The vehicle(s) have been reserved. A Vehicle Request number will be included. Please reference this number when contacting Fleet Services to change or cancel a reservation.

12.3.2 **Request further information.** Fleet Services needs more information in order to complete the request. Follow the link provided in the email then answer any questions Fleet Services has posted.

12.3.3 **Deny the Request.** Extremely rare. Fleet Services cannot fulfill transportation needs through the NAU Motor Pool or any outside vendor such as Enterprise and Budget.