Procedure for Adding or Editing Waitlist Requests at Parking Online

1. Go to Parking Services webpage at http://www.uaf.edu/parking.
2. Select Add/Edit Waitlists under the Parking Online Logo.
3. Select Add/Edit Waitlists from the Menu.
4. Log in by using your Network, Google mail or Black Board account login and password.
5. Select Add/Edit Waitlists.
6. Select Next >>.
7. Verify the personal information and make any necessary changes and select Next >>.
8. To sign up for a new waitlist click Add in the list below. If you wish to remove yourself from a waitlist click Delete.
9. 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.
10. When you have completed as many selections as you wish to make, simply click Done to view your receipt.
11. If you select more than one gold lot remember to prioritize which lot is your first choice.
12. Select Done.
13. You can print a copy of your receipt by selecting Print.