Adding yourself to the parking waitlists (staff and faculty only)
For Lot NP

Begin – login to your parking account

Login to your parking account using your Mac ID and password (same as Mosaic).

2020 05 21 - Note: if you do not have an account with Parking Services, the first time you login you will be marked as a student. After you login, please contact parking@mcmaster.ca and ask them to change your account to an Employee account so you can complete these steps. Waitlists, other than Lot M, are not for students.

- From the website [https://eparking.mcmaster.ca/](https://eparking.mcmaster.ca/), click the link “View My Parking Account”
- Enter your Mac ID and password
  - If your account is missing any information, you will be brought to a page requesting the missing information. Once entered and saved, you will be brought to your parking accounts Home screen.
  - If your account is not missing any information you will be brought to your parking accounts Home screen.
- Look for the Permits section of your Home screen.
  - If you do not have a permit type “T Pass”, go to “No Transponder”
  - If you do have a permit type “T Pass”, go to “With Transponder”

**No Transponder** – No Transponder in the permit section of your Home screen

We are going to add a transponder to your cart but not pay for it so we can see the waitlist screen.

- From the Permits section of your Home screen, click “+ Order A Permit”
  - If you agree with the terms of service, click on “I agree with the terms of service”
  - From the Category tab select “Transponder”, click next
  - From the Permit Type tab select “T Pass ($35.40)”, click next
  - From the Location tab click next
  - From the Vehicles tab click next
  - From the Finish tab click Add permit to cart
    - Do not pay for this, we will remove it later.
  - From your shopping cart click “Add another permit”
  - If you agree with the terms of service, click on “I agree with the terms of service”
  - From the Category tab select “West Campus (M,N and P)”, click next
  - From the Permit Type tab select any “West Campus” option, click next
  - On the Location tab you will see that it is sold out. Click the button “+ Join Waiting List”
    - Your waitlist entry has been added – click OK
  - You are now back at your Home screen and can see your position on the waitlist from the Wait Lists section. But the transponder is still in your shopping cart
    - On the upper right part of the screen click “Your cart contains 1 item”
- Click on Remove all
  - Click Remove all items
- At this point you can log out of your account or click the home screen to see your position on the waitlist or any other account information.

**With Transponder** – There is a Transponder in the permit section of your Home screen

- From the Permits section of your Home screen, click “+ Order A Permit”
  - If you agree with the terms of service, click on “I agree with the terms of service”
  - From the Category tab select “West Campus (M,N and P)”, click next
  - From the Permit Type tab select any “West Campus” option, click next
  - On the Location tab you will see that it is sold out. Click the button “+ Join Waiting List”
    - Your waitlist entry has been added – click OK
  - You are now back at your Home screen and can see your position on the waitlist from the Wait Lists section.
- At this point you can log out.