


-HOW TO USE MCAD ID FOR PARKING PAYMENT [renewal instructions at the bottom]

1) Go to [MCAD Parking Portal](#)

2) Click on 'Do not have an account?' Sign Up".


Login




☐ Remember Me [Forgot your password? >](#)


LOGIN

Or

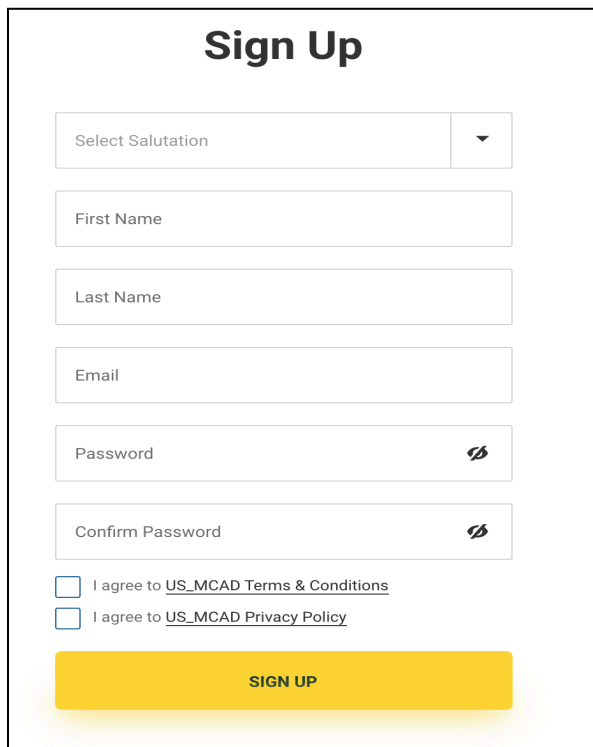
 Sign in with Facebook

 Sign in with Google

Do not have an account?

 [Sign Up](#)

3) Fill out all the information and check both agreement boxes. Then click "Sign Up".

A "Sign Up" form with a title "Sign Up" at the top. Below the title are several input fields: "Select Salutation" (a dropdown menu), "First Name", "Last Name", "Email", "Password", and "Confirm Password". The "Password" and "Confirm Password" fields have an eye icon to toggle visibility. Below the input fields are two checkboxes: "I agree to [US_MCAD Terms & Conditions](#)" and "I agree to [US_MCAD Privacy Policy](#)". At the bottom is a yellow "SIGN UP" button.


Sign Up


Select Salutation ▼

First Name

Last Name

Email

Password 

Confirm Password 

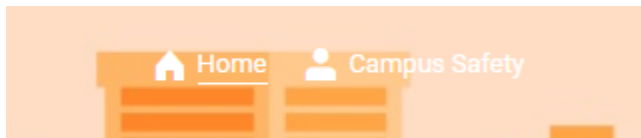
☐ I agree to [US_MCAD Terms & Conditions](#)

☐ I agree to [US_MCAD Privacy Policy](#)

SIGN UP


4) You will need to open the account verification email sent to the address you've given and "Click Here To Activate Your Account" (check your spam folder for email)


5) Once redirected click on your name next to the Home Icon



6) On your Dashboard select Add Subscriptions

Dashboard

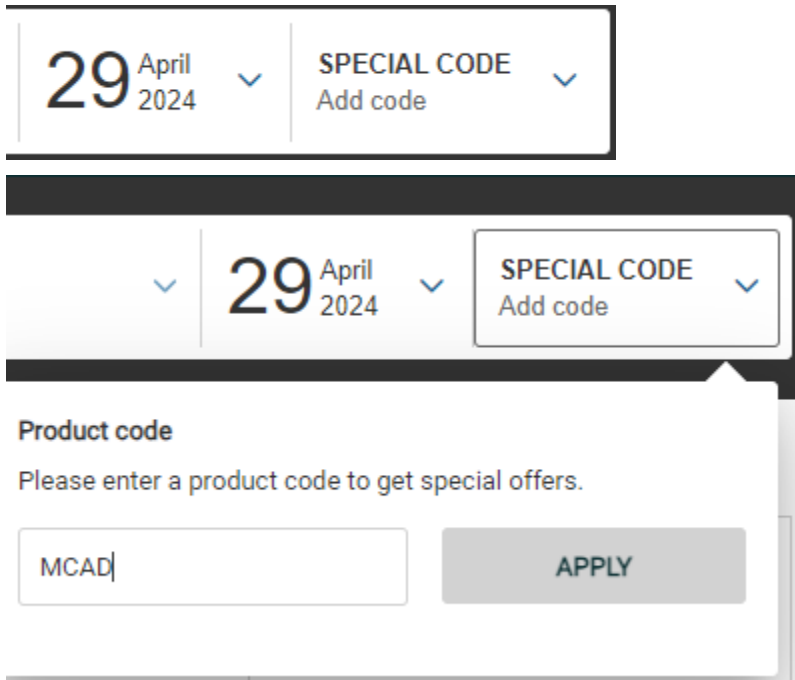
 Subscriptions [See All](#)



You do not have any
subscriptions

[ADD SUBSCRIPTION](#)

7) Drop box that says SPECIAL CODE -type product code: MCAD select: APPLY



29 April 2024

SPECIAL CODE
Add code

Product code

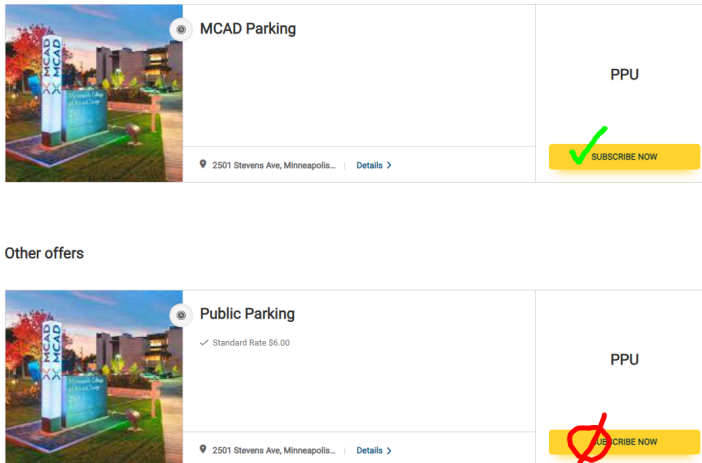
Please enter a product code to get special offers.

MCAD

APPLY

8) Click SUBSCRIBE NOW on SPECIAL OFFERS FOR YOU MCAD Parking
(Do NOT subscribe to Public Parking; this charges \$6.00)

Special offers for you



MCAD Parking

PPU

SUBSCRIBE NOW

Other offers

Public Parking

✓ Standard Rate \$6.00

PPU


SUBSCRIBE NOW

9) Fill in Your Details. Address: private person, country, address. Select Add to my Address to save this information. **You will have to re-subscribe after TWELVE months.**

10) Click on “Add Identification+”.

Identification

Add Identification +



E-Ticket

You can access the car park using your E-ticket


11) Add your MCAD encoded ID number.

- Select "New".
- Access media type "Wiegand Contactless".
- In the Wiegand Contactless section, enter: **29 plus the LAST five digits on your MCAD ID.** *These numbers are located on the back bottom of your MCAD ID.* If your 5 digits have a zero in front, use the zero. Ex: 09546 to complete the required 5 digits
 - Example: 2909546



☐ Existing

☒ New



Access media type

Wiegand Contactless

Wiegand Contactless

290000

ADD

Cancel X

12) You will be redirected to Windcave and enter a major credit card or debit card.

Payment Checkout

Amount: \$0.10

Credit Card Payment

Card Number:* 4111 1111 1111 1111


Name On Card:* Test Me

Expiry Date:* 02 23


CVC:* 232 What is this?


Submit


Cancel Payment



VISA







Privacy Policy

12)



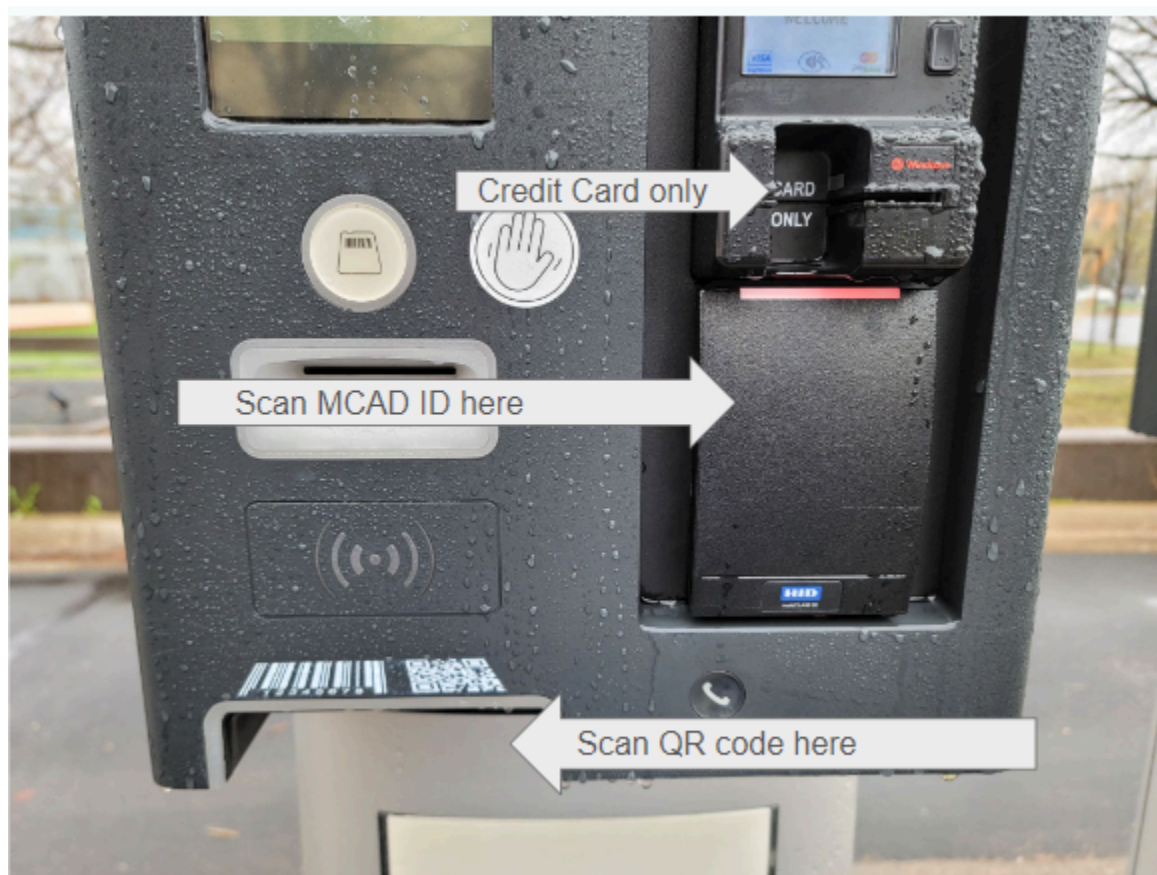
Your booking is being processed. Once confirmed, you will be notified by email

[Download booking confirmation](#)

Once you've agreed to the terms and conditions and Apply, you will get a confirmation email. In addition to your badge you can also download and use the QR code to enter Lot C.

13) Use your MCAD ID at the gate. The system will charge your associated card **.25** cents an hour.

YOU WILL NEED TO USE YOUR MCAD ID AT THE GATE BY HOLDING IT UP TO THE HID READER.



If you use a credit card at the gate you will be charged the Standard Rate of **\$6.00** for Public Parking. **No refunds** will be granted if you use a credit card.

14) You may use the QR code associated with your subscription at the gate if you have forgotten your badge. This can be found in your confirmation email as well as within your subscription portal.

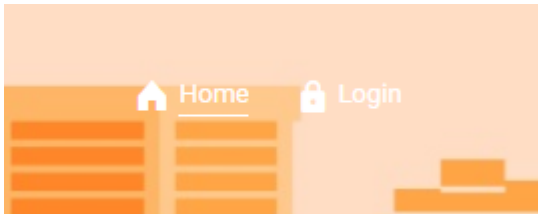
If you have any questions, email parking@mcad.edu. Thank you!

Your subscription will expire after 12 months. Follow these steps to renew your subscription:

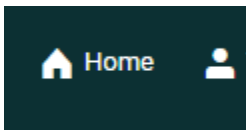
HOW TO RENEW PARKING SUBSCRIPTION

1)Open [MCAD Parking Portal](#)

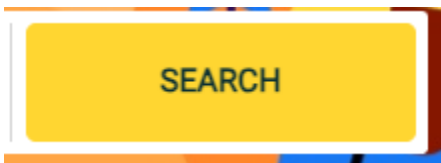
2)Click the Lock Icon on the top right to log in



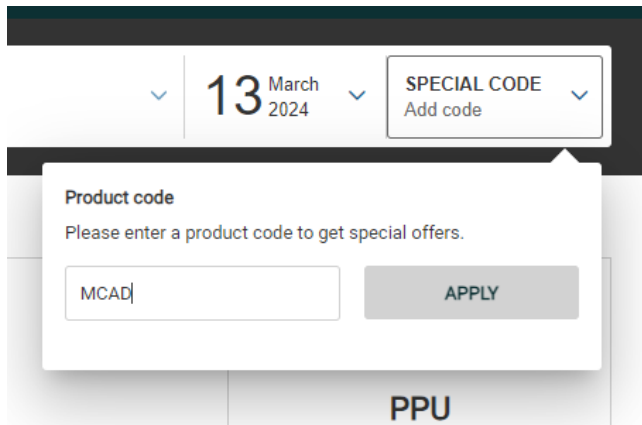
3)Once logged in, go to the Home page by clicking the House Icon on the top right.



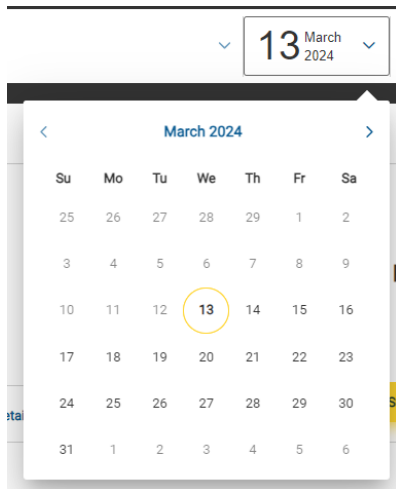
4)Select Search



5)Select Special Code, add Product Code: MCAD





6)At this time you may select the specific date you would need the renewal to begin.
Otherwise continue to the next step for Current Date





7)Special Offers For You appear, select Subscribe Now to MCAD Parking

Special offers for you

	<div>MCAD Parking</div> <div>PPU</div> <div> SUBSCRIBE NOW</div>
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Other offers

	<div>Public Parking</div> <div>✓ Standard Rate \$6.00</div> <div>PPU</div> <div> SUBSCRIBE NOW</div>
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You should have a 12 month duration for the new subscription. If not, you did not select the correct MCAD product code. Do not select the \$6.00 Public Parking

8)Enter proper contact information if your address was not saved. Type U or select by scrolling to the United States and enter the remainder of your address.

☒ Private Person ☐ Company

Country

▼

Please select country

9)Identification E-Ticket: to the right, in blue, you will see Add Identification. This Identification is the # 29 and the last 5 digits of your proximity card.

Example: 2912345


If no existing ID is presented you will need to assign your MCAD ID encoded 5 digits which can be found on the back bottom of your badge. This is not your student or staff ID, This is a long string of numbers on the back of your card. You need to enter the last 5 digits.

You likely will be adding an existing ID

10)Click Existing ID, check the box next to the “wiegand contactless” and select ADD


Identification

Add Identification +




E-Ticket
 You can access the car park using your E-ticket


Identification



E-Ticket
 You can access the car park using your E-ticket

☒ Existing
 ☐ New



Wiegand Contactless
 29 
☐

ADD

Cancel X

11) Agree to the terms and conditions, click Subscribe.

12) You will be redirected to Wind Cave to enter credit card information if one has not been saved previously

If you forget your MCAD badge you may use the QR code at the gate.