

## **Vehicle Use Agreement**

To complete the new electronic Vehicle Use Agreement form (VUA):

1. Go to <https://fleetportal.wi.gov/my.policy>
2. Start a new session by selecting “click here”
3. Select “UW” under “type of employee” even if you are just a student
4. Select “UW Parkside” under “UW Campus”
5. Enter your login credentials (these are the same as what you use to access Solar)
6. Follow the instructions given on the next page to fill out all of the required information (red \*)
  - a. Out-of-state license holders will need to upload a copy of their driving abstract/driving record and a legible copy of their license (front only) via the portal (there are two upload buttons for this purpose in the Out-of-State section). Driving records may be obtained from the applicable Division of Motor Vehicles (DMV) of the respective State. There’s no need to do this if you’ve been approved in the past six months and you have a submitted a Notarized Statement of Driving Record form.
  - b. UW UDDS Code: 128-16-3065-0 (It may say that this code is invalid. Continue anyways)
  - c. Supervisor Email: [sirovatk@uwp.edu](mailto:sirovatk@uwp.edu)
  - d. Supervisor Name: Steph Sirovatka-Marshall
7. Press “Submit” when done (you may have to press it 2 times)

For more information on the Travel Guidelines, see the Student Org and Advisor Handbook.

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