

May 2006

To: L&S Faculty and Staff

From: Chris Bruhn
Lil Larson
L&S Unit Transportation Coordinators (UTCs)

Re: 2006-07 Parking Application Process

Beginning today, Transportation Services (TS) will send an email parking renewal notice to all faculty and staff who currently have a parking assignment or are on a waiting list(s) for an assignment. A follow-up letter will be sent around May 22 to those who did not yet reply to the May 4 renewal notice. **The application period is from May 4 to June 5.**

As you know, the availability of lower cost, nearby parking on campus is limited. If alternate transportation is an option for you, please consider flex parking, carpool, vanpool, Park & Ride and other options as described at the Transportation Services website below.

<http://www2.fpm.wisc.edu/trans/TDM/index.htm>

It is also very important to make 4 base lot choices on your web application. Doing so gives you the best chance possible of obtaining a lot assignment, and helps all applicants within the College because of an assignment weighting policy instituted by Transportation Services in 2005-06.

All fac/staff will need a MyUW net id to apply for parking. This can be obtained at the following web address:

<https://www.mynetid.wisc.edu/activate>

For those who have a 2005-06 parking assignment:

In an email you will receive from Transportation Services today or tomorrow, you will be directed to the following web address:

<https://www3.fpm.wisc.edu/trans/permits>

After you have successfully logged in with your MyUW net id, the following page should appear. Please follow the directions provided to submit your application.

WELCOME TO THE TRANSPORTATION SERVICES PORTAL HOME PAGE

Use the pull-down tabs listed above to change or update your address, e-mail, or application requests. Follow the instructions below to Apply for parking.

Apply for Parking Sept. 1, 2006 through August 31, 2007

Step 1 Customer Tab > highlight Contact Info > review and update as appropriate.

Step 2 Customer Tab > highlight Vehicles > review and update as appropriate.

Step 3 Permits Tab > highlight Apply and then "Permits Sept. 1, 2006 thru Aug. 31, 2007."

If a Business Alternate is required, click on the pencil to the left of the permit type Business Alternate, select lot and provide a brief justification for this alternate. If no Business Alternate is required, skip this part.

If you carpool, please register your carpool. Click on the pencil to the left of the permit type Carpool and provide the appropriate information including your vehicle information as well as for your carpool members (you will need your carpool members NetID in order to complete the form). If no carpool to register, skip this part.

Step 4 Once you are satisfied with your choices, click on "Submit Choices." Once the application has been submitted, the page will show your Pending Applications with a "Cancel and Re-Apply" button displayed. You will receive an e-mail confirmation at your preferred e-mail address on your pending application selections.

Step 5 Congratulations, you are finished and can close your browser.

Apply for Parking through August 31, 2006

Step 1 Customer Tab > highlight Vehicles > review and update as appropriate

Step 2 Customer Tab > highlight Contact Info > review and update as appropriate

Step 3 Permits Tab > highlight Apply and then "Permits thru Aug. 31, 2006." Pick from the permit types available and follow the instructions on the screen(s).

Step 4 Close Browser

You may go back into your application to check on information and/or make changes in lot choices and other information at anytime **through June 5**.

For those new to UW-Madison and/or continuing faculty/staff with no active parking assignment:

You will not receive an email or hardcopy letter from Transportation Services. Please follow these steps.

- You must have an active UW payroll appointment to apply for parking. For parking purposes, active means your appointment has been processed through the IADS system. Contact your dept administrator or payroll coordinator with any questions about this step.
- You will need to get in touch with Lil Larson (5-4312, larson@ls.admin.wisc.edu) or me (bruhn@ls.admin.wisc.edu) to be entered in the Parking Application System (PAS). Email is preferred as we can reply directly to you and retain a written record of the notification. Please include the following information in your email message:
 - MyUW net id number or social security number
 - your payroll title and department
 - date of birth

We will then enter you into the system and notify you via email. This gets you into the Parking Application System (PAS) and ready to apply for parking. Please see the earlier section on how to apply once you have been entered into the PAS.

Information on file for you, including lot choices from 2005-06, is presented as follows:

Personal Info - this includes your parking mailing and email address preferences. If the info looks correct and represents your mailing preferences, you don't need to make any changes. If not, please follow the instructions provided to change your mailing address preference.

Vehicle Info - This information appears next. You should see the vehicle(s) TS has on file for you at this time. It is important that all vehicles you might bring to campus be included on this page. If there are errors or omission, please "delete" old plates as needed and/or "click here to add plate" as needed.

Permit Type Information - On this screen, you will have the option of making base lot, business alternate, disabled, flex, carpool and Park and Ride assignment choices. You may make up to four lot choices. Base lot prices have increased to \$445, \$695 and \$1035. Business alternate permits will again cost \$100 and faculty/staff are limited to one such permit.

Important Note: If you are not successful in obtaining any of your four lots of choice, you will not be offered parking in any lot for 2006-07. You will be placed on the waiting lists for those lots and additional assignments will be made on August 4 and 18 that might result in an assignment for you.

Make your lot choices carefully. I would strongly suggest choosing a variety of lots by price and location. That is, your first and second lot choices might be those lots you most prefer for price and proximity, followed by 3rd and 4th choice lots that include ramps or larger surface lots in outlying areas of campus (lots 7, 17, 46, 83 and 91 as they tend to have openings all year). Click on "save" at the bottom to continue.

Business alternates, disabled, flex and carpools - If you chose any of these permit options, you will be prompted to complete a form on-line.

Application Summary/Review - when you are done entering your on-line parking application for 2006-07, it is advisable to quickly check it over for accuracy. You may go back to make any changes as needed until June 5. A confirming email will be sent by TS to indicate you have successfully submitted your application. The application summary screen will show your application until June 5 and you may click on the vehicle, personal information tabs to check that information.

If you have any questions about this process, please contact your departmental administrator, Lil Larson or me.

Important Dates:

May 4-5

Email sent to current permit holders to apply for 2006-07 parking. New applicants contact their Unit Transportation Coordinator (UTC) – Lil Larson, via email to be entered into the parking application system.

June 5

Deadline for all applicants to apply for parking online; includes annual baselot, Park & Ride, business alternates, carpools and UW disabled permits.

Week of July 17

Parking assignments emailed to customers. Use the Parking Application System online to claim and select payment method for your parking assignment.

August 3

Last day to claim parking assignments. Unclaimed assignments will be offered to customers on waitlists on August 4th, so don't wait! Claim your assignment before this date!

September 1

New permits must be displayed on vehicles parked on campus.

1 hangtag permit available to each permit holder. A front windshield hangtag holder is available from Transportation Services, as is a single sticker if you bring only one car to campus.

IMPORTANT POLICY CHANGES FOR 2006-2007

Rate Structure:

- Annual base lot rate categories increase to \$445, \$695, \$1035.
- Lots 16 and 34 moved from level 1 - \$445 to level 2 - \$695
- Flex parking rate structure changed. See the following address for more information.
<http://www2.fpm.wisc.edu/trans/TDM/Flex.htm>

Timing:

- Permit offers must be claimed between July 17 and August 3, which is a shorter period of time than last year.

Transportation Demand Management (TDM) Options:

- Route 85 - South Park Circulator Route. Starting Fall 2006, this new campus route will provide weekday service from 7 a.m. until 6 p.m. between 21 North Park Street, the Memorial Union, and the Union South.
- The Park & Ride at Villager Mall is no longer available.