

Dalton State College

Vehicle Reservation Instructions

Please follow these instructions to reserve a college vehicle.

1. Go to: <http://www.myschoolbuilding.com/myschoolbuilding/tdgateway.asp?acctnum=517595529>
2. If you have not used the system before, enter you email address (@daltonstate.edu) and then the required information (your name, etc.) including a cell phone number.
3. Click on the trip request tab at the top.
4. Any item marked with a red box is required. Your name and email address should be filled in.
5. Specify a name for the trip you will be taking. A couple of examples are; If it's a trip for a board meeting, the name will be "Board of Regents Meeting, Atlanta". If it is a student group trip, it will be "student group trip to the Whitfield County Landfill".
6. Specify the destination or location of the event you are attending.
7. The location is actually the location the vehicle is stored. This will always be the Memorial Parking Lot.
8. Specify the organization that best describes the group that will be taking the trip. If the specific group is not offered, choose the best match.
9. Select your departure date, departure time, and return date and time. You may estimate your return time.
10. Select the best vehicle that will meet your needs. You do this by clicking on the car, minivan, or van icon. The passenger cars usually seat 4 comfortably, the minivans around 6, and the large vans around 11 or 12.
11. Specify the trip contact person, this will be the person responsible for the trip or for obtaining the vehicle. When group advisors reserve a vehicle for a student organization, this will be the advisors information. The advisor must have contact information for individuals on the trip in case of emergency.
12. Please list drivers in the supervising adult section. If you have several people going on the same trip and will need additional vehicles, make sure to include enough driver names. Also, please include a cell number for each driver. Any additional travelers on the trip can be listed in the **faculty** block.
13. Specify the number of students, number of adults, and the total number of attendees.
14. In the educational objective, specify what the purpose of the trip is.
15. Finally, the password is: password

You will receive an email stating that the request has been **routed for approval**. If the request is denied, you will receive a denial email. Keep your emails for the denied request so that you can turn it in with your paperwork.

You may review the status of your request at any time by clicking the **My Request Tab** at the top of the screen and then under **Shortcuts**, selects **My Trip Requests**.

Please note; your denial request will state "Your Trip Request Has Been Denied", this means your vehicle reservation only has been denied.

For any questions, please call Charlsie Sexton at 706-272-2463 or csexton@daltonstate.edu