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 existing vehicle details, please contact 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.