Searching Approved Driver Database Instructions

1. Go to → https://fleetportal.wi.gov

2. Select "**UW**" for type of employee and then "**Logon**".
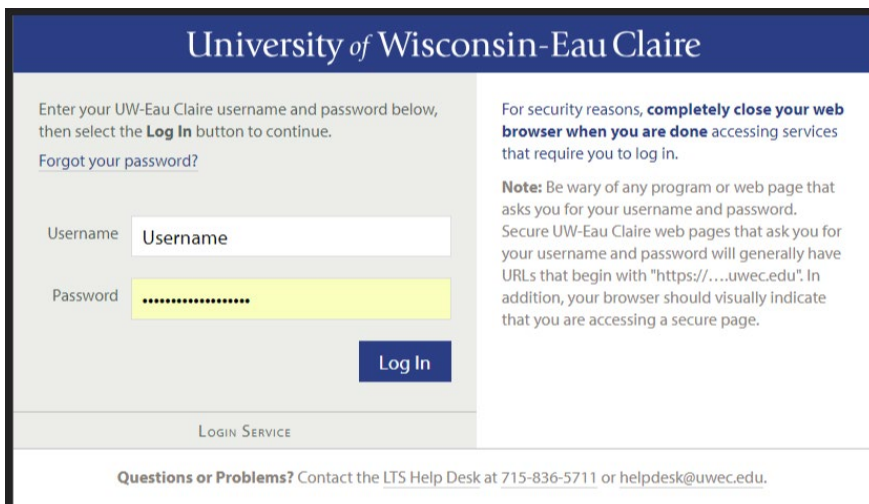
3. Select "**UW Eau Claire**" for UW Campus and then "**Logon**".

4. Enter your Username and Password

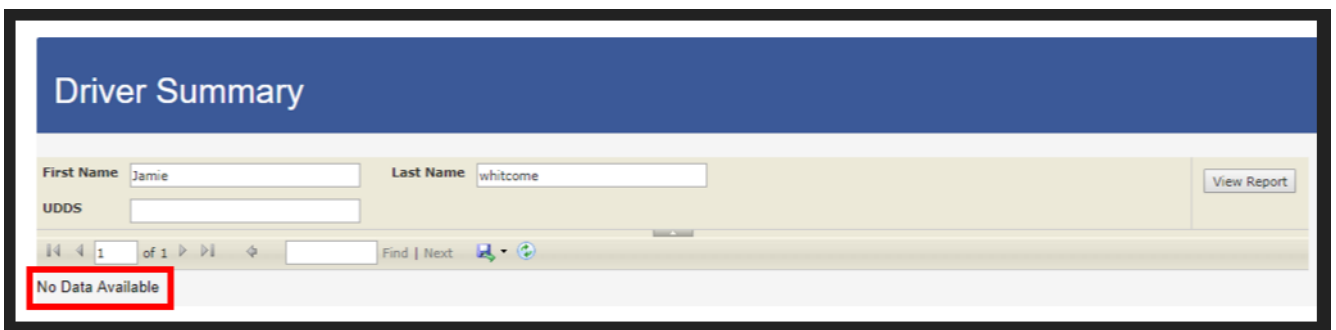5. At the top of the screen, select "Reports" and then "Driver Summary".
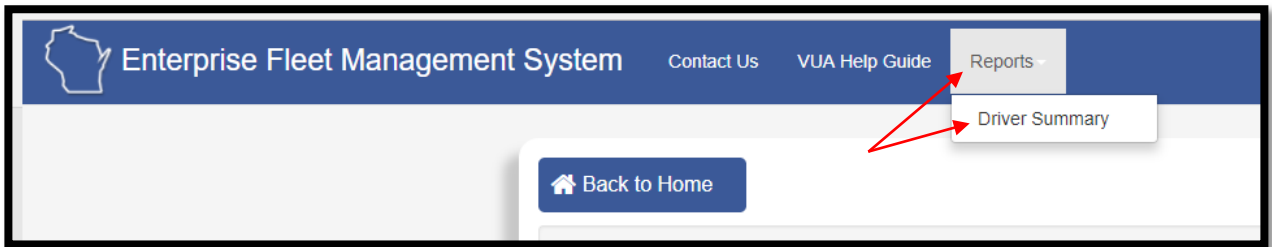
6. Enter the name in the search field and select "View Report". If you have been approved, you will see "**Yes**" for "**Active**" and "**Approved**" for "**Status**".
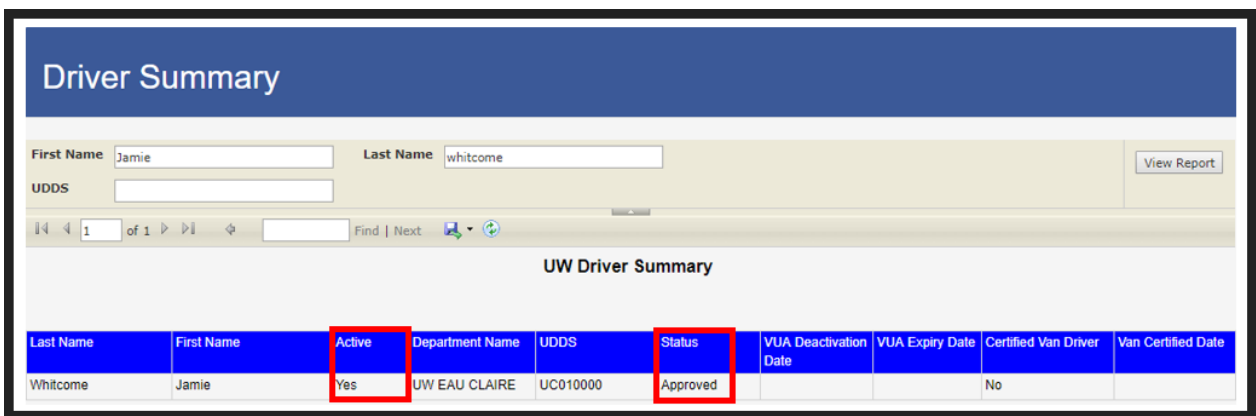
If you have not been approved, you will see "No Data Available".

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