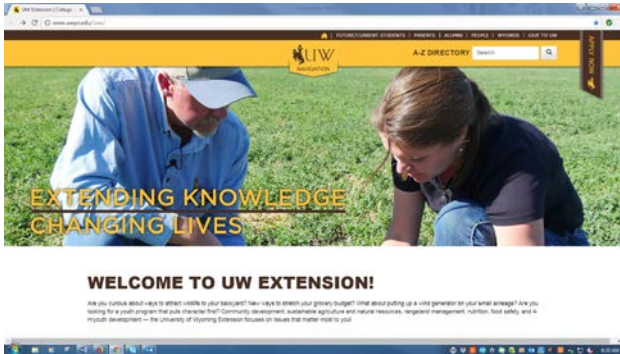


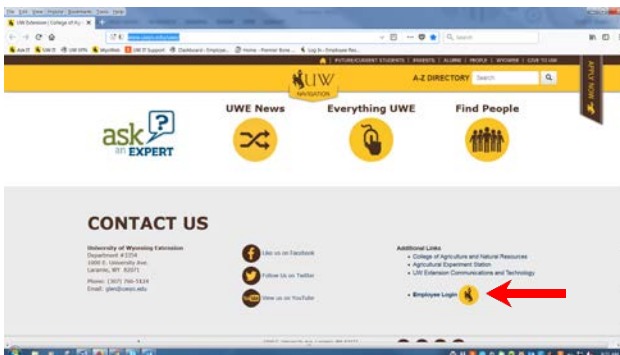
UPDATED VERSION starting 09/07/18

UW Extension Funded Vehicle Usage Directions

- Login to UW Extension web page: <http://www.uwyo.edu/uwe/>



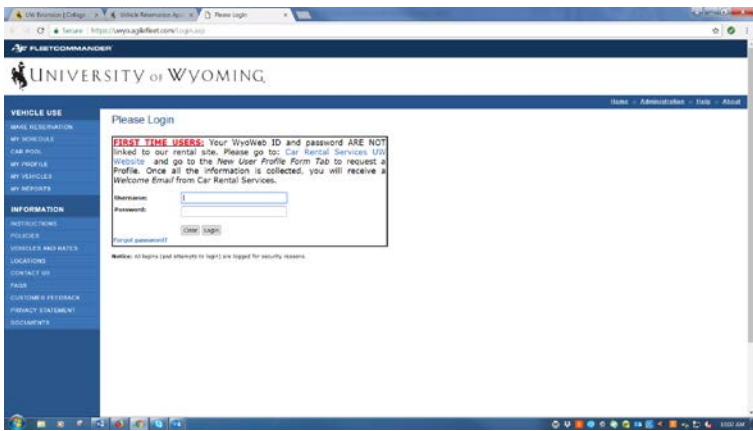
- Once here, go down to bottom of page and click on **employee login** button



- On the right side of your screen, click on **Car Pool Request**



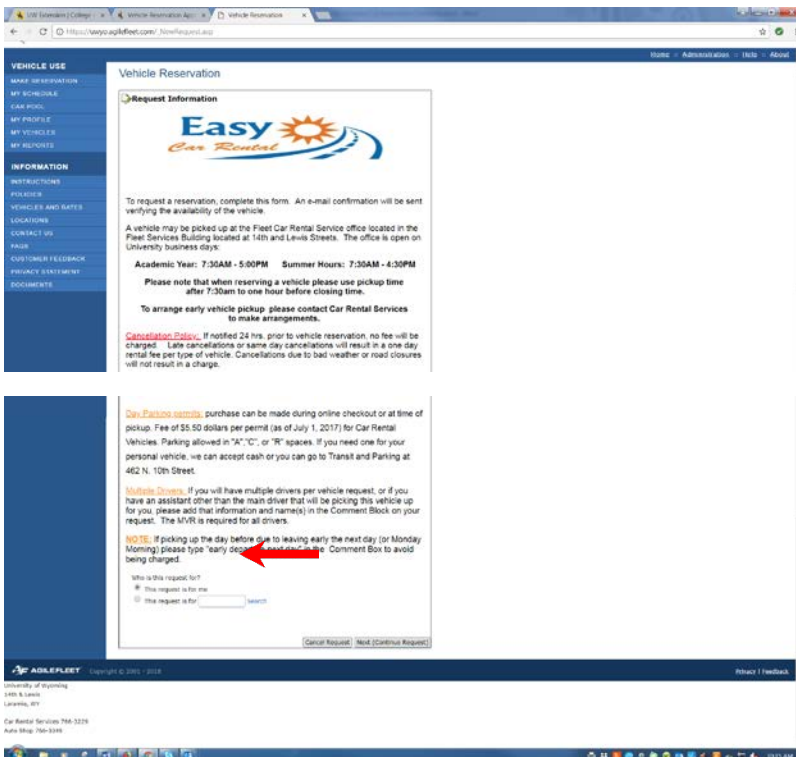
- Enter your email and password on the Fleet Services site (You must set up your profile with UW Fleet Services prior to making reservations).



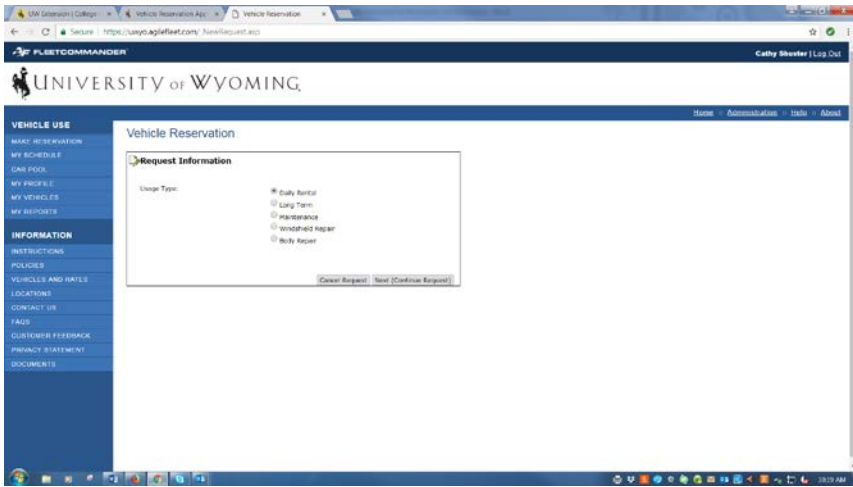
- On the left side bar, click on “Make Reservation” button.



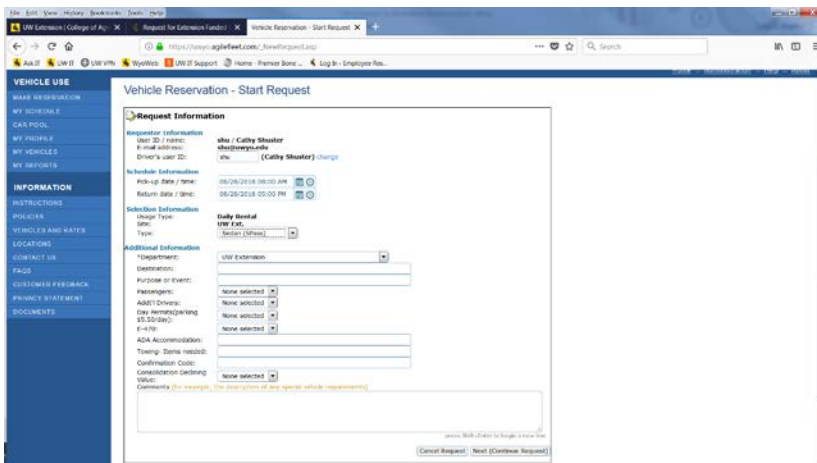
- At the bottom of the next page, mark who the request is for and then hit the “next (continue request)” button.



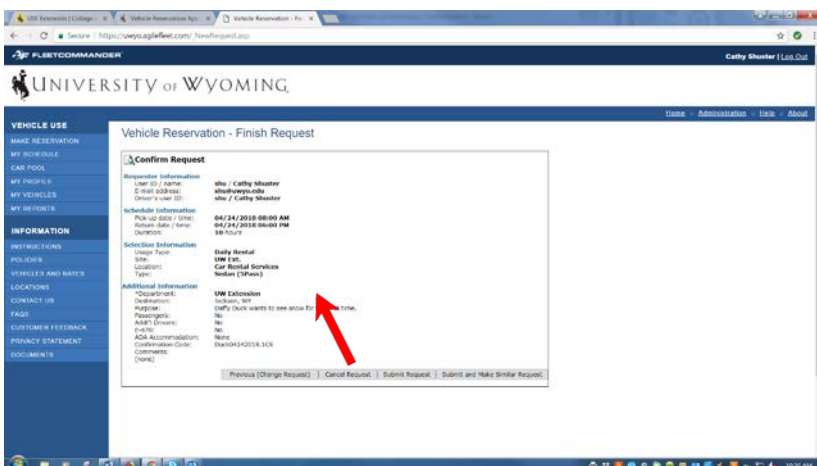
- The next step is to decide what type of usage you are looking for.



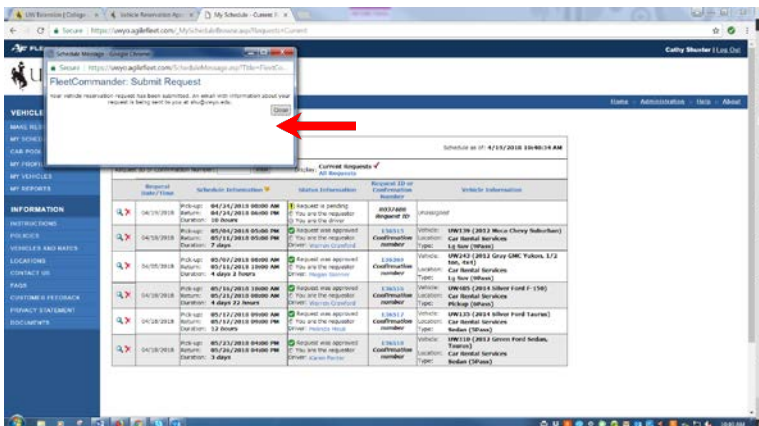
- Fill in **all** the fields. In the *Department* section, be sure to select UW Extension. List what town you are traveling to in the *Destination* section. In the *Purpose or Event* section, please tell us if it's 100% Extension or what percent and what the event is or the purpose of the trip. If no *ADA Accommodations* or *Towing-Items* are needed, please enter N/A in both fields. Please answer **yes** to the *Consolidation Declining Value* for all Extension trips.



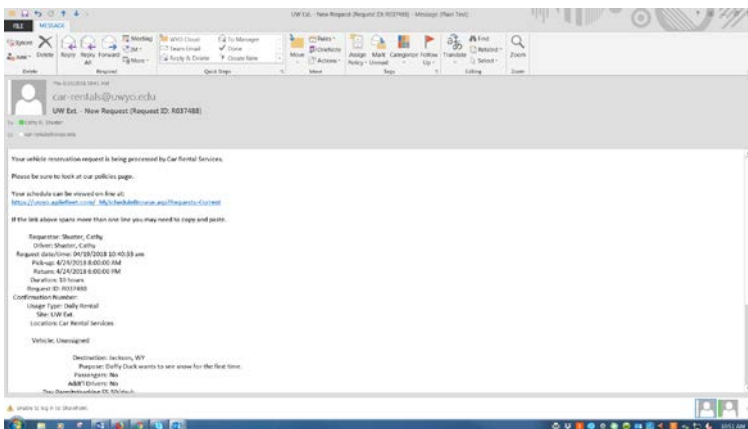
- Confirm your request on the next screen. Make sure everything is correct and hit the "Submit Request" button.



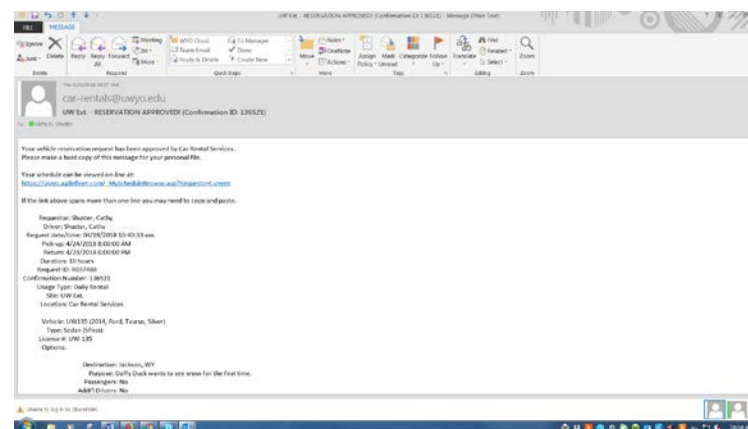
- The next screen shows all the reservations you have made through Fleet Services and says “Your vehicle request has been submitted. An email with information about your request is being sent to you.”



- You will receive an email showing you requested a vehicle.



- Almost done! Once Fleet Services receives your request and assigns your vehicle, you will receive another email showing your reservation is complete.



- If traveling on grant or department funds only, please use the Fleet Services direct address: <https://uwyo.agilefleet.com/Login.asp>
- Be sure to take your drivers license with you to show eligibility. Have a safe trip! 😊