How to Buy a Parking Permit

New System Information

First, you must be registered in a class to create a student network account.

Get your <u>UW NetID</u> if you don't have one already,

These are available to all Cascadia students. It's the same one you need to access the library and to receive emergency alerts, so everyone should have one.

Please allow up to 48 hours for processing before you use your UW NetID in the next step

Go to the online parking portal. Use your UW NetID to login.

The system will lead you through steps.

The portal will recognize you as a student based on your NetID.

It will give you a menu from which to select the type of permit you want and the associated cost. Two-day, three-day, five-day (weekly).

It will guide you to register your car(s) by license plate numbers. You may register up to 4 different license plate numbers. You can change these as frequently as you need.

You will have the ability to pay via credit card online.

DO NOT PAY ONLINE IF YOU RECEIVE A WAIVER.

If you receive a waiver **OR** if you need to pay by cash or check, please go to the Cashiers Office Husky Hall.

There is nothing you need to put in your car. The system is completely virtual.

Follow these steps to set-up your Cascadia account:

- Go to <u>www.cascadia.edu</u>
- Select Student Toolbox
- Select Account Management (Cascadia Student Email Account)
- Select Student Account Management
- Select How do I access my account?
 - Follow the four steps listed
 - o Write down your User Name and password in a safe place

Follow these steps to set-up your UW Net ID account:

- Please allow up to 48 hours for processing before you use your UW NetID in the next step
- Go back to the Student Toolbox, scroll to the bottom and select UW Net ID
- Click on the link "Click here to create your UW Net ID"
- Follow the prompts to create your account

Follow these steps to set-up your parking permit account:

- Go to parking portal
- Login using your UW Net ID
- Select Vehicles from the top menu bar
 - Click on Add Vehicle
 - Required information will have an asterisk (*) next to the question

STOP HERE IF YOU RECEIVE A WAIVER, DO NOT PAY ONLINE

Follow these steps to purchase your parking permit online:

- From the Parking Portal, select Permits from the top menu bar
 - o Click on Purchase Permit
 - Follow the prompts and pay online

FAQS

- Q: How do I purchase <u>day</u> parking passes?
- A: There are no changes. Please use the pay stations located at the garage and parking lot exits to pay-by-plate.
- Q: What about ORCA cards?
- A: Those aren't changing either. Please purchase ORCA cards as usual.
- Q: Will I have in-and-out privileges?
- A: Absolutely. In-and-out privileges apply whether you purchase a day pass, a quarterly pass, or an annual pass.
- Q: Does it matter where I park?
- A: No, you may park any place on campus except for spaces reserved for disabled, carpool, or employee. These require specific permissions.
- Q: Are the parking rates different?
- A: No. The rate increases approved by UW Regents and Cascadia Trustees will be applied starting in fall quarter 2019.
- Q: Who do I contact if there is a problem?
- A: Please contact Commuter Services at (425) 352-3369 with any questions regarding parking or the purchase of permits.