

Procedure for Adding or Editing Waitlist Requests at Parking Online

1. Go to Parking Services webpage at <http://www.uaf.edu/bursar/parkingservices>
2. Select **Add/Edit Waitlists** under Manage Parking Online.
3. Select **Add/Edit Waitlists** under Permits.
4. Log in at Affiliate Login using your Network, Google mail or Black Board account login and password.
5. Select **Next >>**
6. Verify the personal information and make any necessary changes and select **Next >>**.
7. To sign up for a new waitlist click **Add** in the list below. If you wish to remove yourself from a waitlist click **Delete**.
8. If you sign up for multiple wait lists, please prioritize the list by using **Make Top Waitlist Request**.
 - When your #1 lot becomes available, all lower priority lots will expire.
 - When a lower priority lot becomes available, all higher priority lots will not expire.
9. When you have completed as many selections as you wish to make, simply click **Done** to view your receipt.
10. Select **Done**.