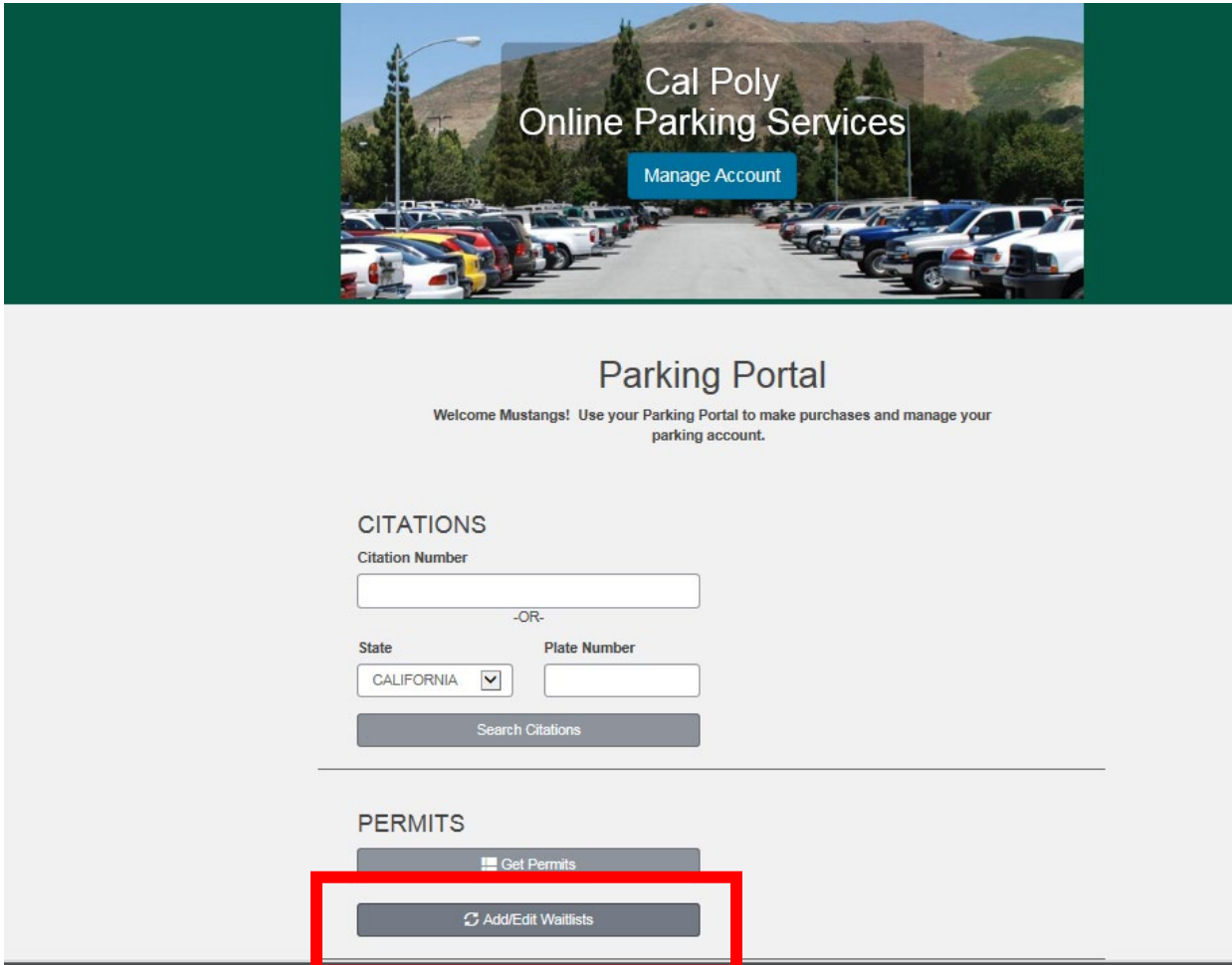


Instructions to add to a Parking Waitlist

1

Open a browser, and go to your parking [portal](#) and select Add/Edit Waitlists.
The website is calpoly.T2hosted.com/Account/Portal



Cal Poly
Online Parking Services

Manage Account

Parking Portal

Welcome Mustangs! Use your Parking Portal to make purchases and manage your parking account.

CITATIONS

Citation Number

-OR-

State Plate Number

CALIFORNIA

Search Citations

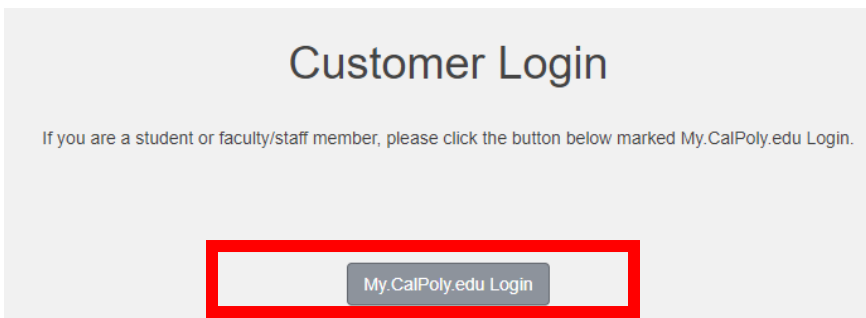
PERMITS

Get Permits

Add/Edit Waitlists

2

Login to the Customer Login



Customer Login

If you are a student or faculty/staff member, please click the button below marked My.CalPoly.edu Login.

My.CalPoly.edu Login



You will need your calpoly user name and password. If you do not know your calpoly user name and password please call the Cal Poly Help Desk at 805-756-7000.

CAL POLY

Username

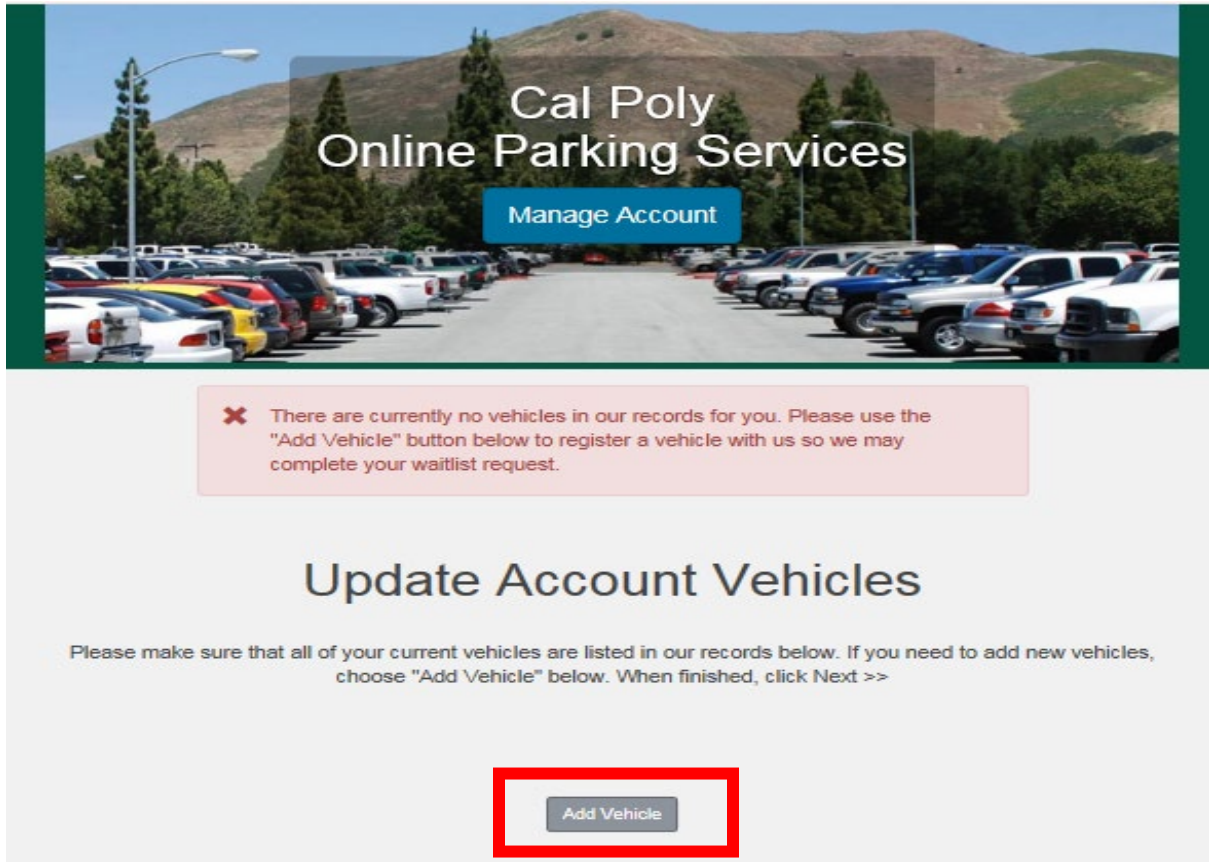
Password

Need Help?



Add/Edit your Account Waitlists

Welcome to the waitlist signup page. To proceed to sign up or edit your waitlist selections please select Next >> below.



The image shows a screenshot of the Cal Poly Online Parking Services website. At the top, there is a banner image of a parking lot with a blue sky and hills in the background. The text "Cal Poly Online Parking Services" is overlaid on the banner, and a blue button labeled "Manage Account" is positioned below it. Below the banner, a pink error message box contains the text: "There are currently no vehicles in our records for you. Please use the 'Add Vehicle' button below to register a vehicle with us so we may complete your waitlist request." Below the error message, the heading "Update Account Vehicles" is displayed. Underneath the heading, a paragraph of text reads: "Please make sure that all of your current vehicles are listed in our records below. If you need to add new vehicles, choose 'Add Vehicle' below. When finished, click Next >>". At the bottom of the page, a grey button labeled "Add Vehicle" is highlighted with a red rectangular border.

Cal Poly Online Parking Services

Manage Account

✘ There are currently no vehicles in our records for you. Please use the "Add Vehicle" button below to register a vehicle with us so we may complete your waitlist request.

Update Account Vehicles

Please make sure that all of your current vehicles are listed in our records below. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Add Vehicle

If vehicle has not been added yet the next screen will appear. Please fill in as much of the information as possible. Otherwise select your vehicle and click next. NOTE: if you do not have a license plate number, use the last seven digits of the Vehicle Identification Number (VIN).



Register Vehicle

Please enter the details for your new vehicle and then click Next.

Plate Number
 *

Plate Number (confirm)
 *

State/Province
CALIFORNIA *

Year

Make
Select One

Model
Select Make First

Color
Select One

Style
Select One

NOTE: If you have a vehicle already choose the most current vehicle you will be driving.

Cal Poly Online Parking Services

Manage Account

Update Account Vehicles

Please make sure that all of your current vehicles are listed in our records below. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	Plate Number	Make	Model	Color
<input type="checkbox"/>		Toyota	Corolla	Black
<input type="checkbox"/>		Honda	Accord	Gold

Add Vehicle

Next >>

Add Waitlist Selections

For a map of parking options [click here](#)

To sign up for a new waitlist click the Sign Up link in the list below. If you wish to remove yourself from a waitlist click the Delete link. Please keep in mind that your choices may disqualify you from participating in other waitlists. When you have completed as many selections as you wish to make, simply click Done to view your receipt.

Currently Available Waitlists

Current Sign Ups	Maximum Sign Ups	Waitlist Description	Last Sign Up Date	Sign Up
1081	No Limit	Commuter K1 Annual Permit	No Deadline	Add
2062	No Limit	Commuter Orange Annual	No Deadline	Add
1674	No Limit	Commuter Rover Annual Permit	No Deadline	Add
215	No Limit	Fall K1 Permit	No Deadline	Add
1018	No Limit	Fall Orange Commuter Permit	No Deadline	Add

8

If there are waitlists available for your student classification, the available waitlists will be displayed. If you have any questions regarding your waitlist options, please call 805-756-6654 for more information.

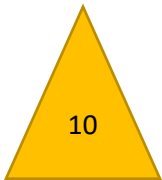
Your Current Saved Waitlist Selections

Waitlist Priority	Waitlist Position	Waitlist Description	Request Date	Prioritize	Sign Up
1	..	Commuter Rover Annual Permit	08/22/2019	--	Delete
2	..	Commuter Orange Annual	08/22/2019	Make Top Waitlist Request	Delete
3	..	Commuter K1 Annual Permit	08/22/2019	Make Top Waitlist Request	Delete

Done

9

If you were able to add waitlists you will get a display of your priority parking areas. Select "Done" to continue.

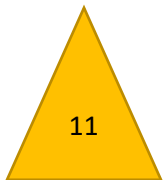


You will receive an email confirmation of your waitlist selections.

Waitlist Receipt

You have completed your waitlist signup. Below is your current waitlist status.

Waitlist Priority	Waitlist Position	Waitlist Description	Request Date
1	N/A	Commuter Rover Annual Permit	08/22/2019
2	N/A	Commuter Orange Annual	08/22/2019
3	N/A	Commuter K1 Annual Permit	08/22/2019



You will also receive an email confirmation of your waitlist selections.

no-reply@calpoly.edu | [Redacted]

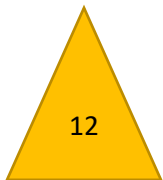
Your Waitlist Requests

If there are problems with how this message is displayed, click here to view it in a web browser.

You have signed up for the following waitlists:

- 1 - Commuter Rover Annual Permit
- 2 - Commuter Orange Annual
- 3 - Commuter K1 Annual Permit

Thank you for making your waiting list request online.



Adding yourself to the waitlist is complete. If you are selected for a lottery award you will be notified via email with a limited time to purchase. Students that do not purchase within the limited time will lose their opportunity to purchase. Please refer to parking.calpoly.edu for timeline and information.