

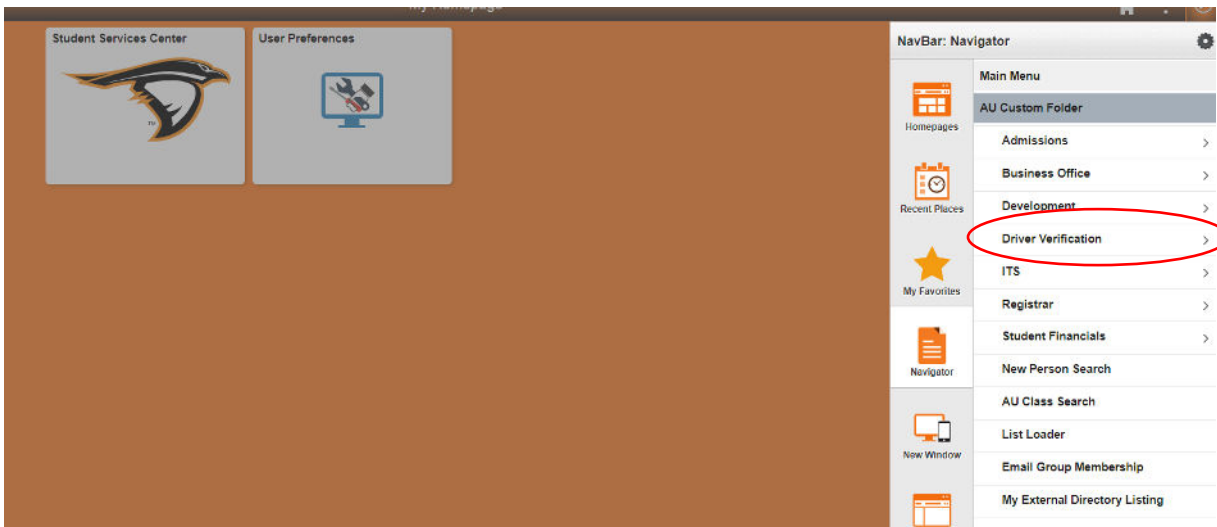


Driver Approval Application Instructions

Navigate to AccessAU Academics. This should be on your OKTA dashboard.

- Click  in the upper righthand corner (You may have to choose the  option)
- AU Custom Folder
 - Driver Verification
 - Driver Approval Form



- Under **Applicant Type**, please select either New Application or Update Previous Application and complete the form with your personal information.
 - All drivers will update their information annually; you will receive an email when your authorization is about to expire as a reminder.
- Once you have completed all the information, you will receive an automated email and you have completed your driver approval application. You will also receive an email from Business and Auxiliary Services that you have been approved to driver for the university, and any further instructions deemed necessary.