

Parking Online System Permit Application - Quick Sheet
Contact Parking Services at (360)650-2945 for assistance.

Logging Into Parking Online System- page 1

- Access the online system directly from this url: <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