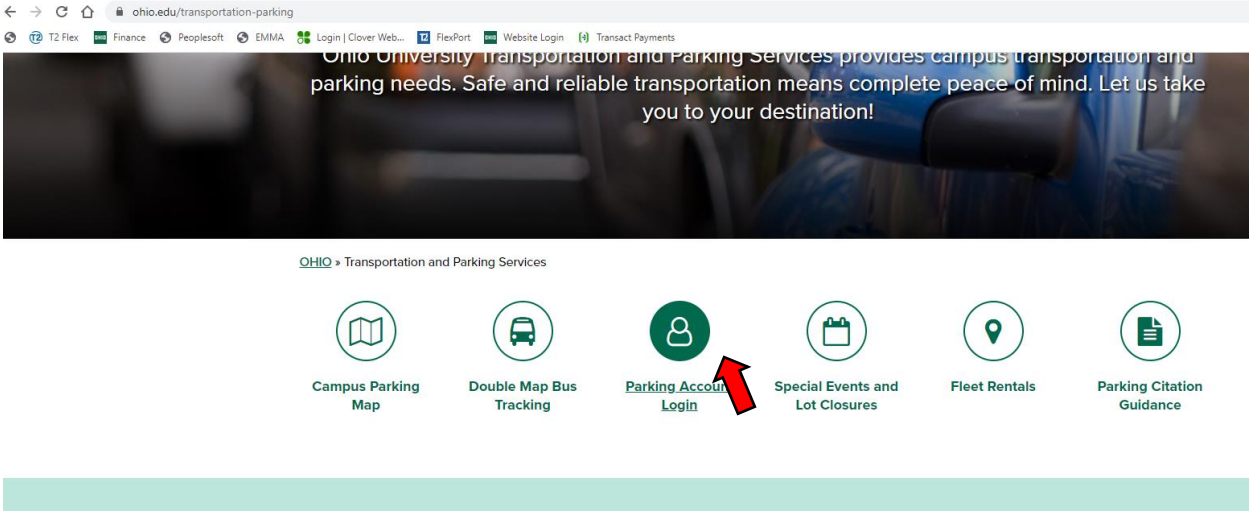
Ohio University Transportation & Parking Services

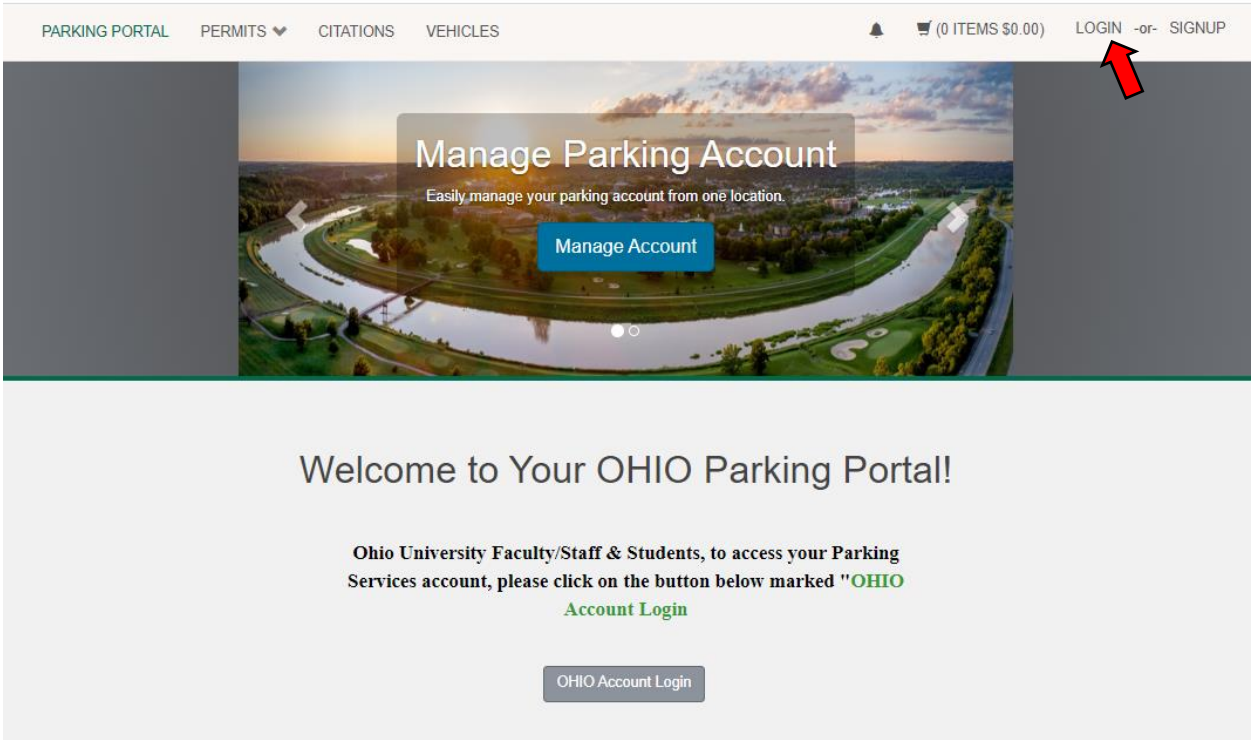
How to add yourself to a parking permit waitlist

Please follow the below steps if you would like to add yourself to a waitlist for a campus parking permit. You may only be on one active waitlist at a time. You will need your OHIO ID and password and current vehicle information to proceed.

1. Access the Parking Portal from the Transportation & Parking home page, or the Parking Portal directly.



2. Log in using your OHIO ID and password. Do not use the @ohio.edu portion of your OHIO ID.



Customer Authentication

How to Renew Your Faculty/Staff Permit, Click Here!

How to Purchase Your Student Permit, Click here!

Please log in below by entering your OHIO ID/Username and OHIO password (please do not include the @ohio.edu after your OHIO ID)

If you are a guest, please click here, to log in.

Ohio ID (Please do not include @ohio.edu)

*

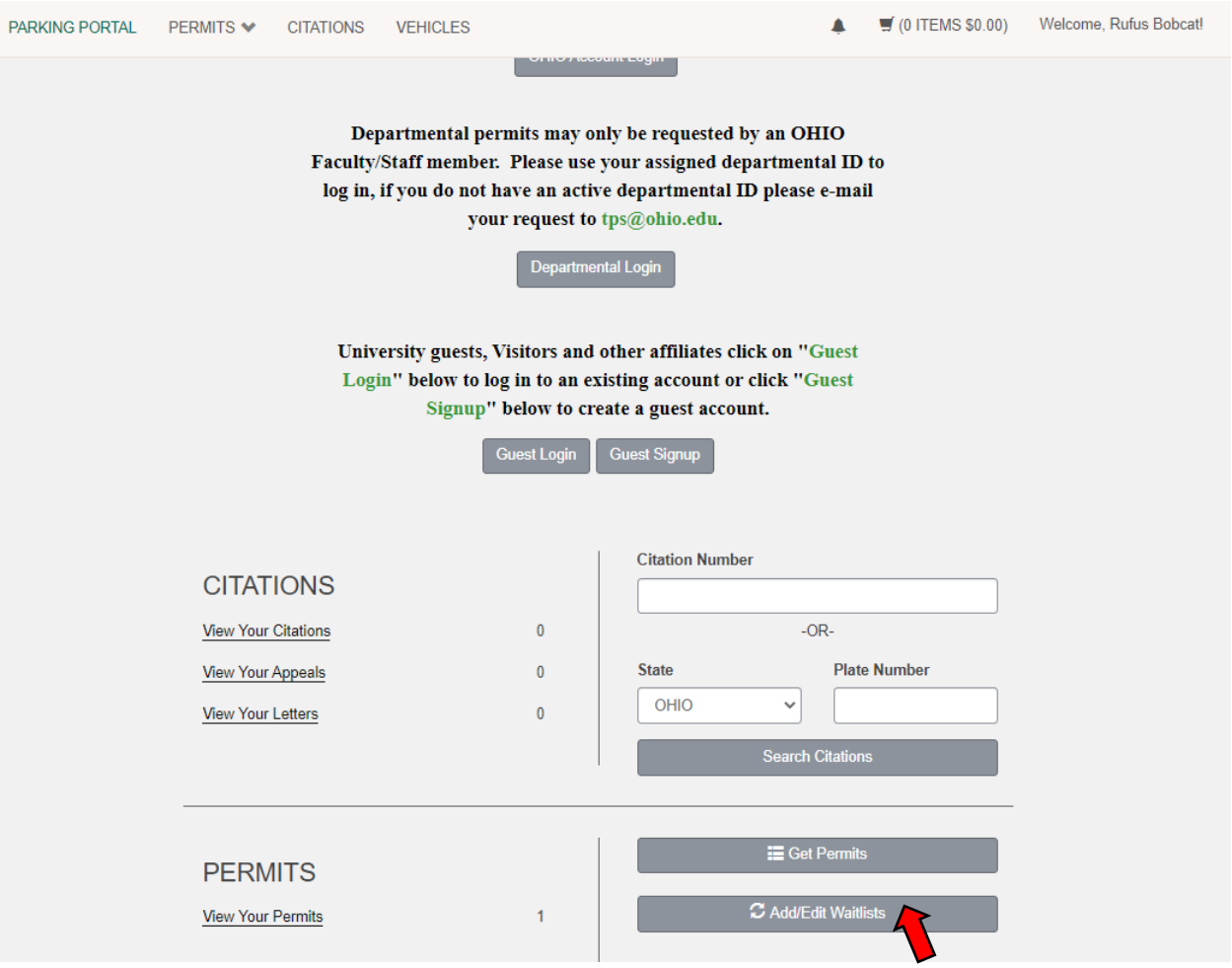
Password

*

* indicates a required field

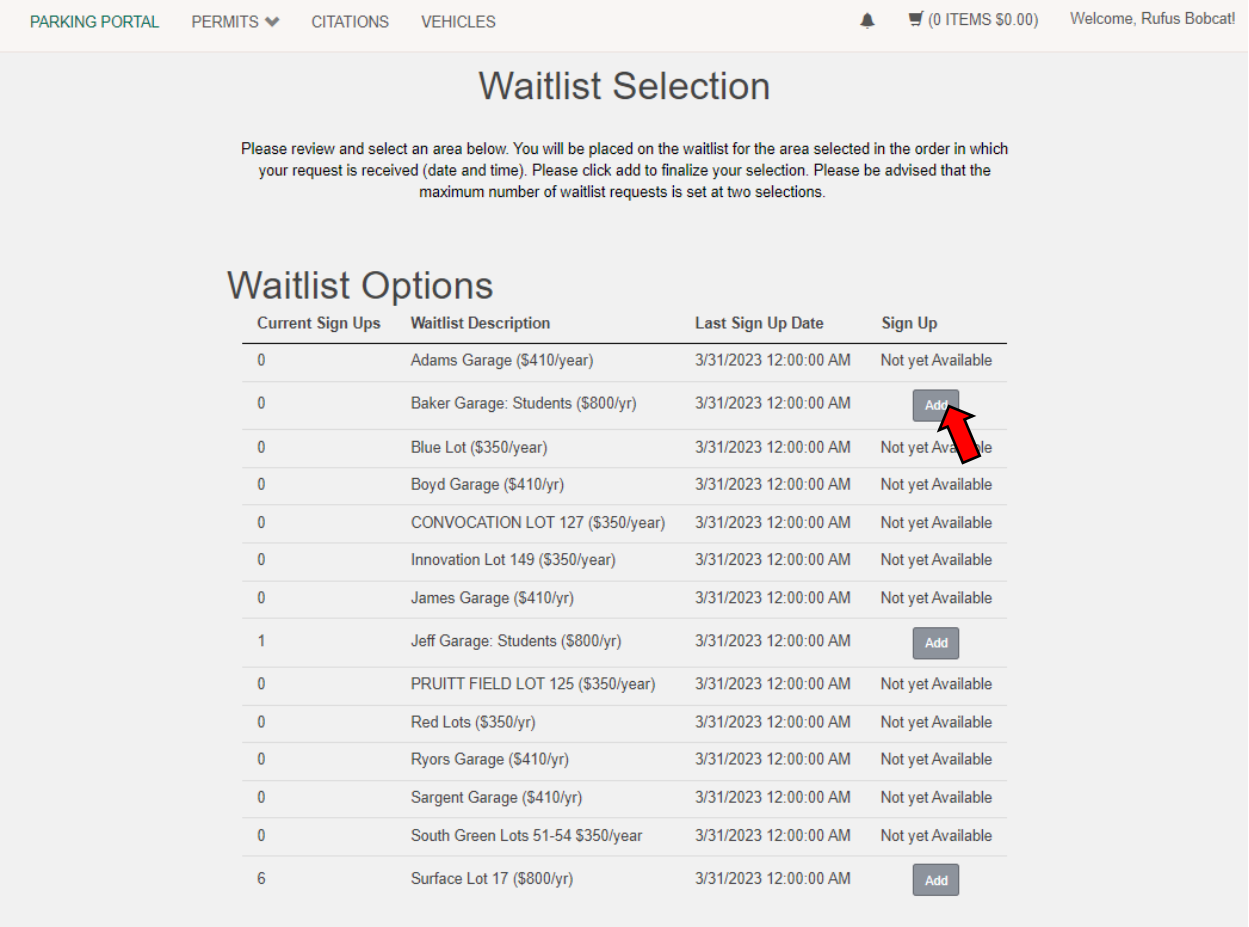
Log In

3. Scroll to the bottom of the page, and click on Add/Edit Waitlists

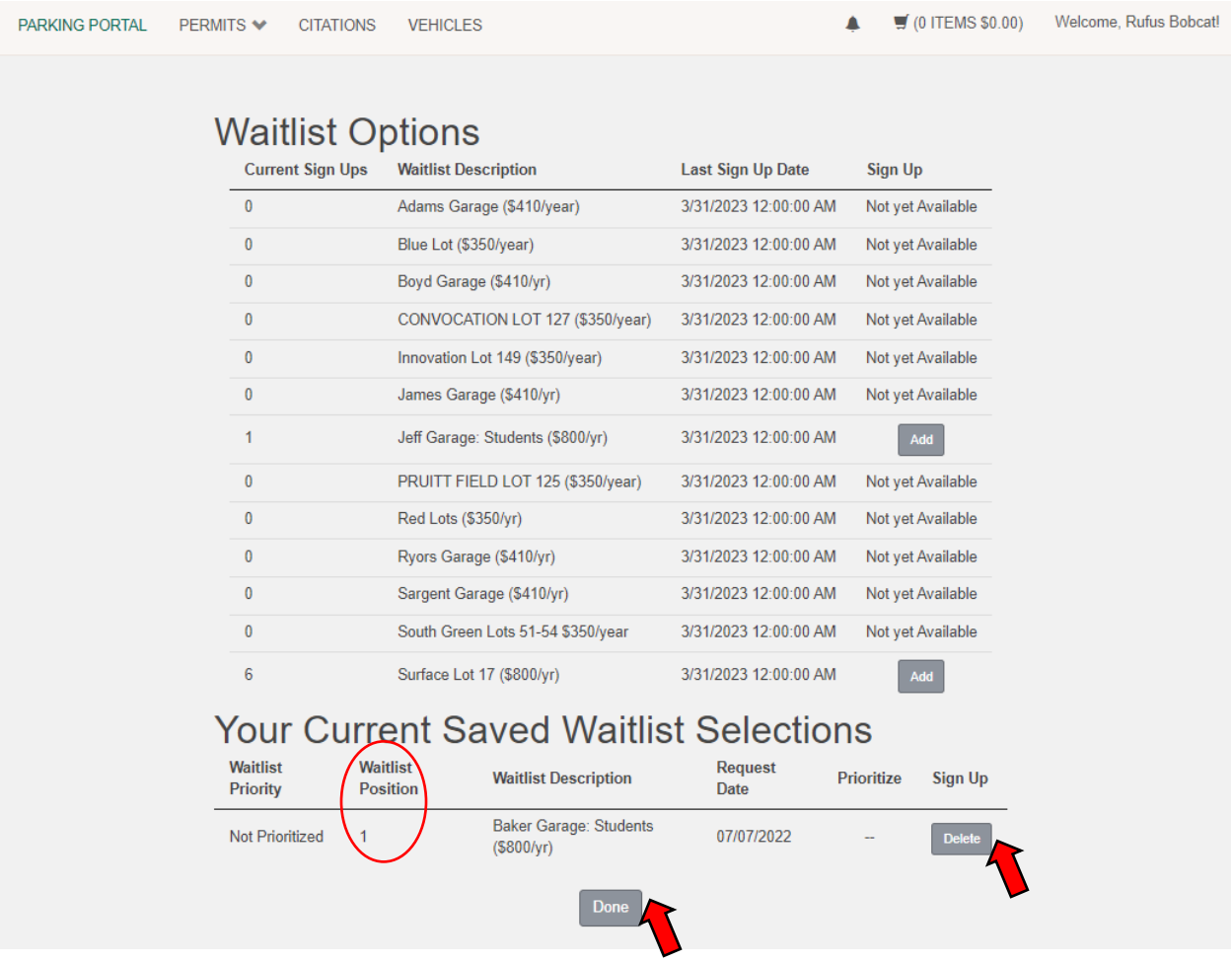
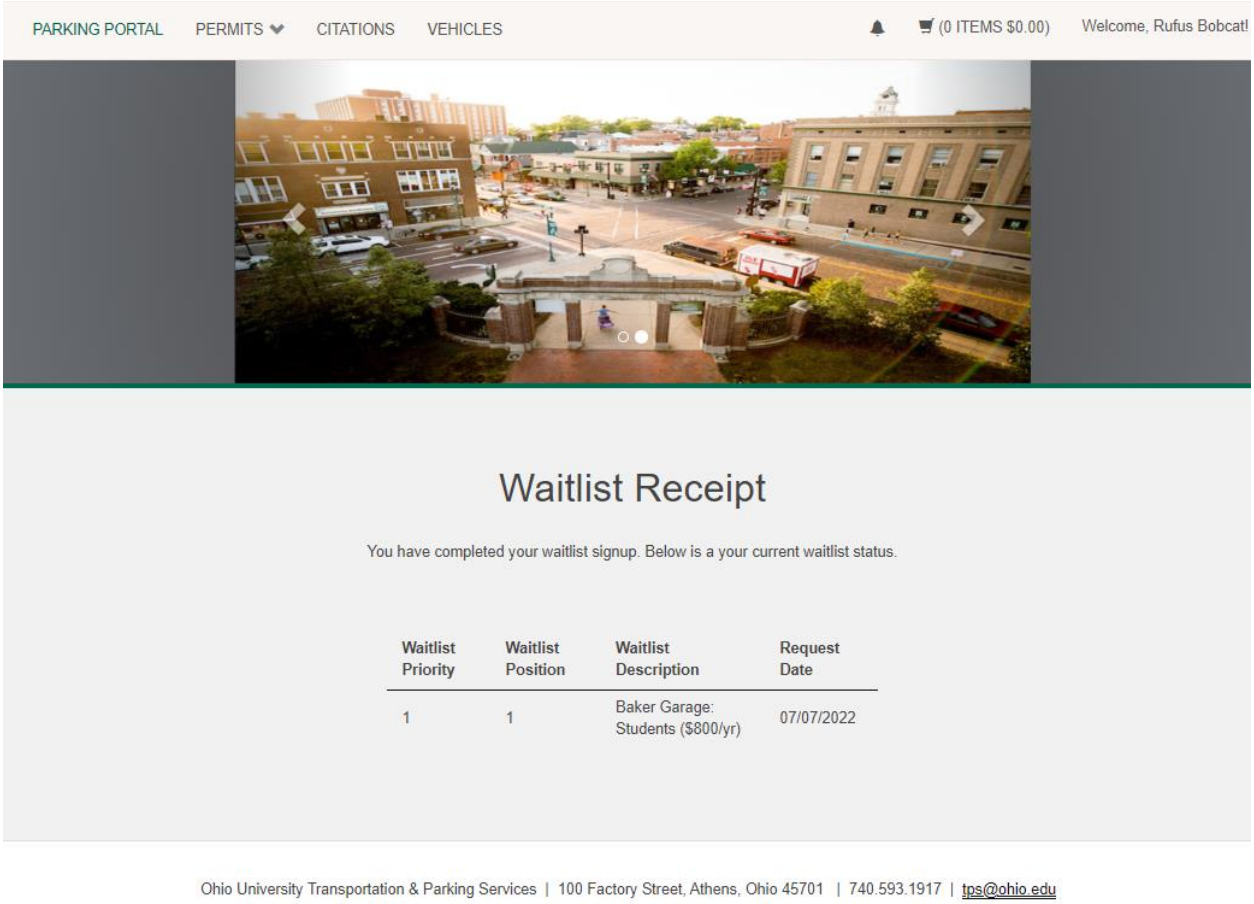


4. Read the waitlist terms and conditions, select Next
5. Verify your current address and phone number, select Next
6. Update vehicle information on your account, select Next

7. A list of Waitlist options will appear for which are able. Select the ‘Add’ button on the right-hand side for any lots that are currently accepting waitlist requests. You may only select one waitlist.



8. The waitlist you choose will appear under a new section called ‘Your Current Saved Waitlist Selections’. You may also remove yourself from any selected waitlist at this time by clicking the ‘delete’ button on the right-hand side. This will also indicate the waitlist position you are currently ranked.



9. Select ‘Done’, and you will receive a Waitlist Receipt message.