### Logging Into Parking Online System - page 1
- Access the online system directly from this url: [https://wwuparking.t2hosted.com](https://wwuparking.t2hosted.com)
- Log in with your Universal username and password via the **Universal Login** button

### Access Permit Application - page 2
- Scroll down to PERMITS and click the **Add/Edit Waitlists**

### Terms and Conditions Agreement - page 3
- Click **Terms and Conditions**, read and close
- Click the **checkbox** to agree to the parking terms and conditions
- Click the **Next** button when finished
- Click **View Existing Requests** if editing an existing waitlist

### Review Address Information - page 4
- Review your contact information.
- If incorrect, please update it by clicking the link labeled **here** (a new window will open),
- Select **Addresses and Phones – View**, complete address change form.
- Close window and return to the previous screen
- Click the **Next** button when finished

### Review Vehicle Information - page 5
- View vehicles currently attached to your account.
- You can add a new vehicle by clicking the **Add Vehicle** button (see steps below)
- If you need to edit any existing vehicle details, you need to call the parking office at parking@wwu.edu
- Click the **Back** arrow to return to the previous screen
- Click the **Next** button when finished

### Register Additional Vehicle - page 6 (if you need to add a vehicle)
- Enter all required information (noted with a red asterisk)
- Click the **Back** button if you navigated to the previous screen
- Click the **Next** button when finished

### Additional Information - page 7 (only complete if applicable)
- **NOTE** field, not required
- If you have a **State Disability Placard**, enter the number in the field provided
- If you have carpool partners, enter their names in the **Carpool Partner Names** field, separate names by commas.
- Click the **Back** button if you navigated to this screen by mistake
- Click the **Next** button when finished
### Parking Lot/Waitlist Choices- page 8

- Choose the lot(s) that you want to apply for by clicking the **Add** buttons under Parking Lot/Waitlist Choices
- Once you click **Add**, your choices will show under Your Saved Parking Lot/Waitlist Selections
- The waitlist priority column under Your Saved Parking Lot/Waitlist Selections shows the order of your waitlists (1 is highest priority)
- The **Make Top Waitlist Request** button in the prioritize column under Your Saved Parking Lot/Waitlist Selections, allows you to make that waitlist your first priority
- To cancel a waitlist selection you’ve already made, click the **Delete** button in the Sign Up column under Your Saved Parking Lot/Waitlist Selections
- If you have been awarded a permit, the Sign Up column will show the last date you can buy the permit (Right to Purchase expires <date>)
- The Request Date column shows the date you signed up for the waitlist
- Click the **Done** button when finished

### Thank You- page 9 (Receipt)

- This page shows the lot applications you requested
- The Request Date column shows the date you signed up for the waitlist
- Click **Print Receipt** to print your application receipt