

Parking: Reserved Parking

Employees

OVERVIEW

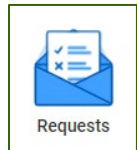
This Job Aid provides step-by-step instructions to reserve a parking space.

PROCESS FLOW



CREATE REQUEST

1. From the Workday homepage in the Application area, select **Requests**



Note: If you do not have the **Requests** applet, in the search bar, enter **Create Request**

2. Select Create Request.
3. Select **Reserve Parking – New Request, OK** (you can also type Parking in the box).
4. Select the **location**.
5. In the comment box, enter the **space you are requesting, Submit**.
6. You will receive a notification that your request has been received.
7. Once DPS and Payroll have approved the process, you will receive

another notification that your request has been approved and can pick up your hang tag.

Your request to Reserve Parking has been approved. You may pick up your Parking Pass at the Office of Public Safety.
Thank you
Office of Public Safety

8. Make sure you take your NWACC ID when picking up the hang tag.