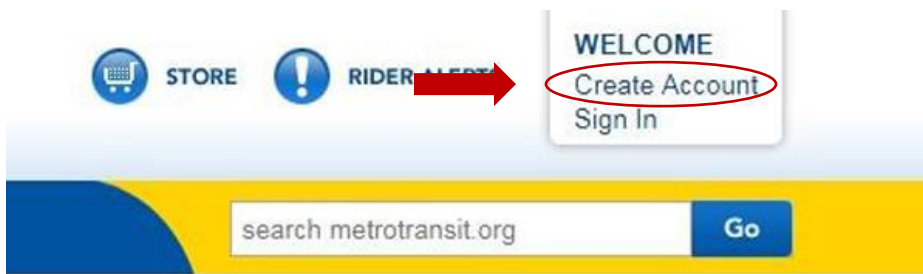


Carpool Parking Permit Application User Instructions for Normandale Community College.

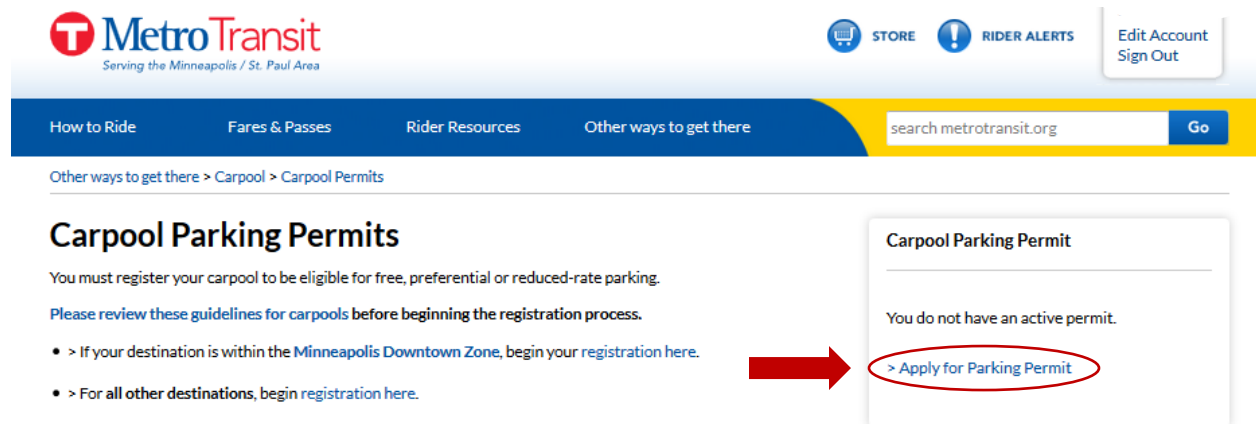
Carpool Parking Policy: http://494corridor.org/pdf/Preferential_Carpool_Parking_Policy.pdf

- *All carpoolers must be students, staff or faculty of Normandale Community College.*
- *Carpoolers must carpool at least **2 days a week** on average.*
- *Carpoolers need to come from the same general area or pick up carpoolers along the way.*
- *All carpoolers need to be at least 16 years old.*

1. Visit www.metrotransit.org/carpool-permits.
 - a. If you do not have a user account on metrotransit.org, continue to step 2.
 - b. If you have an account on metrotransit.org, skip to step 3 below.
2. Create a Metro Transit account by clicking on the Create Account link in the upper right corner.



3. Make sure you are on the Carpool Parking Permit page: <https://www.metrotransit.org/carpool-permits> and click the *Apply for Parking Permit* link.



- Fill in the required information (parking facility, name and address, employer/school, days per week, any comments about your carpool, student ID number, license plate number, etc.)

Home > Ridematch > Carpool Permits > Carpool Parking Permit Registration

Carpool Parking Permit Registration

* = Required Field

Parking Facility * Normandale Community College

Your Information

First Name * Robin

Last Name * Nelson

Phone Number(Example: 612 555-1212 Ext 123) *
 952 405-9425 Ext 99999

Email Address
 Note: If you need to change your email, please click [Edit Account](#)

Home Address:

Street 1 * Street Address

Street 2 Apt/Suite/Unit/Bldg

City * City

State MN WI

Zip Code * Zip

Your Employer

Employer * Normandale Community College
 * Or add a new employer here if your employer is not found. [Add New Employer](#)

Enter Normandale Community College for Employer, even if you are a student

1. Comments

2. Are you the Driver, Rider, or Both? *

Both Driver and Rider Driver Only Rider Only

3. What specific days do you carpool each week on average? *

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

First, add carpool partner(s) and click Invite

Carpooler Invite

If you have entered another carpooler's information below, make sure you have clicked on "Invite" before submitting your application

First Name	Last Name	Invitation Email	Action
Kate	Meredith	kate@494corridor.org	[Invite]

Then, submit application

[SAVE AS DRAFT](#) [SUBMIT](#) [CANCEL](#)

- Add the name and email of the person that you would like to invite to carpool with you. Click the *invite* link. Then Click the *Submit* button. *Note: the individual that you are inviting does not have to have an account in the system before being invited. He/she will get an email with a link to create an account.

Make sure that if you add more than one carpooler, that you click invite for each before you submit the application.

Parking Facility Questions

Carpooler Invite

If you have entered another carpooler's information below, make sure you have clicked on "Invite" before submitting your application

First Name	Last Name	Invitation Email	Action
Kate	Meredith	kate@494corridor.org	[Remove]
			[Invite]

[SAVE AS DRAFT](#) [SUBMIT](#) [CANCEL](#)

- Your status will be *Waiting for Carpool Partner(s)* until the carpooler that you invited accepts the invitation to the carpool.

The screenshot shows the Metro Transit website interface. At the top left is the Metro Transit logo with the tagline 'Serving the Minneapolis / St. Paul Area'. To the right are links for 'STORE', 'RIDER ALERTS', and 'Edit Account Sign Out'. Below the logo is a navigation bar with 'How to Ride', 'Fares & Passes', 'Rider Resources', and 'Other ways to get there'. A search bar contains 'search metrotransit.org' and a 'Go' button. The breadcrumb trail reads 'Other ways to get there > Carpool > Carpool Permits'. The main heading is 'Carpool Parking Permits'. Below it, text states: 'You must register your carpool to be eligible for free, preferential or reduced-rate parking. Please review these guidelines for carpools before beginning the registration process.' Two bullet points follow: '> If your destination is within the Minneapolis Downtown Zone, begin your registration here.' and '> For all other destinations, begin registration here.' To the right, a 'Carpool Parking Permit' record is shown in a box. It has a table with columns 'Permit #', 'Status', and 'Expiration Date'. The first row contains '6053', 'Waiting For Carpool Partner(s)', and an empty cell. A red arrow points to the 'Waiting For Carpool Partner(s)' status. Below the table, text reads: 'You have completed your portion of the permit application, but your carpool partners have not yet confirmed their information.' Two links are provided: '> Edit Parking Permit' and '> Delete My Permit Application'.

Carpool Parking Permits

You must register your carpool to be eligible for free, preferential or reduced-rate parking. Please review these guidelines for carpools before beginning the registration process.

- > If your destination is within the Minneapolis Downtown Zone, begin your registration here.
- > For all other destinations, begin registration here.

Permit #	Status	Expiration Date
6053	Waiting For Carpool Partner(s)	

You have completed your portion of the permit application, but your carpool partners have not yet confirmed their information.

> Edit Parking Permit
> Delete My Permit Application

- Once your application is complete, it will be reviewed and either approved or denied. We will email you if we need more information for approval. If it is approved, it will be mailed directly to your home address. Each carpool receives one permit, not one per person.
- Parking permits are semester specific. You will need to apply for a new permit for the next semester after the end of the current semester.

Contact me at robin@494corridor.org if you have questions. I will be happy to help you with any part of the process.

Robin Nelson
Commuter Services
robin@494corridor.org
952.405.9425