

Adding yourself to a Waitlist

Login to your CP portal and select money matters tab

The screenshot shows the My Portal website interface. The browser address bar displays the URL <https://myportal.calpoly.edu/f/u4011s6/normal/render.uP>. The page header includes the Cal Poly logo and the text "My Portal". Below the header is a navigation menu with tabs: Home, Money Matters (highlighted with a red box), Personal Info, Library, Staff and Faculty Training, My Tab, training resources, and My Tab. The main content area is divided into several sections: "My Apps" (listing various services like PASS, Email & Calendar, etc.), "Important Financial Dates" (with a sub-section for "Registration-related Dates" showing "Winter Quarter 2019" and "Registration Opens 11/06/2018"), "Account Summary" (with a "Make a Payment Now" button), "Extended Education", "Share My Information", and "Financial Aid".

Scroll to the bottom of the page and choose Online Parking Services

The screenshot shows a "Parking" section with a sub-section for "Online Parking Services" highlighted in a red box. The text below the box reads: "Online parking services available 24/7, buy permits, pay and appeal citations." To the right of the text is an icon of a car with a lightbulb above it.

Select CP Login

The screenshot shows a login screen with the following text: "you are a student or faculty/staff member, please click the button below marked My.CalPoly.edu Login." Below this text is a button labeled "My.CalPoly.edu Login" which is highlighted with a red box. Below the button, there is additional text: "not affiliated with the university, click the button below marked Guest Login to create a guest account or log to an existing account."

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Kelly Andrews!

Parking Portal

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

CITATIONS

- [View Your Citations](#) 1
- [View Your Appeals](#) 2
- [View Your Letters](#) 13

Citation Number

-OR-

State Plate Number

PERMITS

- [View Your Permits](#) 3

Parking & Commuter Services

TEST Mode DB: orastaging-POLYTEST I2hosted.com/POLYTEST WS: https://permtest-calpoly I2flex.com/PowerParkWS Server: T2SEBI233 1 session Customer: 202176 Basket: 1383394

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Kelly Andrews!

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.

We've identified existing waitlist requests on your account. You may click the "View Existing Requests" button below to view your requests.

Parking & Commuter Services

Contact us Phone: 805-756-6654

Hours Monday - Friday

Location University College

Quick links

TEST Mode DB: orastaging-POLYTEST I2hosted.com/POLYTEST WS: https://permtest-calpoly I2flex.com/PowerParkWS Server: T2SEBI233 1 session Customer: 202176 Basket: 1383394

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 >>

Plate Number Make Model Color

Add Vehicle

Next >>



Add Waitlist Selections

Currently Available Waitlists

Current Sign Ups	Maximum Sign Ups	Waitlist Description	Last Sign Up Date	Sign Up
0	No Limit	Orange Commuter Test Winter 2018	No Deadline	Add
0	No Limit	VDS Commuter Test Winter 2018	No Deadline	Add

Your Current Saved Waitlist Selections

Waitlist Priority	Waitlist Position	Waitlist Description	Request Date	Prioritize	Sign Up
Not		11/16 8:00 am Airport Shuttle	10/10/2018	--	Right to purchase has expired

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--	--	Annual Commuter Village Drive	09/10/2018	--	purchase has expired
✓ 1	--	.Commuter Annual Rover	11/01/2018	--	Delete
✓ 2	--	.Commuter Winter Orange	11/01/2018	Make Top Waitlist Request	Delete
✓ 3	--	.Commuter Winter Village Drive	11/01/2018	Make Top Waitlist Request	Delete

Done

Choose your priorities, until you see 1,2,3 in the order you want on the left.

Parking & Commuter Services

Contact us Phone: 805-756-6654 Fax: 805-756-7445 parking@calpoly.edu	Hours Monday — Friday 7:00 a.m. - 5:00 p.m.	Location University Police Department Building 36	Quick links Buy a permit Parking Fees Pay / appeal a citation Visitor information center
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Not Prioritized	--	musang A 11110 Eastbound Depart	10/15/2018	--	Permit Purchased
Not Prioritized	--	Commuter Orange Winter Only	10/23/2018	--	Right to purchase expires: 10/24/2018
--	--	2018 Commuter Orange Annual	09/05/2018	--	Right to purchase has expired
--	--	2018 Commuter Fall Orange	09/05/2018	--	Right to purchase has expired
--	--	2018 Commuter Rover	09/05/2018	--	Right to purchase has expired
--	--	2018 Commuter Fall Orange	09/12/2018	--	Right to purchase has expired
1	--	Orange Commuter Test Winter 2018	10/23/2018	--	Delete

Done

Parking & Commuter Services

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Waitlist Receipt

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

Waitlist Priority	Waitlist Position	Waitlist Description	Request Date
1	N/A	Orange Commuter Test Winter 2018	10/23/2018