

Enterprise Rental Reservations

Authorized Renters: Authorization to use the ODU account for renting vehicles is extended to student, faculty, and/or staff that are renting the vehicle for purposes of conducting official University business.

Reservations:

- a. Local reservations can be made online or in person at the 912 W. Little Creek Road location.
- b. Non-Local reservation can be made online.
- c.

START A RESERVATION:

1. Enter Norfolk in the Location field.
2. Select the Pick-Up and Return Dates.
3. Enter the Account Number.
4. Click on Check Availability.

The screenshot shows the 'Reserve a Vehicle' form. At the top, there is a title 'Reserve a Vehicle' and a link 'View / Modify / Cancel Reservation'. Below the title, there is a section for 'Pick-up & Return Location (ZIP, City or Airport)*' with a dropdown menu showing 'Norfolk, VA, US'. To the right of this dropdown is a checkbox labeled 'Return to a different location'. Below this section, there are fields for 'Return*' (with a date of 23), 'Renter Age*' (with a value of 29), and 'Pick-up*' (with a date of 2023). The form is partially obscured by a black bar at the bottom.

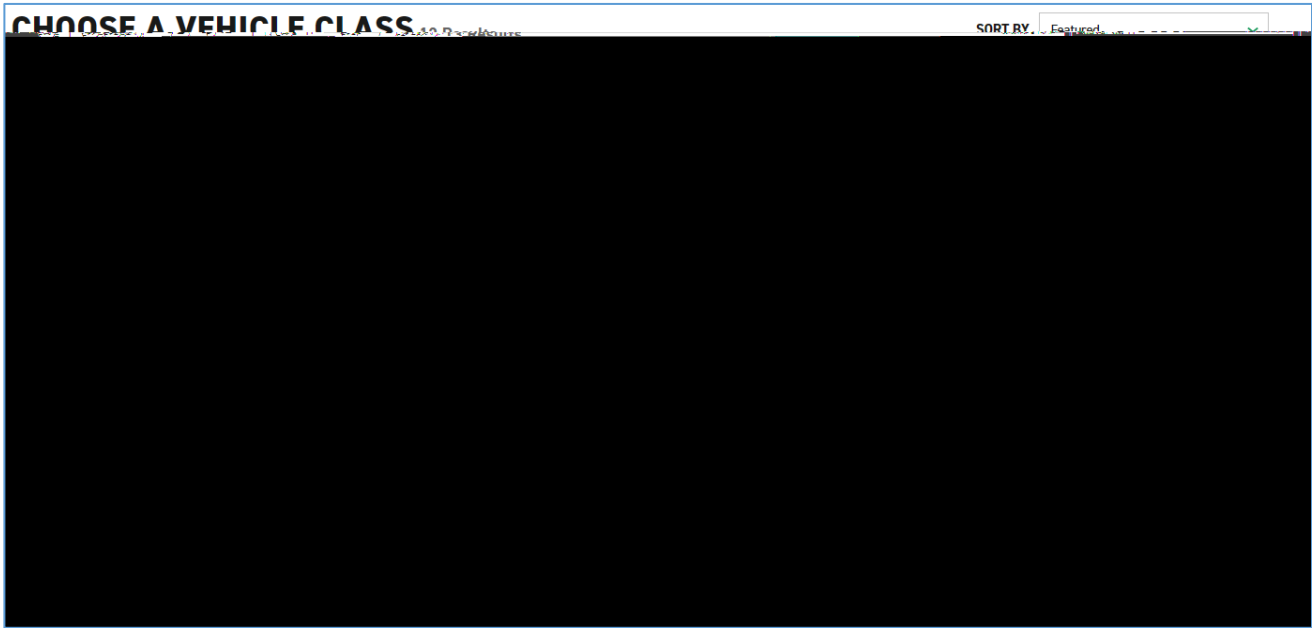
CHOOSE AN ENTERPRISE LOCATION:

1. Select the 912 W Little Creek Rd location. There are 2 locations on Little Creek, make sure you select the correct Little Creek location.

The screenshot shows the 'Choose A Location' form. At the top, there is a title 'Choose A Location' and a link 'Change'. Below the title, there is a search bar with 'Norfolk' entered. Below the search bar, there is a list of locations. The first location is 'Norfolk Diven & W. L' with the address 'Norfolk, VA 23505'. A hand cursor is pointing to this location. Below the list, there is a 'Select' button.

CHOOSE A VEHICLE CLASS: You may need to scroll to find the appropriate vehicle size you need.

1. Click on Select next to the vehicle class

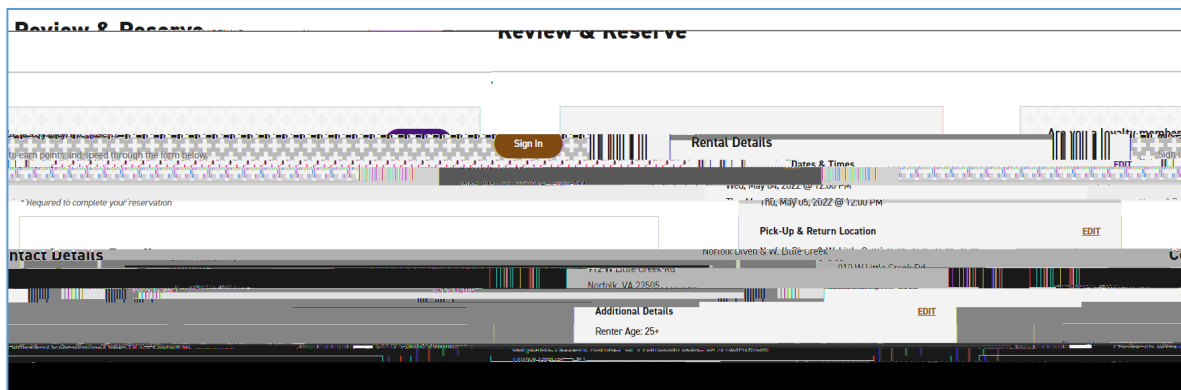


ADD EXTRAS:

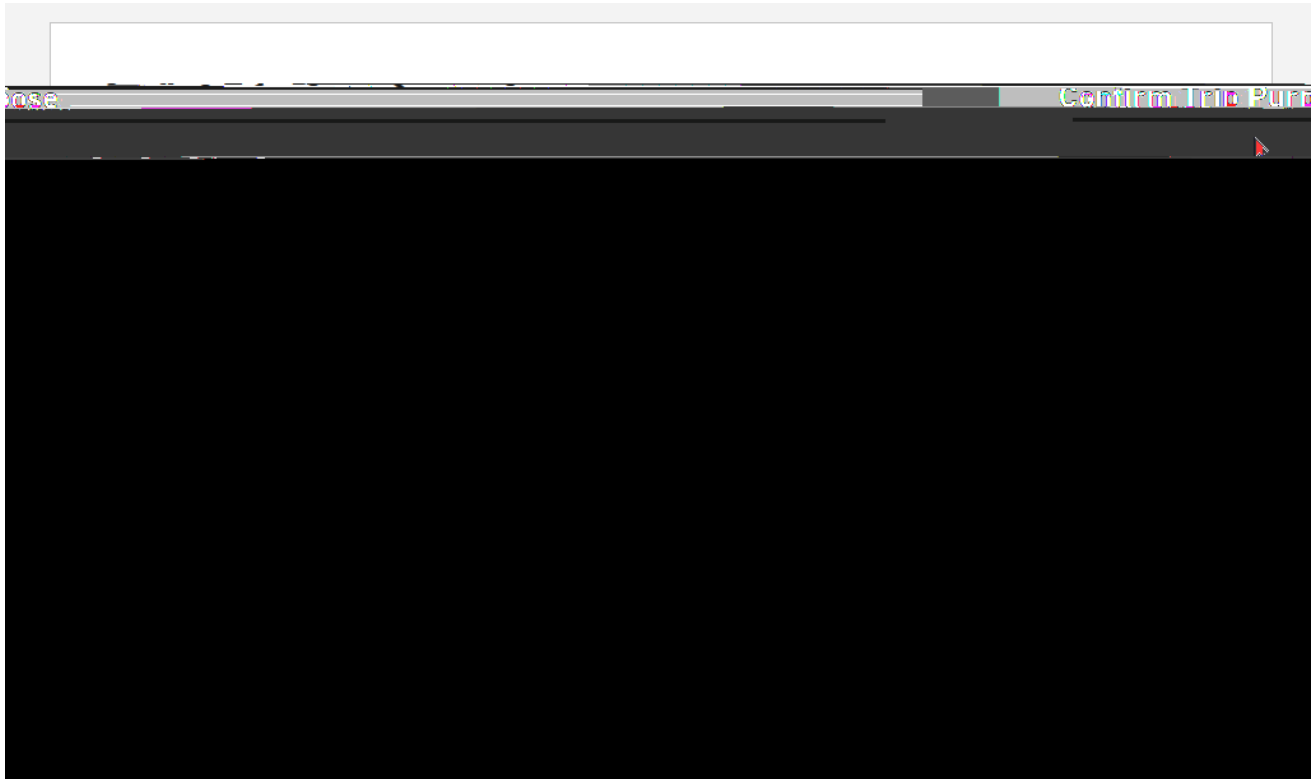
1. Click Continue to Review.

REVIEW & RESERVE:

1. Enter Contact Details and review the Rental Details.



2. Confirms the Trip Purpose – If the traveler is traveling on behalf of ODU, select Yes.
3. Billing – Select No. You do not have billing privileges.



4. Select, Reserve Now