

UNIVERSITY of NORTH FLORIDA

EVENT CODE REQUEST GUIDE

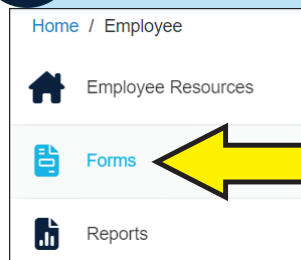
This code is for 11 or more attendees and it is valid for the dates that are requested.

1 Log into myWings

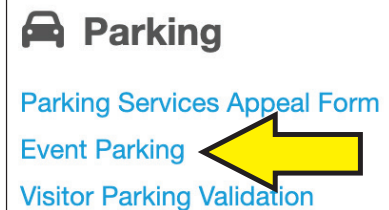
2 Select Employee



3 Select Forms



4 Online Forms, look for Parking and select Event Parking



5 The code request form will require you to enter details for three sections:

a Requester

Requester	
N#: *	
Name (Last, First) *	Email Address: *
Department *	Key *
Phone Number: *	

b Event Information

Event Information		
Event Name: *		
Is this a new event? *		
Description of Event: *		
Event Start Date: *	End Date: *	Number of Attendees: *
Start Time: *	AM/PM: *	
End Time: *	AM/PM: *	
Venue Location (Building/Room): *		Lot Choice: *
Additional Information: (Examples: List of Days if multiple days in date range or requesting reserved spaces)		

c Sign Request Info

Sign Request Info:	
I would like vehicle directional signage: *	
- The signage is for vehicle directional traffic only.	
- These signs are A-frames/sandwich boards and guide traffic from the I-295 main campus entrance and the Kerman campus entrance to the designated parking location	
Comments from Parking Services	

6 Once finished, click on the "Submit" button on the lower left corner to complete the process.

Submit

7 This request will be reviewed by Parking Services. Once approved, an email will be sent to the requester with the parking code and the approved lot.

Parking Questions?

UNF Parking and Transportation, Building 52
Monday - Friday, 8 a.m. - 5 p.m. | (904) 620-2815 | parking@unf.edu