

GO INTO THE TSTC WACO WEBSITE, ON THE RIGHT HAND SIDE, CLICK ON FACULTY & STAFF, SCROLL DOWN TO THE STATE VEHICLE RESERVATIONS ON THE LEFT HAND SIDE OF THE SCREEN & CLICK ON “WEBSITE”. THIS WILL TAKE YOU DIRECTLY TO THE VEHICLE RESERVATION SCREEN.

(NOTE: THERE ARE SEVERAL CAMPUSES USING THE SCHEDULING SYSTEM, SO PLEASE, ONLY RESERVE WACO VEHICLES)

The screen below will appear:

Vehicle Reservations

Select from the following:

- [View Current Reservations](#)
- [Check Availability/Reserve Vehicle](#)

[Reservations Home](#) | [View Reservations](#) | [Check/Reserve Vehicle](#)

IN THE RESERVATION GRID IN THE SECOND SECTION, CHOOSE LOCATION, CLICK THE ARROW ON THE RIGHT USING THE DROP DOWN MENU & CHOOSE WACO ONLY; THEN CLICK PICK A LOCATION AND DATE.

Reservation List

Select location from which to view vehicle reservations:

- View grouped by vehicle
- View by date

Continue

Reservation Grid (this may take a few seconds...)

Location:

Date: / /

Pick a Location and Date

[Reservations Home](#) | [View Reservations](#) | [Check/Reserve Vehicle](#)

THEN **SELECT VEHICLE TO RESERVE** OR “**ANY VEHICLE**” WILL AUTOMATICALLY BE FILLED IN. YOU CAN CHANGE VEHICLE IF YOU NEED TO BY CLICKING ON THE ARROW ON THE RIGHT. CHOOSE A BEGINNING DATE AND TIME ALONG WITH A RETURNING DATE AND TIME BY USING THE DROP DOWN ARROWS. **CHECK THE BOX IN THE YELLOW AREA TO INDICATE THAT YOU HAVE CHECKED ALL EXISTING RESERVATIONS AND CLICK CONTINUE.**

Check Vehicle Availability (step 2)

Select Vehicle to reserve, or "Any Vehicle":

Date/Time Leaving

October / 24 / 2008 (hh:mm) 8 : 00 A.M. P.M.

Date/Time Returning

October / 24 / 2008 (hh:mm) 5 : 00 A.M. P.M.

I have checked all existing reservations and have determined that there are no other people traveling to the same location with who I may share a ride.

Ride sharing makes good economic sense.

Failure to give adequate attention to ride-sharing can result in disciplinary action.

If you have not already done so, please [“check other reservations”](#) before you proceed.

[Reservations Home](#) | [View Reservations](#) | [Check/Reserve Vehicle](#)

DOUBLE CHECK THE VEHICLE TO MAKE SURE THIS IS THE VEHICLE YOU NEED. THEN CLICK ON THE “CHECK FOR AVAILABILITY”

Check Vehicle Availability (step 3)

If this information is correct, click on the "Check for Availability" button below. If this is not correct, please use the "back" button on your browser to correct the information and resubmit.

You have selected to take:

Any vehicle

from Waco

leaving 10/24/2008 at 08:00:00AM

and returning 10/24/2008 at 05:00:00PM

Check for Availability

IF THIS IS THE VEHICLE YOU WANT, CLICK ON THE “REQUEST THIS VEHICLE”

Check Vehicle Availability (step 4)

The 2007 White w/wrap Ford Escape (17/23 MPG) 5 passenger Small SUV is available from 24-Oct-08 at 08:00 AM through 24-Oct-08 at 05:00 PM.

Request this Vehicle

IF THE VEHICLE IS NOT AVAILABLE IT WILL TELL YOU SO. SEE EXAMPLE BELOW:

Check Vehicle Availability (step 4)

If you wish to reserve one of the available vehicles, click on the "Request this Vehicle" button beside the vehicle you wish to reserve. If you wish to change your request, please use the "back" button on your browser to correct the information and resubmit.

The 2007 White w/wrap Ford Escape (17/23 MPG) 5 passenger Small SUV is not available at this time.

KEY IN YOUR INFORMATION: DRIVER NAME, EMAIL ADDRESS, DESTINATION, NUMBER TRAVELING, COMMENTS: CLICK SUBMIT RESERVATION.

Check Vehicle Availability (step 5)

You have selected to take:

the 2007 White w/wrap Ford Escape, 5 passengers Small SUV
from Waco
leaving 10/24/2008 at 08:00:00AM
and returning 10/24/2008 at 05:00:00PM

In order to complete your request, the following information is needed:

Driver Name:

Email Address: (of Requesting Person - used for correspondence if needed)

Destination:

Number Traveling:

Comments:

A confirmation email will be sent to the driver selected above and to the campus vehicle administrator.

[Submit Reservation](#)

[Reservations Home](#) | [View Reservations](#) | [Check/Reserve Vehicle](#)

THIS IS THE FINAL STEP FOR THE VEHICLE RESERVATION. THIS SCREEN WILL TELL YOU WHO TO CONTACT. AN EMAIL WILL ALSO BE SENT TO YOU. YOU ARE NOW FINISHED.

Reservation System (step 6 of 6)

Reservation Complete Your request has been made. An email notification has been sent to your campus vehicle reservations administrator, Linda Robert, and to the email address you provided. If there is a problem with the request, you will be notified.

If there is a change in your travel plans, or if you have any questions about your reservations, please contact [Linda Robert](#) as soon as possible. As long as you have a vehicle reserved, others will not be able to request it, even if you have cancelled your trip.

If you need to delete the request, refer to the Email message that was sent. Instructions for deletion are included.

Thank You.

[Reservations Home](#) | [View Reservations](#) | [Check/Reserve Vehicle](#)