

BOOK A CAR FOR YOUR WORK TRIP
FAST AND EASY

TRAINING MANUAL TRANSPORT MANAGEMENT

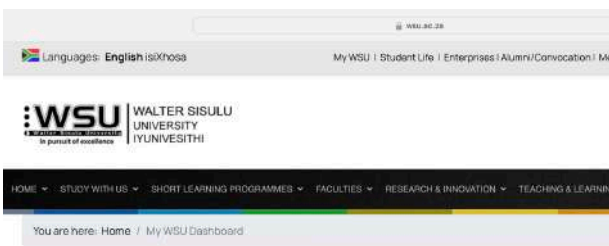
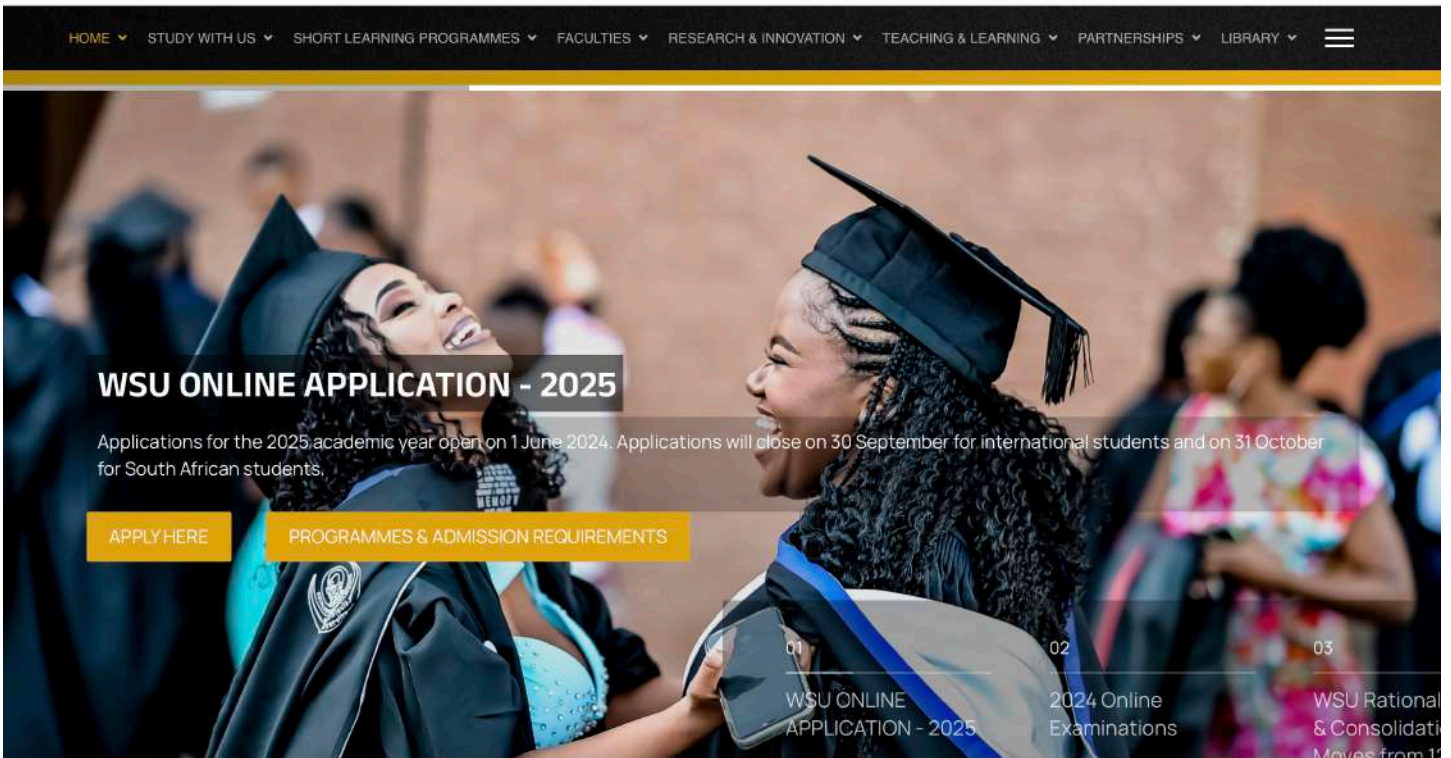
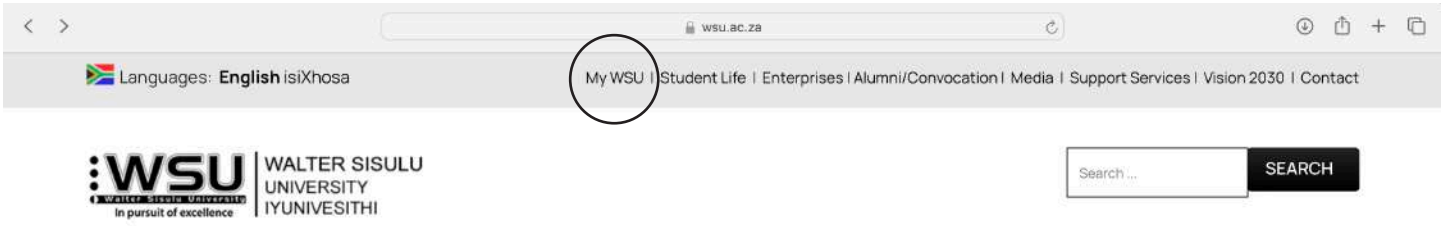


PREPARED BY
WSU ICT



ACCESS APPLICATION

Go to the WSU Website
[Click](#) on MY WSU



MY WSU | HOME



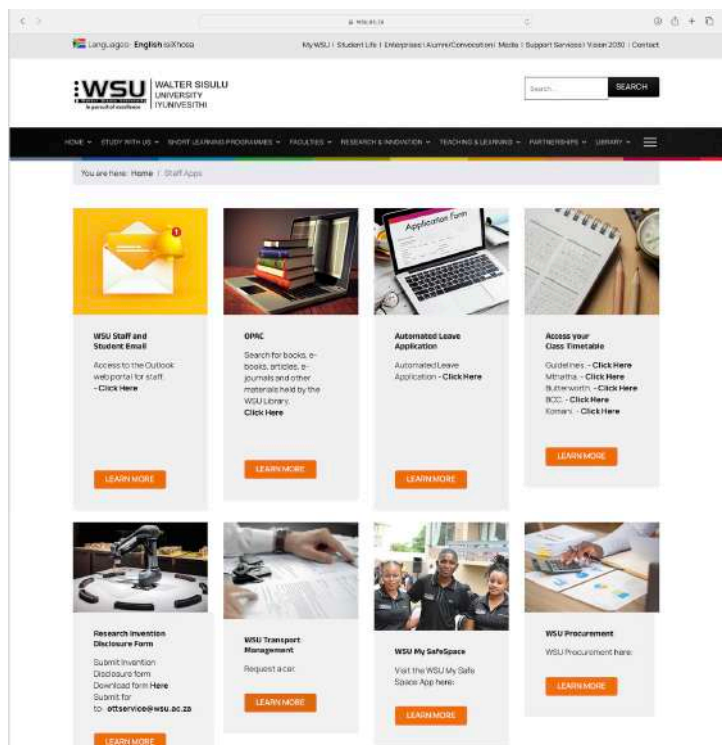
Student Applications

[CLICK HERE](#)



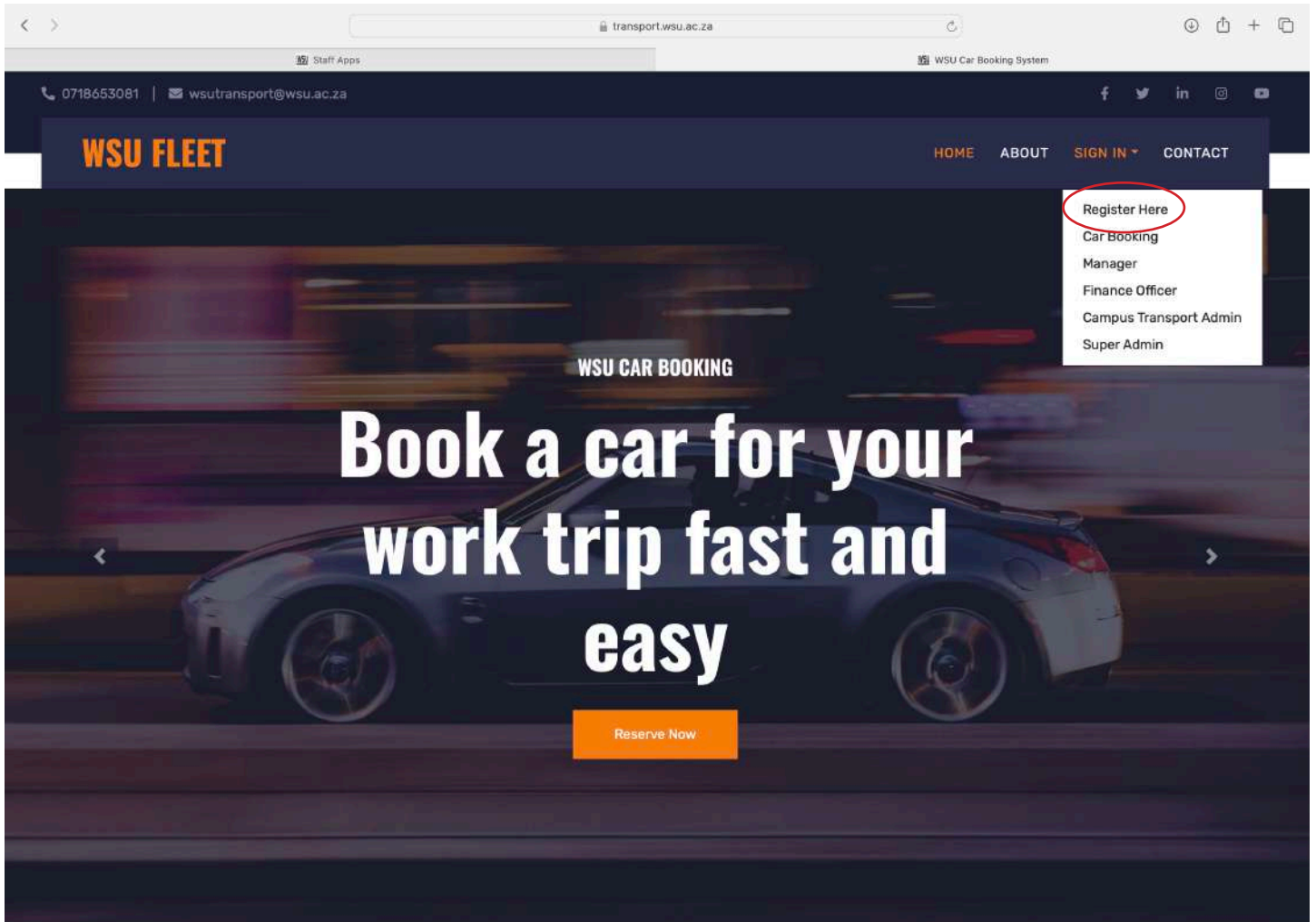
Staff Applications

[CLICK HERE](#)

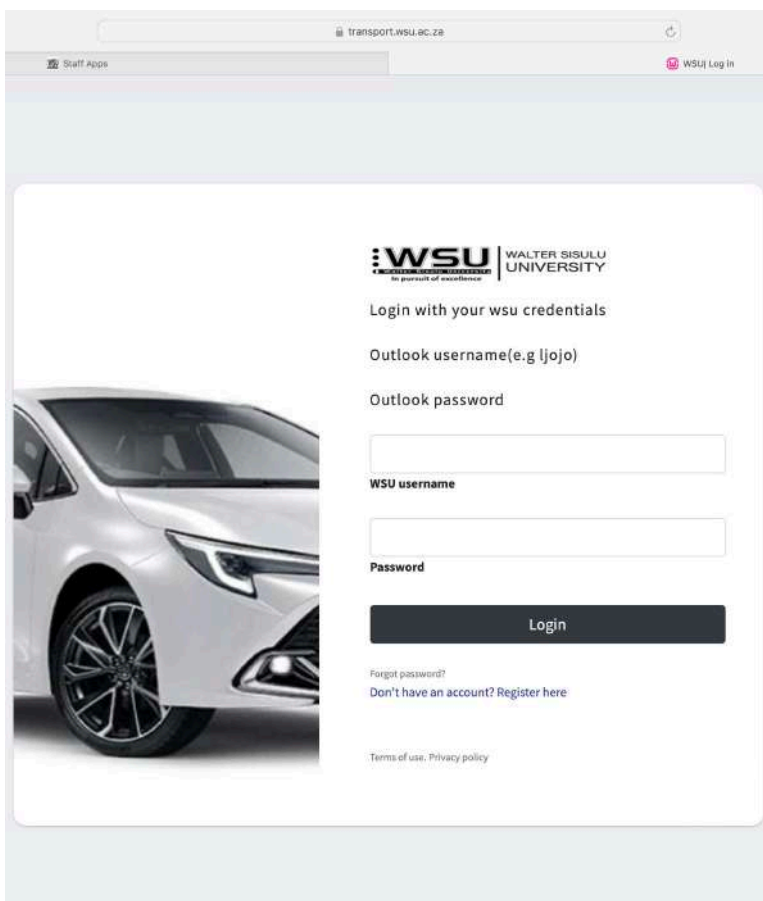


[Click](#) on Staff Apps

Scroll down and [click](#) on WSU Transport Management



Click on SIGN IN, a dropdown menu will appear, then click on register here

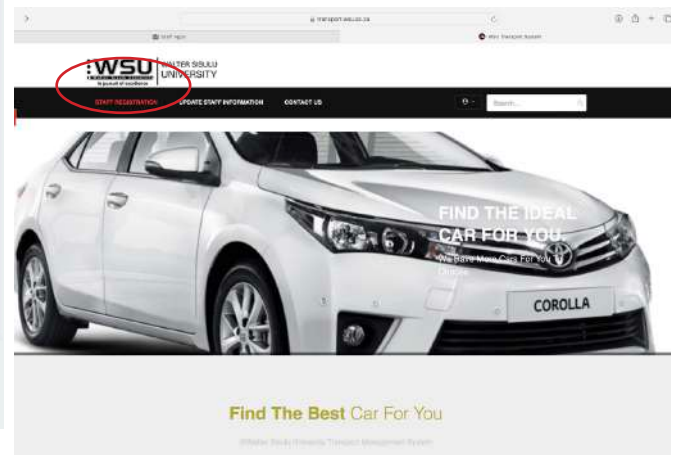


Now Login with your user name and your outlook password. Username is the same as on your email address before @wsu.ac.za. (initial and surname e.g. asabelo) Please don't enter the whole email address.

After successful login you will see a tab with options:

- Staff registration
- Update staff information

Click on staff registration



STAFF REGISTRATION

Driver's Information

Staff Number	<input type="text" value="Your staff number will be displayed"/>	First Name	<input type="text" value="Your first name will be displayed"/>
Last Name	<input type="text" value="Your last name will be displayed"/>	Department	<input type="text" value="Your department will be displayed"/>
Campus	<input type="text" value="Select Campus"/>	Delivery Site	<input type="text" value="Select Delivery Site"/>
Contact	<input type="text"/>	Email	<input type="text" value="Your email will be displayed"/>
ID Number	<input type="text" value="Your ID number will be displayed"/>	License Number	<input type="text"/>
Issued Date	<input type="text" value="12/08/2024"/>	Expiry Date	<input type="text" value="12/08/2024"/>
Gender	<input type="text" value="Select Gender"/>	License Category	<input type="text" value="Select License Category"/>
Attach License	<input type="text" value="Choose File no file selected"/>	Attach ID	<input type="text" value="Choose File no file selected"/>
Attach PDP	<input type="text" value="Choose File no file selected"/>		

[Save](#)

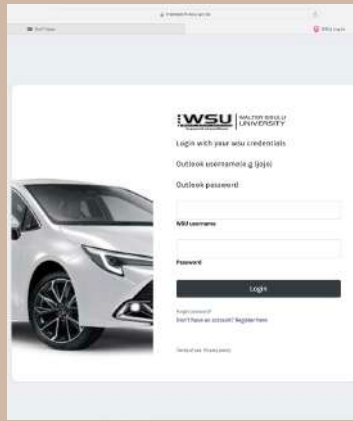
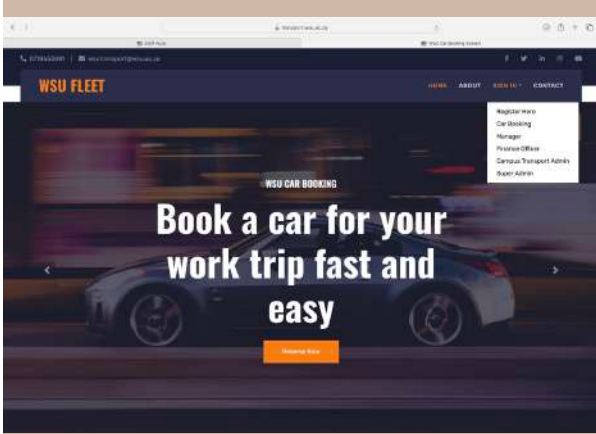
The registration form will be displayed.
Fill in the form, select your campus and delivery site.
Enter your Drivers Licence information if you have a Drivers Licence. [Click Save.](#)
To update your information click on [update information.](#)
Update form will be displayed.
Update, save and click on [sign out](#) when you have completed everything.

Update Driver's Information

Staff Number	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Campus	<input type="text"/>
Department	<input type="text"/>	Delivery Site	<input type="text"/>
Contact	<input type="text"/>	Email	<input type="text" value="Email"/>
ID Number	<input type="text"/>	License Number	<input type="text"/>
Issued Date	<input type="text" value="12/08/2024"/>	Expiry Date	<input type="text" value="12/08/2024"/>
Gender	<input type="text"/>	License Category	<input type="text"/>
Attach License	<input type="text" value="Choose File no file selected"/>	Attach ID	<input type="text" value="Choose File no file selected"/>
Attach PDP	<input type="text" value="Choose File no file selected"/>		

[Save](#)

BOOK A CAR



After registration, Logout and you will be directed to the landing page

Click on Sign in. A dropdown will be displayed.

Click on Book a Car and a Login screen will be displayed. Login using your Username and Outlook password

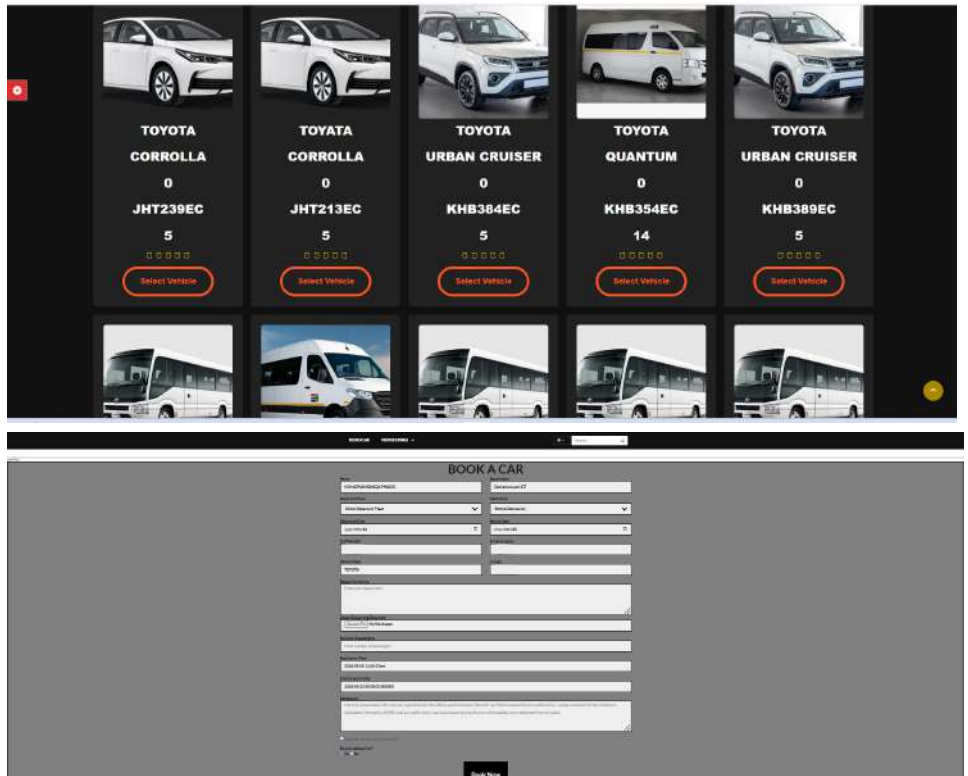
Upon successful Login all the cars available at your campus will be displayed. Select a car.

A booking form will be displayed. Fill in the form and click book.

Choose if you need a driver.

Check the box Agree on terms and conditions.

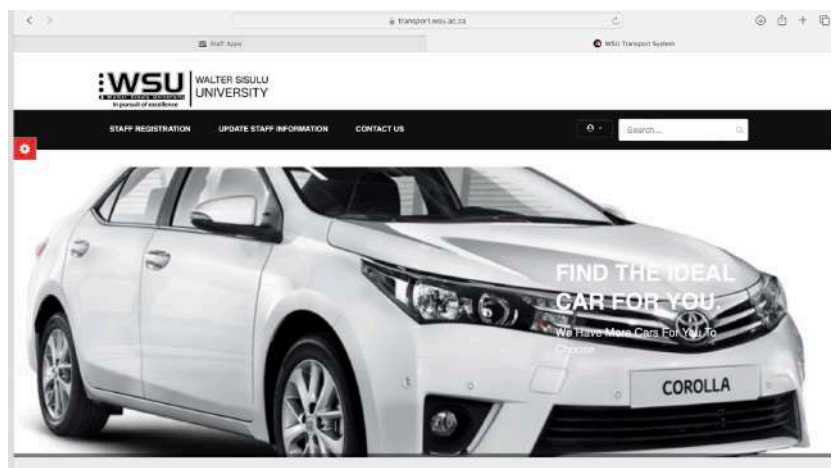
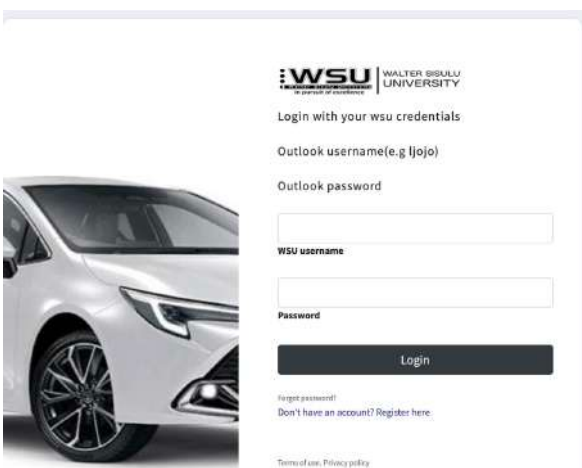
You will receive an email confirming your booking and your manager will receive and email notifying them of the booking.



BOOKING A HIRED CAR

If there are no cars available at your campus, you will be directed to this Login screen. Login using your Username and password.

Click on Download Application to download the Car Booking Application Form. Fill in the form and the click on Submit Booking to submit the application.



After clicking on Submit Booking, this form will be displayed.

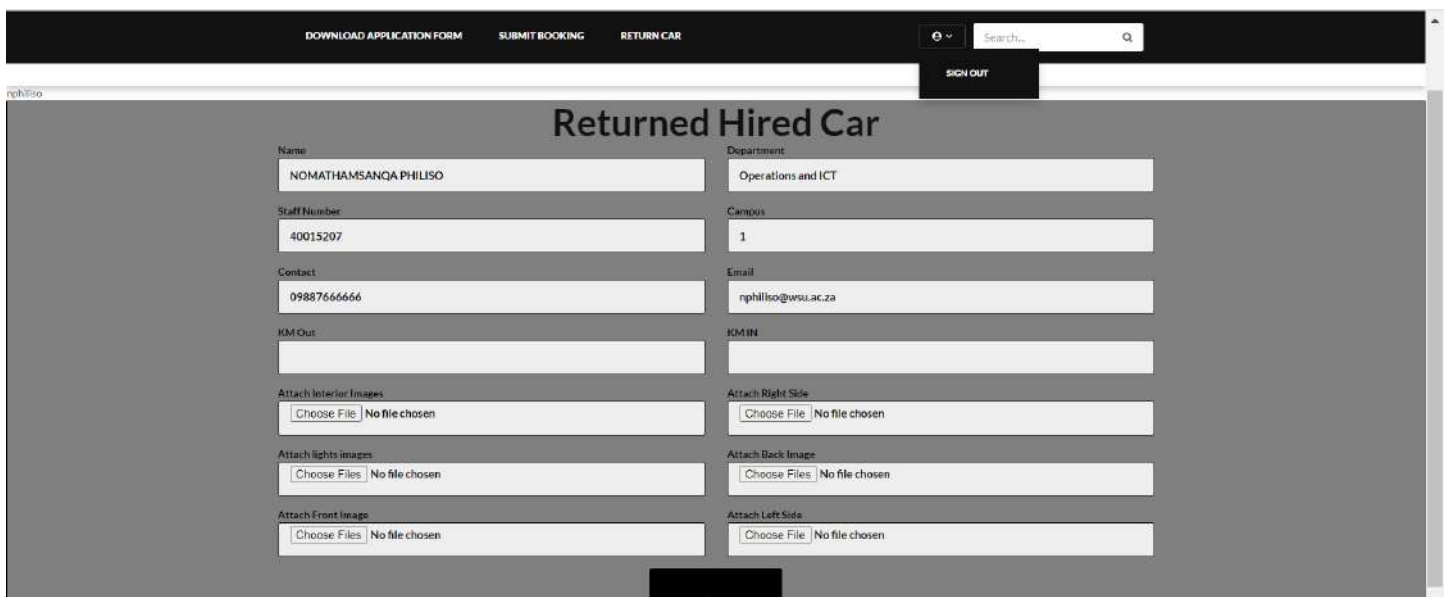


Enter your Department Secretary email address and attach the signed application form. Click Book Now. Logout by clicking the icon next to the Search Box.

On the drop off place please Login to the application by using this link:

https://transport.wsu.ac.za/transport_management/login.php

Click on Return Car. Enter the KM out (km when you picked up the car), KM in (km when returning the car). Attach all the images, then Logout



For enquiries contact your campus transport officer or wirte an email to nphiliso@wsu.ac.za