1. Log into **myWings**

2. Click on the **Employee** tab under **My Resources**.

   My Resources
   - 🎓 Alumni
   - 💼 Employee

3. Under the **Employee Resources** tab, select **Employee Forms**. Then click on **Banner Online Forms**.

   📑 Forms → Banner Online Forms
   Banner Online Form Approvals

4. Under the **Parking and Transportation Services** section, click on the link **Event Parking** to open/start a new request.

   Parking and Transportation Services
   Departmental Parking Request
   - Event Parking

5. **Requester and Contact Information** fields will autopopulate; select the appropriate department and click **Next**. Then fill in the **Event Name** and click **Next**.

6. Type in a brief description of our event and then click **Next**.

7. In the drop down for **My Event**, select if your event is new or if it has been held previously. Then click **Next**.

8. Fill in the **Event Date** and **Number of Attendees** for your event in the appropriate section. Click **Next**.

9. Fill in the Start Time, End Time and Lots/Location Choices fields. Click **Next**.

10. Select if you would like to request signage in the drop down menu before you click **Next**.

11. Fill in the **Activity Account** information for your event under **Payment Information**. Click **Submit**.

12. You will see a confirmation page letting you know that your request has been submitted.
    *NOTE: you can go to **Online Form Approvals** at any point to see the status of your request, located under the **Employee Forms** tab in **myWings**. The **Online Form Approvals** link also appears on the confirmation page.*

UNF | Parking and Transportation Services

(904) 620-2815
www.unf.edu/parking
Mon. – Fri. | 8 a.m. – 5 p.m.