YOU MUST BE A REGISTERED & APPROVED USER,

In the AGILE system, to RETURN a Rental Vehicle

(For yourself, or for anyone else)

1. Touch the kiosk screen
2. Do the Two Factor UT Authentication log on.
3. Select “Check in vehicle”.
4. Click “help, my vehicle is not shown”.
5. Enter the Key# (gold circle w/# or rectangle shape w/#), it is not the vehicle number.
	1. Enter the key # (1-128) located on the brass tag attached to the keys. This will not be the vehicle number.
6. After this is done, put in the mileage and click “check in”.
7. Wait for key box light to light up “green”.
8. Step 1—Push Up, Step 2---Pull handle.
9. The rows will be numbered on outside of key box, look for the row to place your key in and look for “green” light.
10. Put small key in and turn clockwise to lock into place.
11. Shut key box and log out on the screen.