


-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

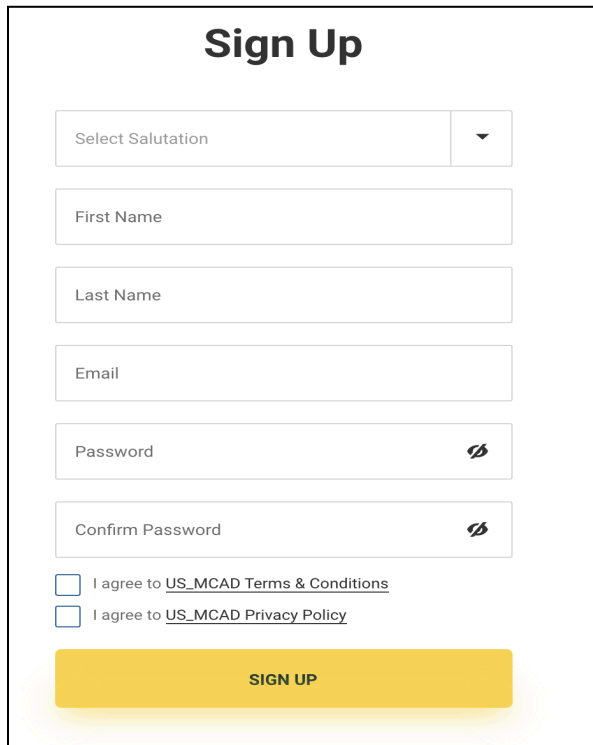
 Sign in with
Facebook

 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".

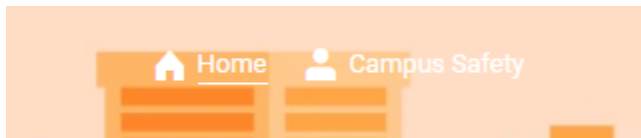


The image shows a "Sign Up" form with the following fields and elements:

- Select Salutation:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- Password:** A text input field with a toggle icon for visibility.
- Confirm Password:** A text input field with a toggle icon for visibility.
- Agreements:** Two checkboxes with labels: "I agree to [US_MCAD Terms & Conditions](#)" and "I agree to [US_MCAD Privacy Policy](#)".
- SIGN UP:** A yellow button at the bottom.


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

The screenshot shows a date selector set to "29 April 2024" and a "SPECIAL CODE" dropdown menu with "Add code" selected. Below this is a modal window titled "Product code" with the instruction "Please enter a product code to get special offers." A text input field contains "MCAD" and an "APPLY" button is visible.

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

The screenshot displays two parking offer cards. The top card is for "MCAD Parking" with a "SUBSCRIBE NOW" button that has a green checkmark. The bottom card is for "Public Parking" with a "SUBSCRIBE NOW" button that has a red circle with a slash over it, indicating it should not be selected. Both cards show a location of "2501 Stevens Ave, Minneapolis" and a "Details" link.

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



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



[Privacy Policy](#)

12)



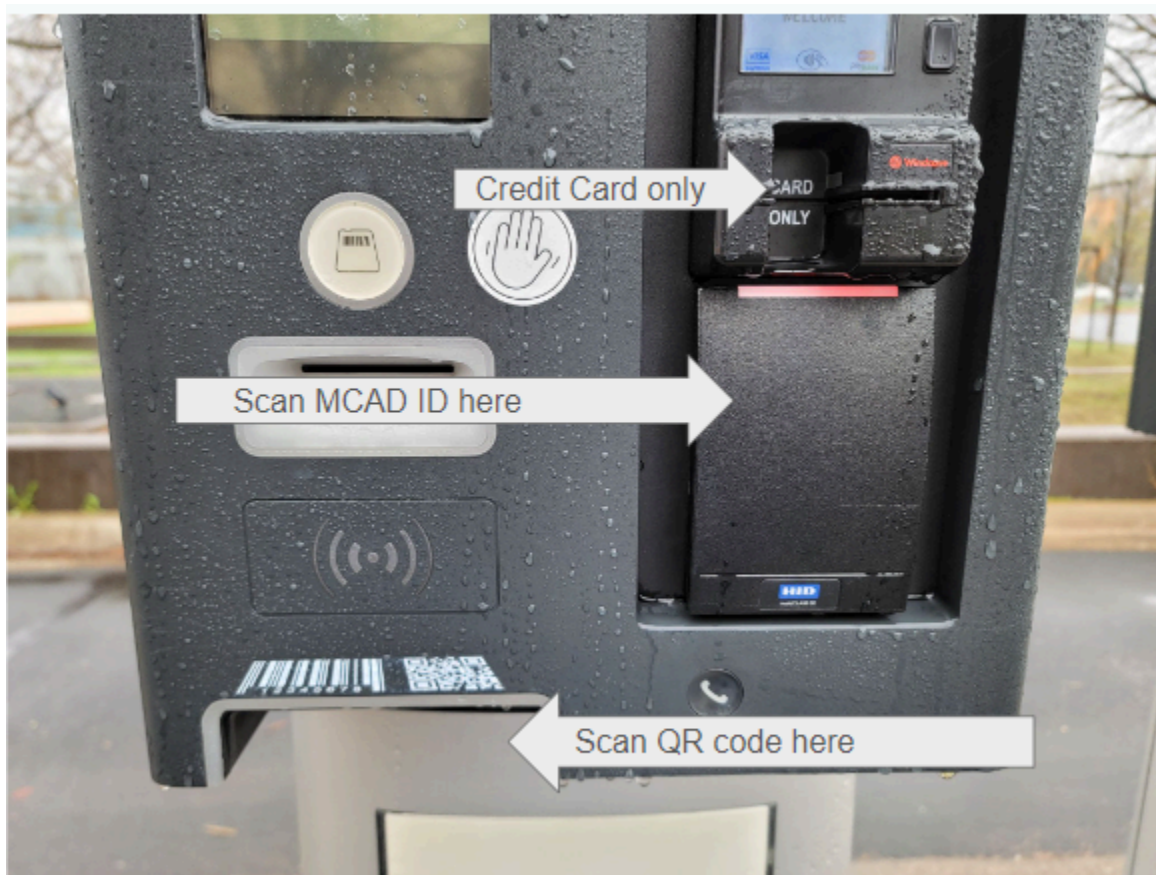
Your booking is being processed. Once confirmed, you will be notified by email

[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.

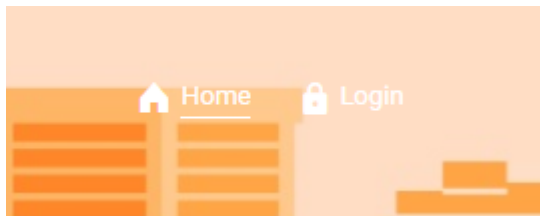
If you have any questions, email parking@mcad.edu. Thank you!

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

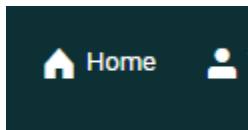
HOW TO RENEW PARKING SUBSCRIPTION

Open [MCAD Parking Portal](#)

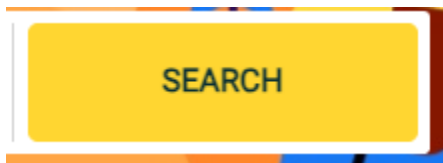
Click the Lock Icon on the top right to log in



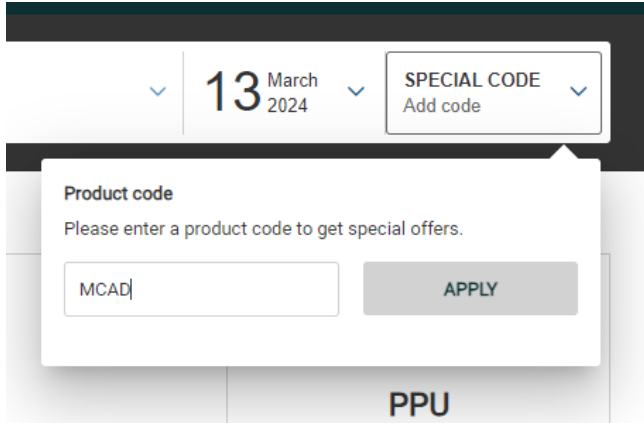
Once logged in go to the Home page by clicking the House Icon on the top right.



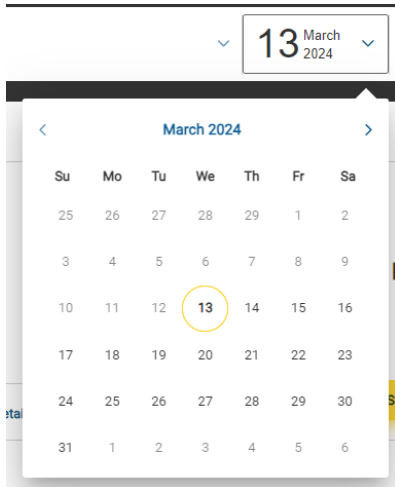
Select Search



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

Special offers for you

	MCAD Parking 2501 Stevens Ave, Minneapolis... Details >	PPU <input checked="" type="checkbox"/> SUBSCRIBE NOW
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Other offers

	Public Parking ✓ Standard Rate \$6.00 2501 Stevens Ave, Minneapolis... Details >	PPU <input type="checkbox"/> SUBSCRIBE NOW
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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.

<input checked="" type="radio"/> Private Person	<input type="radio"/> Company
Country <input type="text"/>	

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 [REDACTED]

ADD

[Cancel X](#)

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.