



FLEETOHIO TRAINING/USER ID REQUEST FORM

This form is required to register for a FleetOhio training course and/or receive a Userid for FleetOhio. The employee is to complete Section I and forward the form to their agency Fleet Manager/Coordinator who is to complete Section II. The completed form may be submitted by the agency Fleet Manager/Coordinator to DAS Fleet Management, 4200 Surface Road, Columbus, OH 43228 or e-mailed (scanned document) to Roger.Bechtel@das.ohio.gov at least 7 days prior to the requested training date. You will receive confirmation of your training date via e-mail (phone call if necessary) at least 48 hours before the scheduled training date.

Section I: Employee Information

Employee Name: Agency: Agency Street Address: Agency City: Agency Zip: Training Date Requested: Employee Supervisor Approval: Work Phone: E-Mail: Date Completed: Date:

Section II: FleetOhio Training Info (To be completed by Agency Fleet Manager/Coordinator) Access

Levels/Screen Rights Requested: (View, Insert, Update, Delete Access unless otherwise noted)

- Fleet Manager: Fleet Equipment, Users Screen, Operators Screen, Meter Readings, External Fuel Tickets, Work Order Short Form, Historical Costs Screen, Motor Pool Center, Vendor Primary Info, InfoCenter Reporting
Data Entry: Fleet Equipment (View Only), Meter Readings, External Fuel Tickets, Work Order Short Form, Historical Cost Screen, Motor Pool Center, InfoCenter Reporting
Motor Pool: Motor Pool Reservation System

Is new user replacing a current user? Yes (Name/Userid of individual being replaced: ) No

Access to be granted for Dept Id's and/User Groups: (Please include descriptions)

Agency Fleet Manager/Coordinator Approval: Date:

Fleet Management Use Only:

Instructor Approval: Date: Fleet Management Approval: Date: USER ID: TEMP PASSWORD: