

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; y 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 list s 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.