

PUT YOURSELF ON THE WAITLIST

INSTRUCTIONS

1. Make sure you are **ONLY** using Internet Explorer as your browser
2. Go to parking.case.edu
3. Click the blue parking portal button on the right of the screen this takes you to Customer Authentication (**do not create a guest account; you will not get on the waiting list with a guest account**).
4. Sign in with your network ID (abc123) and password.
5. You should be on the Parking Portal page written in white on a gray background, then click on it
6. You should have a gray box with an option to add/edit waitlists. Click that box
7. Then click next.
8. You will now see what waiting lists you are eligible to choose from. Under current sign-ups is the number of people currently on that list.
9. Click on **ONLY ONE** of the grayed boxes under the sign-up column 'Add.'
10. You will receive an email once there is a space available. Please be sure you come to Access Services prior to the expiration date on the email.

You have now added your name to the waitlist. Don't check on it every day, or you may accidentally erase

yourself, and then you will have to start all over again.