

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 a web form titled "Reserve a Vehicle" with a link for "View / Modify / Cancel Reservation". The form includes several fields: "Pick-up & Return Location (ZIP, City or Airport)*" with "Norfolk, VA, US" entered; "Return*" with "23" entered; "Renter Age*" with "29" entered; and "Pick-up*" with "2023" entered. A checkbox for "Return to a different location" is present. A red "1" is placed above the location field, and a red "2" is placed above the pick-up date field.

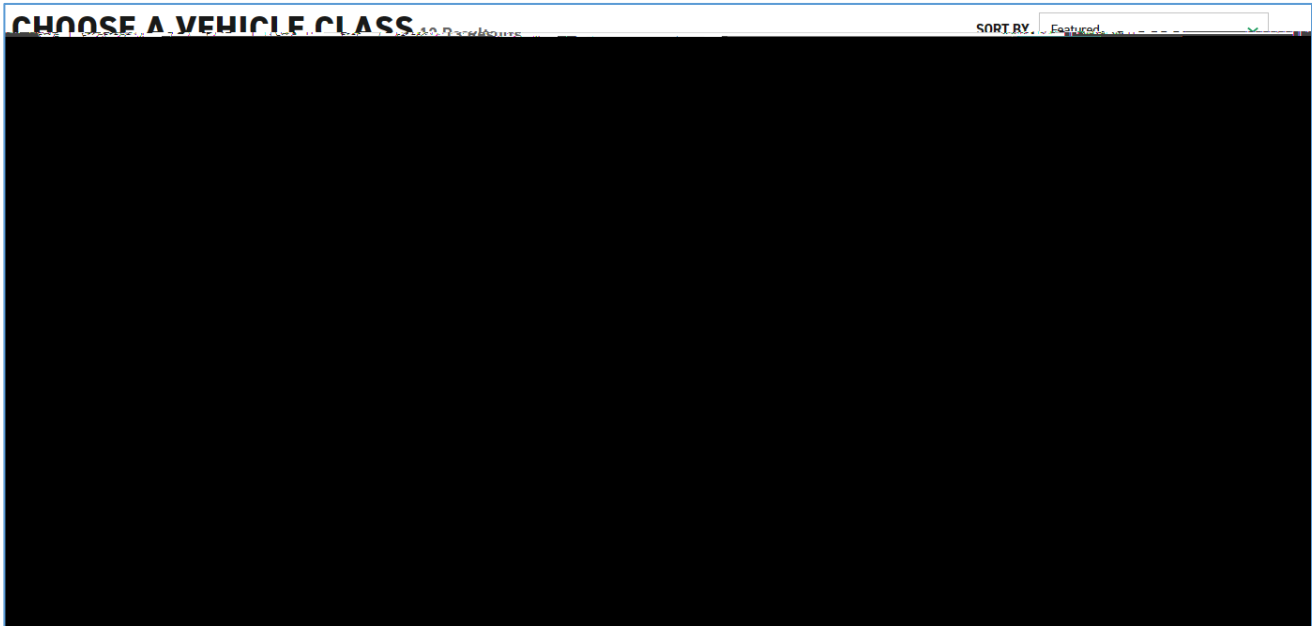
CHOOSE AN ENTERPRISE LOCATION:

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 a dropdown menu titled "Choose A Location". The search results show "Little Creek" and "Norfolk Diven & W. L" with "Norfolk, VA 23505" listed below it. A red "1" is placed above the "Norfolk Diven & W. L" option, and a mouse cursor is pointing at it. A green "Select" button is visible at the bottom of the dropdown.

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

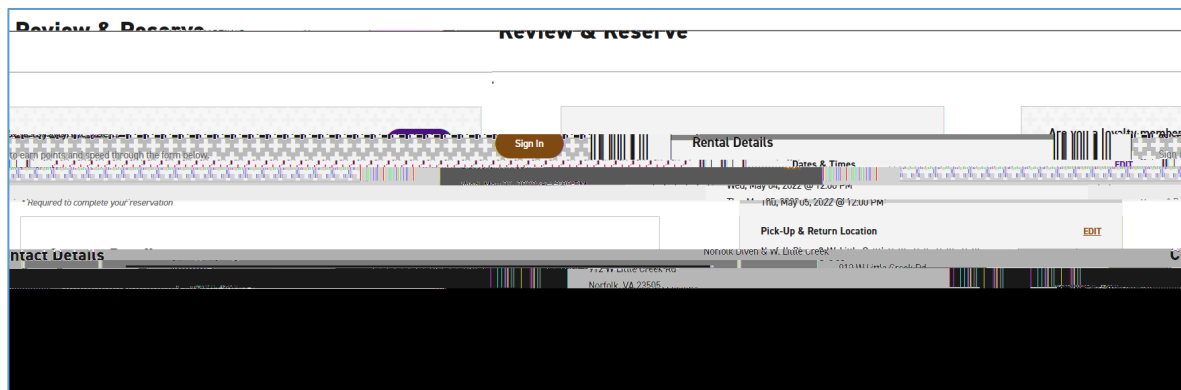


ADD EXTRAS:

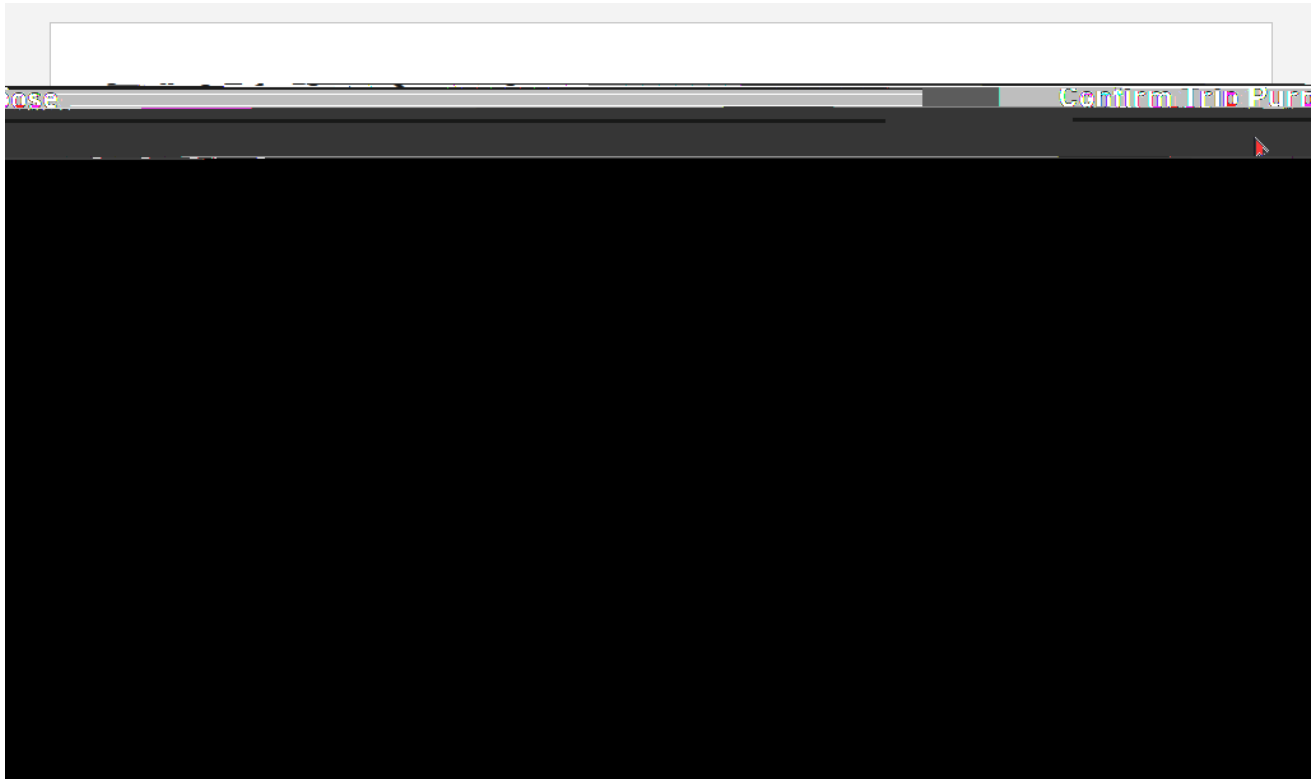
1. Click Continue to Review.

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