OFFICE OF THE BURSAR

ADD/EDIT WAITLIST REQUESTS AT PARKING ONLINE

1. LOGON TO PARKING ONLINE https://uad.edu.bursar/parkingservices
2. SELECT "ADD/EDIT WAITLISTS" UNDER "MANAGE PARKING ONLINE"
3. UNDER "PERMITS" SELECT "ADD/EDIT WAITLISTS"
4. SIGN IN WITH YOUR UAONLINE USERNAME AND PASSWORD
5. SELECT "NEXT"
6. VERIFY PERSONAL INFORMATION SELECT "NEXT"
7. SELECT "ADD" FOR NEW WAITLIST SELECT "DELETE" TO REMOVE FROM WAITLIST
8. PRIORITIZE LIST BY USING "MAKE TOP WAITLIST REQUEST"
9. SELECT "DONE"
10. REVIEW RECEIPT LIST SELECT "DONE"

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