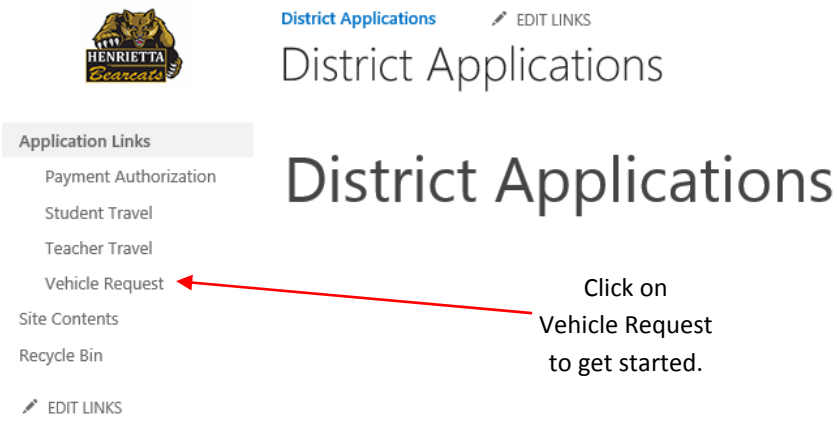
VEHICLE REQUEST PROCESS

TO RESERVE A VEHICLE

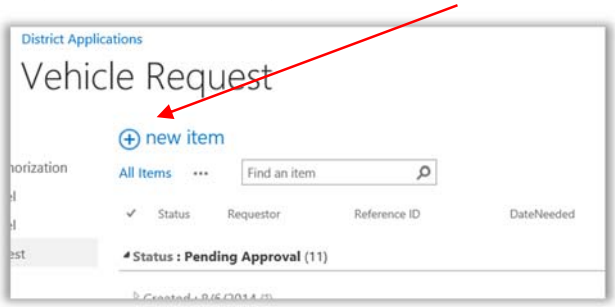
To reserve a vehicle or a bus you will be going to the district Sharepoint site. You can either click on this link - HISD SHAREPOINT or you can visit the Technology section of the school website. From the Technology page look towards the left for the Employee Links page. Click on that link and you will be taken to a page where you can see the link to District Apps. These links will only work when you are on a computer at school, they WILL NOT work from outside the school buildings.

You can create a shortcut to District Apps from here. Right click your mouse in one of the white areas of the page. Select Create Shortcut. It will ask you if you want to create a shortcut on your desktop. Select yes. The shortcut will be created after that. It will be named District Applications. You will be required to login to your Office 365 account to access the site. (Username -5letterlogin@henrietta-isd.net password – normal computer login password)



TO GET STARTED

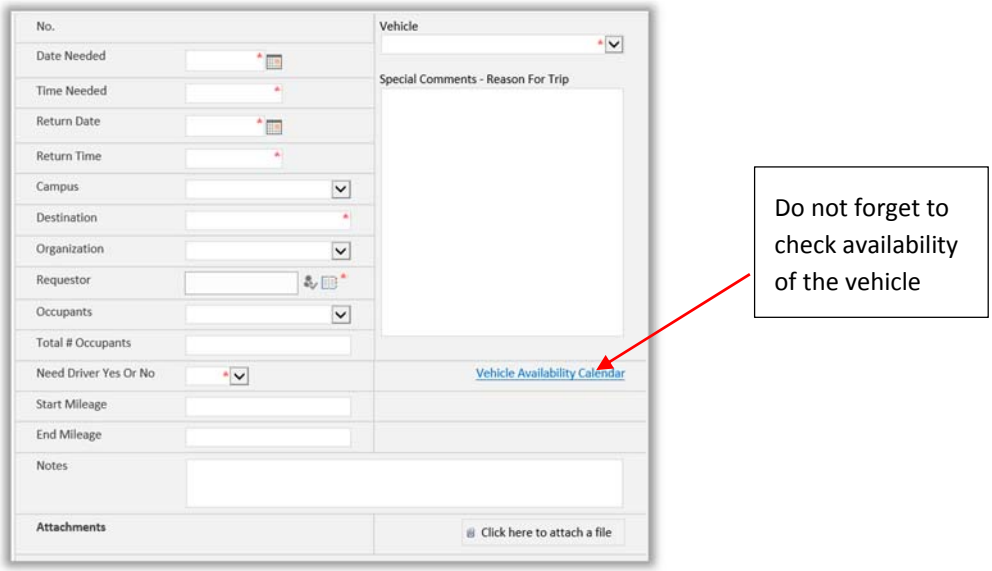
To get started on a vehicle request click on the + sign by the words "new item" in the upper left hand corner.



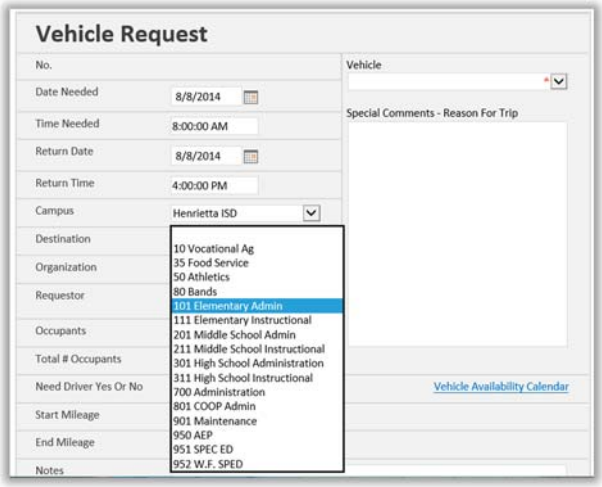
Then you will see the new request form.

FILL IN THE REQUIRED INFORMATION.

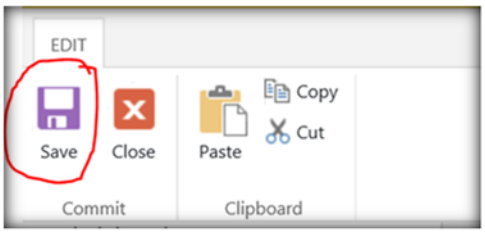
All of the fields marked with an * are required fields. The form will not submit without information being added to these fields.



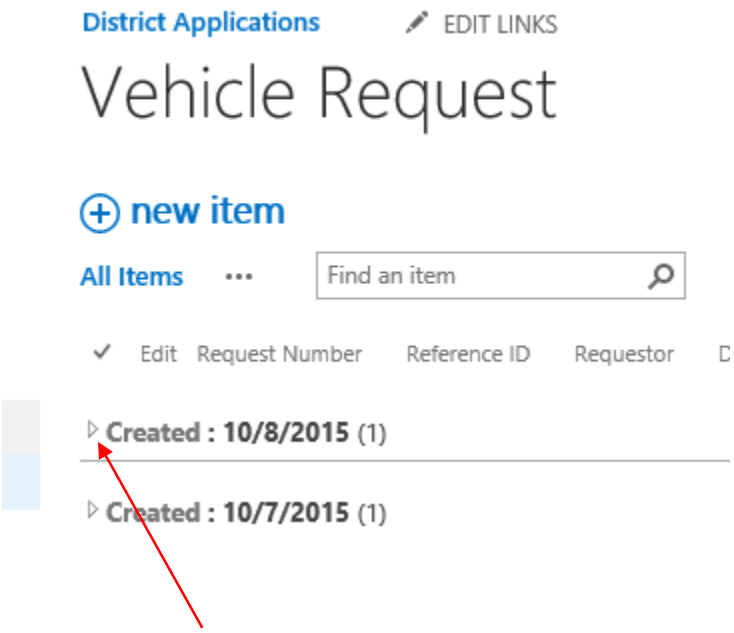
When filling out the requested information one difference you will notice is a difference with the Organization list. The list now contains numbers. These numbers will not cause any changes for you. They are there to help with some reports that must be run by administration. So do not focus on them as part of your submission.



THE REQUEST IS NOT SUBMITTED UNTIL YOU HAVE CLICKED ON THE SAVE BUTTON.

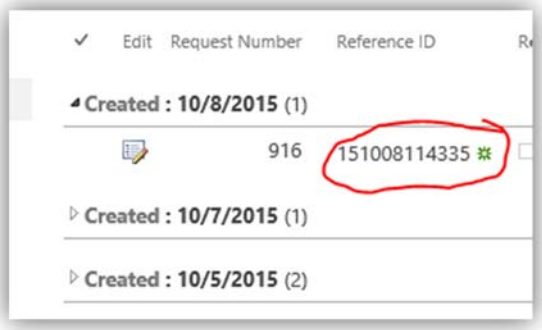


After saving the request you will notice that you have completed Vehicle Request on your Vehicle Request screen.

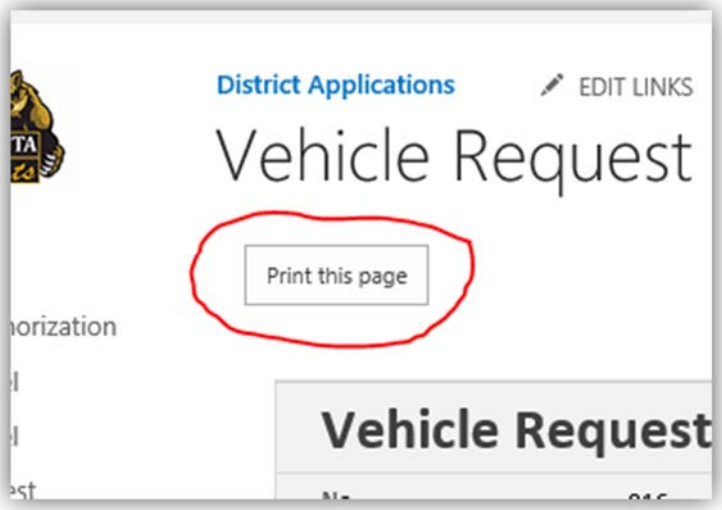


To see more details about a submitted request use the arrows to expand the information.

To print your form, click on the number of the request and reopen it.



You will then see an active print button in the upper left quadrant. Click on the button and print your request. You will then need to turn it in to the proper person for signatures and submission.



Lori will have the copy of the request for pick up at the administration building when you get the keys for the vehicle. You will need the form to enter your starting and ending mileage from your trip.

**If a driver is required it would be a good idea to verify that with Eddie Hill.