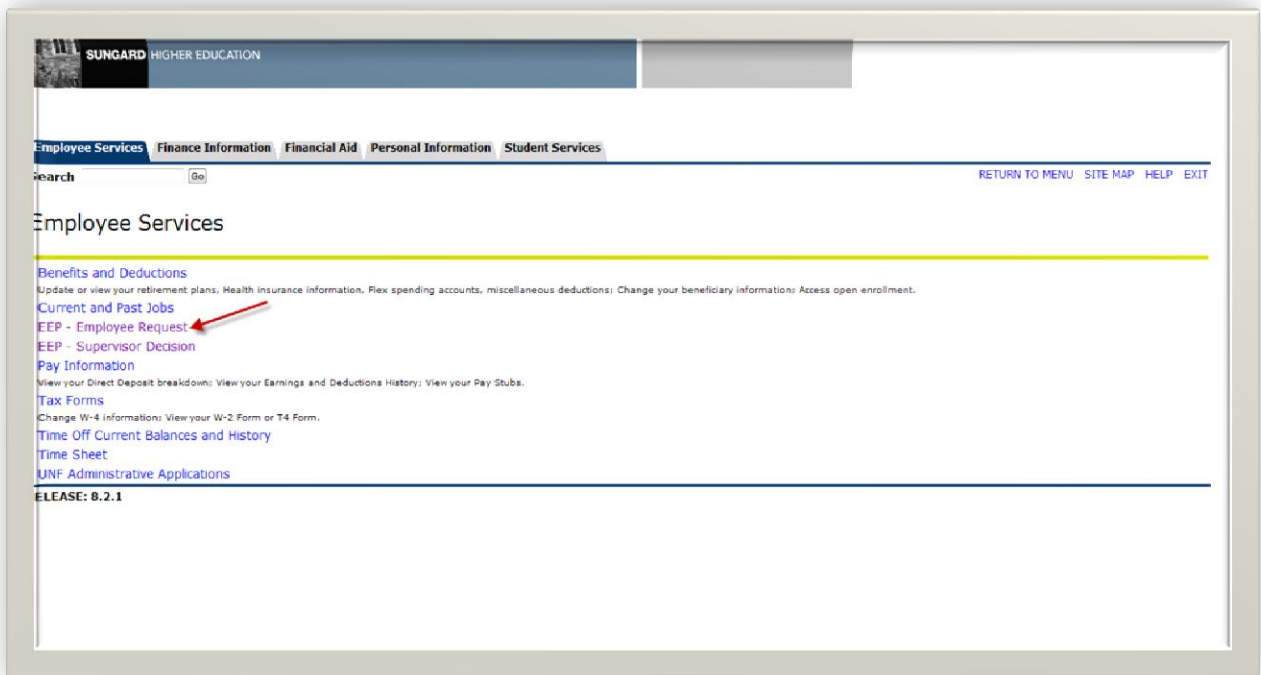


EEP form Instructions

1. First, please log into the Mywings portal and register for the desired courses at your appointed time ticket.
2. Next, from the Employee Services tab click on the EEP-Employee Request to begin the process.

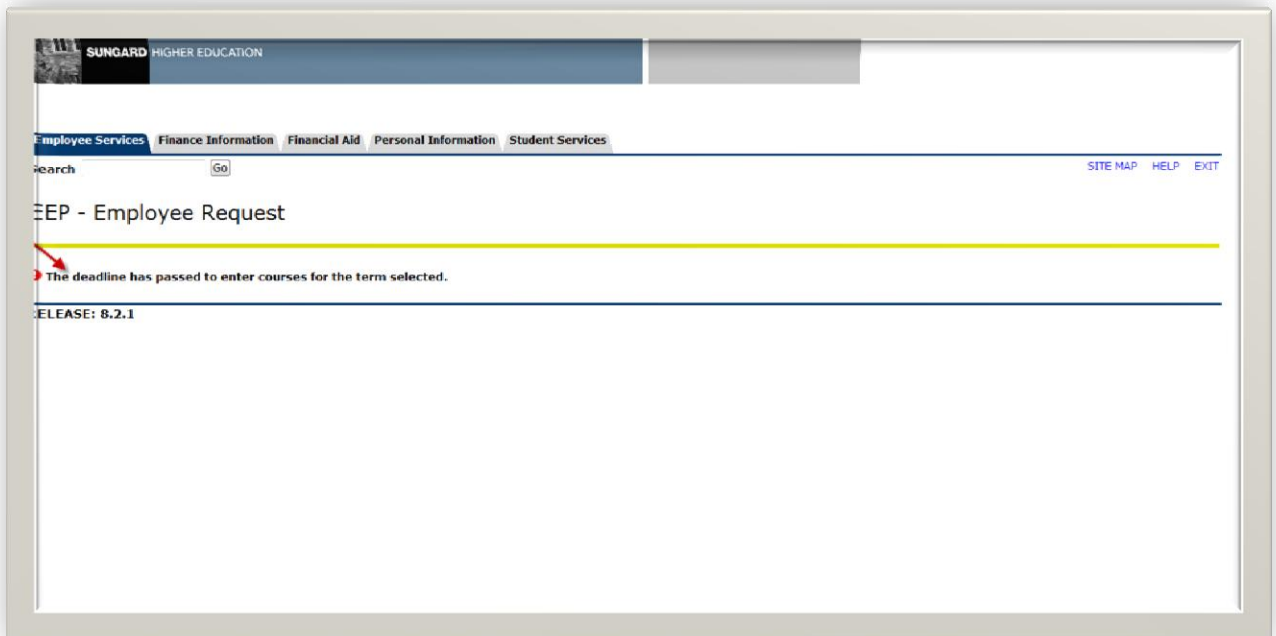


3. Use the drop down option to select the appropriate registration term.

The screenshot displays the SUNGARD HIGHER EDUCATION website interface. At the top, there is a navigation bar with the SUNGARD logo and the text 'HIGHER EDUCATION'. Below this, a secondary navigation bar contains several menu items: 'Employee Services', 'Finance Information', 'Financial Aid', 'Personal Information', and 'Student Services'. A search bar is located on the left side of the page, with a 'Go' button. On the right side, there are links for 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'EEP - Employee Request'. Below the title, there is a horizontal yellow line. Underneath the line, there is a dropdown menu labeled 'Term: None'. A red arrow points to the dropdown arrow. Below the dropdown menu are two buttons: 'Submit' and 'Clear'. At the bottom of the page, there is a version number 'RELEASE: 8.2.1'.

4. In order to submit the form for review by your supervisor, you must rank your classes in the order you would like to see the waiver applied. This feature allows you to identify alternate classes. Only 6 hours will be covered for full-time employees while part-time employees may qualify for up to 3 hours. Only eligible courses will appear for ranking. Click submit to forward the form to your supervisor.

Please note: You will not be able to access the form once the deadline for submission has passed.



Please check the Academic Calendar for deadline information.

<https://vems.unfcsd.unf.edu/MasterCalendar/MasterCalendar.aspx>