Adding an Existing User to Existing Validation Account

Validations are 100% paid parking provided by departments to their patients and guests. Validations are processed via U-Park, an online validation system. Detailed reporting is available to Department Administrators. Employees should be familiar with the department's validation policies and procedures.

1) The Department Administrator should complete the information below and return to Parking Operations via email.

2) Parking Operations will process the request and provide access to U-Park within 3 business days. The user name and temporary password will be sent to the email address below.

Please Keep in Mind:

1) Never share U-Park User Name or Password

2) Follow departmental processes regarding validations

3) Improper use or abuse of U-Park is subject to progressive discipline up to and including termination

U-Park Training is available on Training Tracker. Additional information is available on UAMS Parking Operations website.

Validation User Information

Validation User Name	Workday ID #	UAMS Email Address

Department Administrator	Workday ID #	Contact Phone Number

Please indicate validation accounts:

Signature of Validation User   Date

Signature of Department Administrator   Date

Parking Operations Use Only

Validation User has been established in U-Park and the Department Administrator has been notified.

Dept / Access Added   Parking Operations Representative   Date