-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

Email

Password 🚫

☐ Remember Me   **Forgot your password?** >

LOGIN

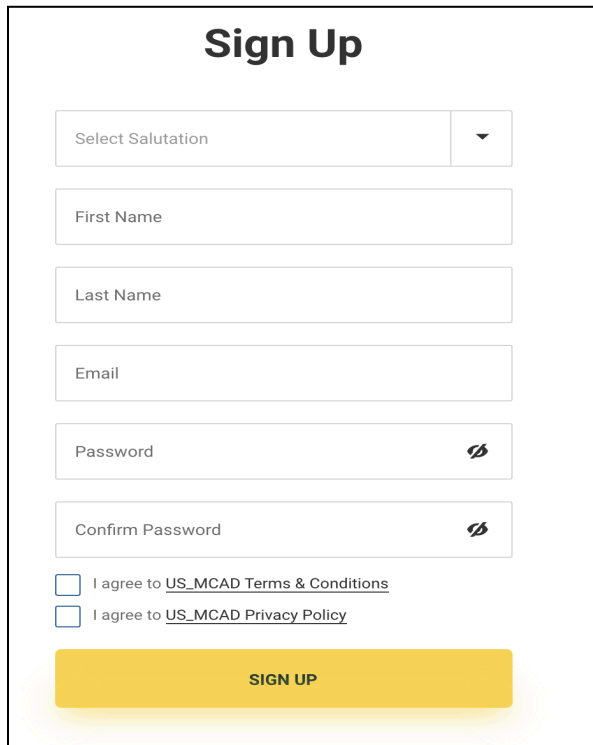––––––––––––– Or –––––––––––––

🅕 Sign in with Facebook   **G** 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".

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

🏠 Home 👤 Campus Safety
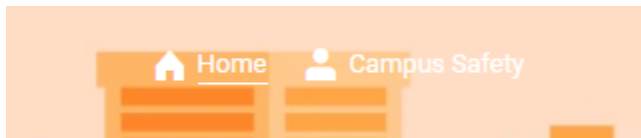
6) On your Dashboard select Add Subscriptions

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

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

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 six 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

IF YOU HAVE AN OLDER VERSION OF A BADGE PLEASE UPDATE WITH CAMPUS SAFETY OR USE THE FIRST 5 DIGITS

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

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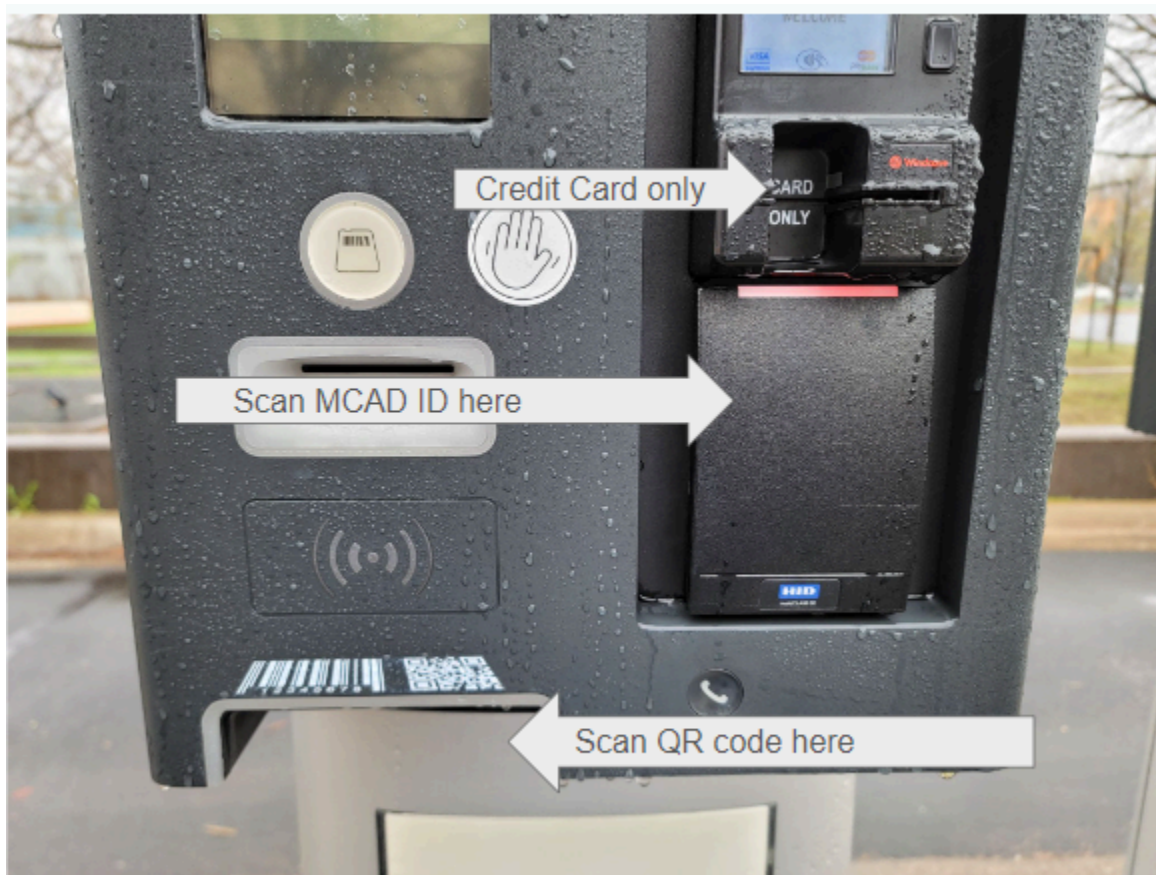
If you use a credit card at the gate you will be charged the Standard Rate of **$6.00** for Public Parking. **No refunds** will be granted if you use a credit card.

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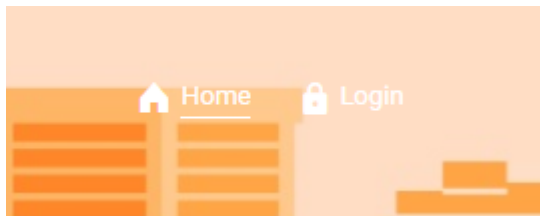
If you have any questions, email **parking@mcad.edu**. Thank you!

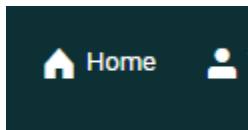Your subscription will expire after 6 months. Follow these steps to renew your subscription:

HOW TO RENEW PARKING SUBSCRIPTION

Open MCAD Parking Portal

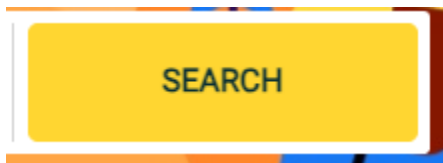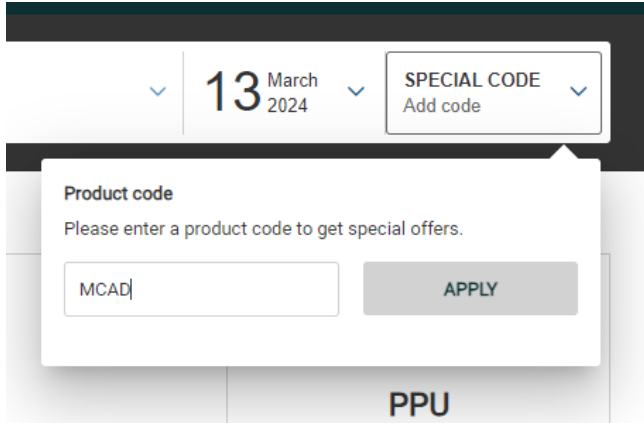Click the Lock Icon on the top right to log in

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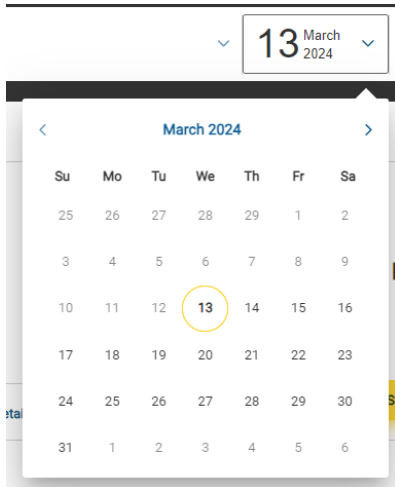

Select Search

Select Special Code, add Product Code: MCAD

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

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

MCAD Parking

PPU

✓ SUBSCRIBE NOW

2501 Stevens Ave, Minneapolis... | Details >

Other offers

Public Parking
✓ Standard Rate $6.00

PPU

2501 Stevens Ave, Minneapolis... | Details >

BSCRIBE NOW

You should have a 6 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

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

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

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 ✕

Agree to the terms and conditions, click Subscribe.

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.