

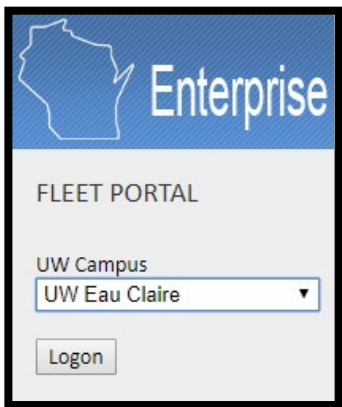
Searching Approved Driver Database Instructions

1. Go to → <https://fleetportal.wi.gov>
2. Select “UW” for type of employee and then “Logon”.



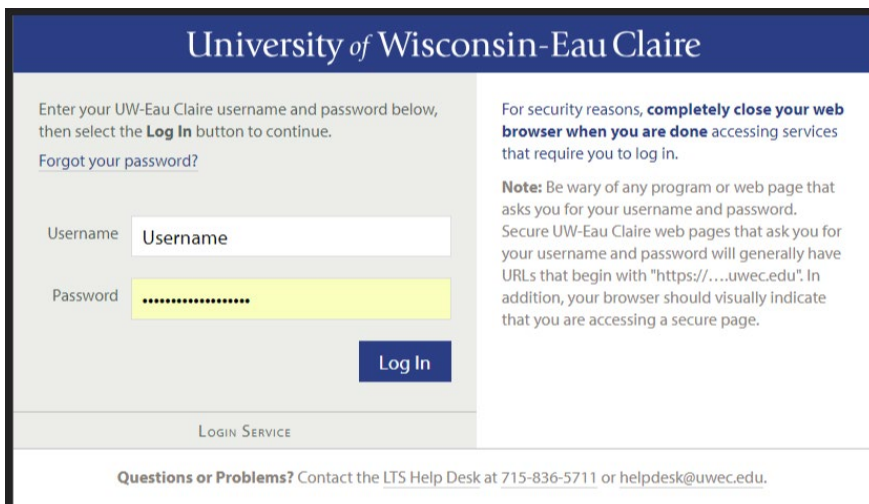
The screenshot shows the 'Enterprise FLEETPORTAL' login interface. At the top is a blue header with a white outline of the state of Wisconsin and the word 'Enterprise'. Below this, the text 'FLEETPORTAL' is displayed. A label 'Select type of employee' is positioned above a dropdown menu that currently shows 'UW'. A 'Logon' button is located below the dropdown menu.

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



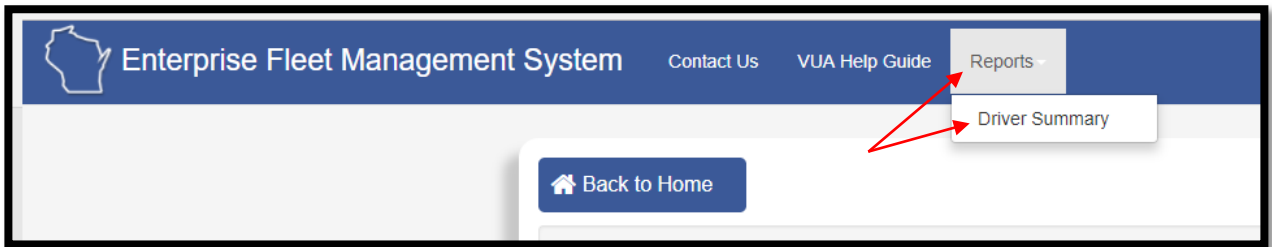
The screenshot shows the 'Enterprise FLEET PORTAL' login interface. At the top is a blue header with a white outline of the state of Wisconsin and the word 'Enterprise'. Below this, the text 'FLEET PORTAL' is displayed. A label 'UW Campus' is positioned above a dropdown menu that currently shows 'UW Eau Claire'. A 'Logon' button is located below the dropdown menu.

4. Enter your Username and Password

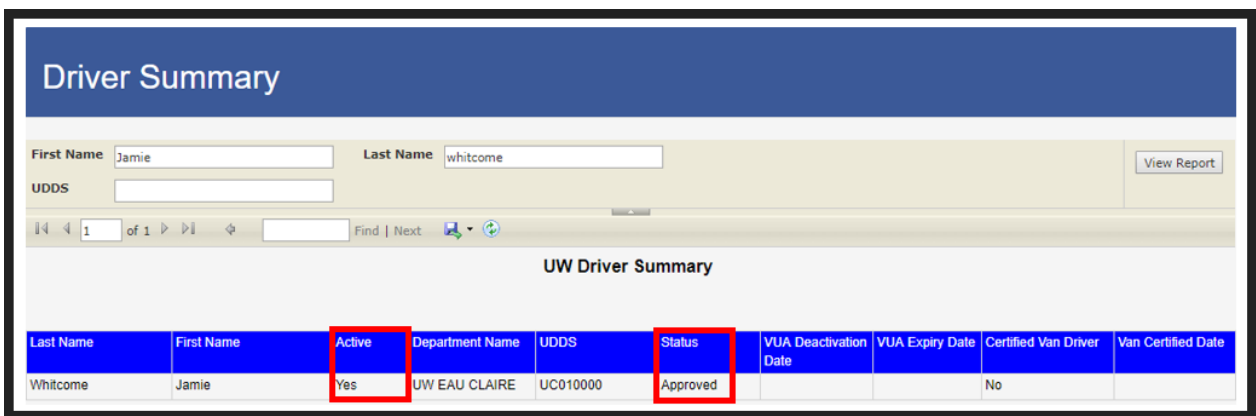


The screenshot shows the 'University of Wisconsin-Eau Claire' login page. The header is blue with the text 'University of Wisconsin-Eau Claire'. Below the header, there are two columns of text. The left column contains instructions: 'Enter your UW-Eau Claire username and password below, then select the **Log In** button to continue.' and a link 'Forgot your password?'. Below this are two input fields: 'Username' and 'Password'. The 'Password' field is highlighted in yellow and contains a series of dots. A blue 'Log In' button is located below the password field. The right column contains a security warning: 'For security reasons, **completely close your web browser when you are done** accessing services that require you to log in.' and a 'Note' about secure web pages. At the bottom of the page, there is a footer with the text 'LOGIN SERVICE' and 'Questions or Problems? Contact the LTS Help Desk at 715-836-5711 or helpdesk@uwec.edu.'

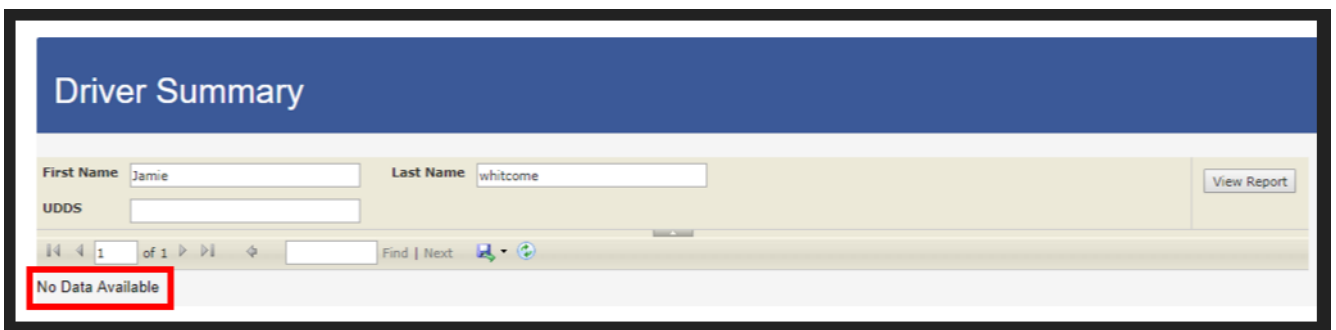
5. At the top of the screen, select “Reports” and then “Driver Summary”.



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”.



Revised 03/25/2019