

My Parking Portal “FORMS” & Parking Validation Requests

✓ **ALL REQUESTS MUST LINK TO A REGISTERED VEHICLE!**

✓ Under your “VEHICLE” tab, you may add here:

 Add New Vehicle

✓ To fill out a form- visit your portal and click on “FORMS” - [HERE](#).

✓ All requests are subject to denial, you should receive a final conformation within 2 hours of request during our business hours of 8am-4pm.

TEMPORARY PERMIT REQUEST – Request a temporary virtual permit.

Reason for Request – In the event you have temporarily misplaced or forgotten to display your permit on campus, you may request a “virtual” permit validation for requested dates (2 week minimum).

ADA TEMPORARY PARKING REQUEST – Request temporary ADA-Handicap Parking at UNA as requested by Doctor’s note.

- Doctor’s note should be issued on offices’ letterhead and include dates of expected recovery.
- You must upload an image of doctor’s request to “My Profile”, under Upload Document.

Reason for Request – If you find you are temporarily injured and require temporary ADA accessible parking on campus, you may submit request to add ADA Parking to your guidelines to avoid citations.

PARKING EXCEPTION REQUEST – Request temporary parking allowance in an undesignated area.

Reason for Request – If you have extenuating parking circumstances - you may request parking outside your designated area for minimal/reasonable time to complete task to avoid citation (inability to find parking space is not acceptable).

(ex. Temporary unloading/moving heavy items)

VISITOR/GUEST PARKING REQUEST – Request parking for a guest/visitor

Reason for Request – Request permitted/validated parking for a visitor or guest on campus. One (1) request per day. *Falsification of requested use of form my result in disciplinary action. You will need to obtain and enter the visitor’s tag number for validation.