UNIVERSITY *of* NORTH FLORIDA
VISITOR VALIDATION CODE REQUEST GUIDE
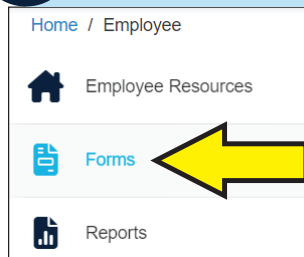
This code is for 10 or less attendees and is valid for the semester.

1 Log into myWings
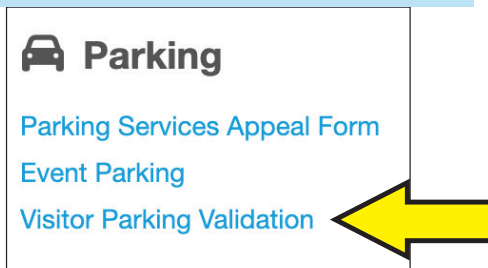
2 Select Employee

Home

My Resources

🎓 Alumni

💼 Employee

3 Select Forms

Home / Employee

🏠 Employee Resources

📄 Forms

📊 Reports

4 Online Forms, look for Parking and select Event Parking

🚗 **Parking**

Parking Services Appeal Form
Event Parking
Visitor Parking Validation

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 Department Information

Department Information:

Term: *

Submit

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