Vehicle Use Agreement (VUA) Instructions

*** All student and out-of-state driver authorizations expire yearly on May 31st. Any authorizations submitted between January 1st and May 31st will extend into the next calendar year. ***

Note: Volunteers will continue to submit a paper VUA since they do not have network access.

Please call the ASK Center for more information at 715-836-3131.

Please review the following policies prior to completing these instructions:

- **UW-Eau Claire Policies**

All active officers, employees, currently enrolled students, or specified volunteers or agents traveling (or driving on university business) must:

1. Have the following information ready prior to completing your VUA:
   
   - UWEC Username and Password.
   - Driver's license number.
   - Your supervisor's name and email address.
   - Your department’s UDDS code (see step 9).
   - **If you have an out-of-state driver's license or have less than 2 years driving experience with a Wisconsin license;** you must upload a **notarized statement OR driving abstract** and a **copy of the front and back of your current and valid driver's license.**
     
     ○ Notarized statements are **free** and can be downloaded [HERE](https://example.com). These can be notarized at US Bank in the Davie's Center, your local bank, or courthouse at no cost.
     ○ Driver abstracts may be obtained from your state's Department of Motor Vehicles Office (DMV).

2. Begin the online VUA process here → [https://fleetportal.wi.gov](https://fleetportal.wi.gov).

3. If you get this screen, select “click here”, otherwise continue to step 4.
4. Select “UW” for type of employee and then “Logon”.

5. Select “UW Eau Claire” for UW Campus and then “Logon”.

6. Enter your Username and Password and select “Login”.

7. Once you get to this screen, select “Vehicle Use Agreement”.

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8. If this is your first time completing a VUA, skip this step and continue to step 9. If you are completing a VUA for a second time (or for another University), you will need to select “sign a New VUA”. If you get a pop-up that asks “By continuing your existing VUA will be deactivated. Do you wish to continue?”, select “OK”

9. If you have an Out-of-state driver’s license or have less than 2 years driving experience with a Wisconsin license; you must upload a driving abstract or notarized statement and a copy of the front and back of your current and valid driver’s license at this step.

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10. Please complete all fields. Make sure that you have “UW EAU CLAIRE” selected for the “UW Campus” field. Then, type "UC" in the box and click the drop-down arrow. This will give you a listing of the UDDS codes to select from. Please select the UC code that makes the most sense. If you don’t know, ask your department or select “UC990000”.
11. Your supervisor will receive email notification when you have completed the Vehicle Use Agreement and when it is approved. If by some reason you don’t receive an automated email, please follow the next step.
12. If you want to manually check to see if your VUA has been approved:
   please go to → https://fleetportal.wi.gov/my.policy, select “reports” and then select “driver’s summary”. Enter the name in the search field and select “View Report”. If you have been approved, you will see “Yes” for “Active” and “Approved” for “Status”.

![Driver Summary Image]

If you have not been approved, you will see “No Data Available”.

![Driver Summary Image]

13. If you have any questions, please contact your VUA Coordinators or call the ASK Center at:

   ➢ ASK Center
   715-836-3131
   askcenter@uwec.edu

Additional Resources:

  - Select “UW”, “UW-Eau Claire” and sign in with your UWEC username and password.
- UW System Vehicle Use and Driver Authorization Policy