YOU MUST BE A REGISTERED & APPROVED USER,

In the AGILE system, to PICK UP a Rental Vehicle

(Either for yourself or someone else)

1. Touch screen to start.
2. Do the Two Factor UT Authentication log on.
3. Select “check out vehicle”.
4. If there is nothing in your name, (you are picking up for someone else), Click on “Check out via confirmation number”.
5. Put in confirmation number, click “Continue”, “Check out”.
6. Look at your key place number to help you find the row your key is in.

To Open Key box:

1. After doing everything on the screen. Wait for the key box to light up “green”.
2. Step 1—Push up and Step 2--- Pull handle.
3. The rows will be numbered on outside of key box, look for the row with your key place is.
4. Turn the small key, counterclockwise and pull out.
5. Shut the key box.
6. Log out on the screen.