

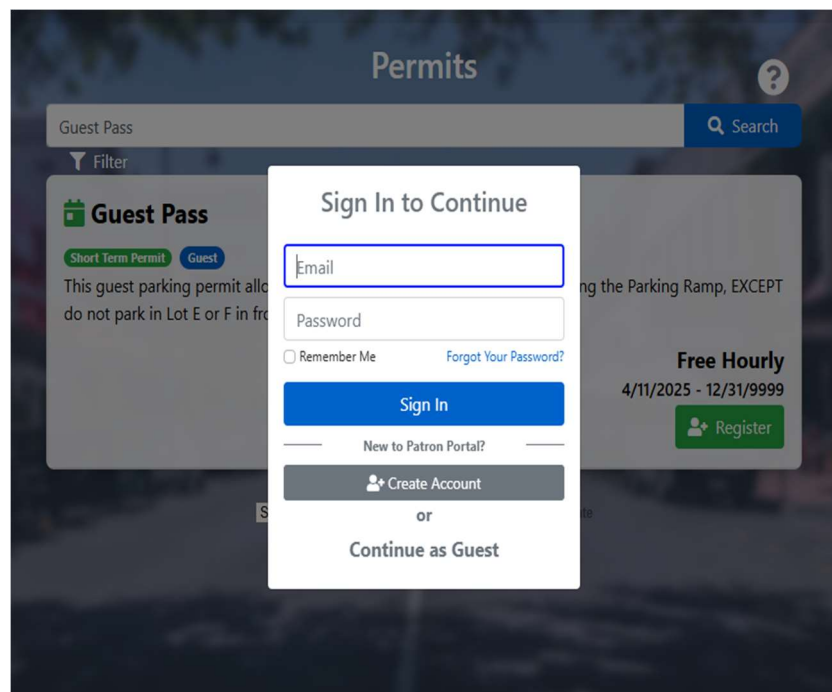
Lunda Center Guest Parking Pass Instructions

Step 1: Login to the parking pass portal using the link or QR below...



https://www.tocite.net/westerntc/portal/permit?permitId=RZRKZ_tJ5aK_o65O1_oxHM-grl_KMOnWrbW6vKV9wjA81nIzTL7hW8n42QobOd-5

Step 2: You can choose to **Create an Account** (if you frequently attend events held at the Lunda Center this is the best option for you as it will keep your information and prepopulate for the next event) or **Continue as Guest**.

A screenshot of a web portal titled 'Permits'. A modal window titled 'Sign In to Continue' is centered on the screen. The modal contains input fields for 'Email' and 'Password', a 'Remember Me' checkbox, a 'Forgot Your Password?' link, a blue 'Sign In' button, a 'New to Patron Portal?' section with a 'Create Account' button, and a 'Continue as Guest' option. The background shows a 'Guest Pass' section with a 'Short Term Permit' button and a 'Free Hourly' parking pass for the period 4/11/2025 - 12/31/9999 with a 'Register' button.

Step 3:

Enter permit information:

The screenshot shows a mobile app interface for registering a parking pass. At the top, there's a 'Register' title with a back arrow and a help icon. Below this is a section for 'Lunda Center Guest Parking Pass'. It includes a price of '\$0.00 Daily' and a detailed description: 'This guest parking permit allows for you to park in any Western Lot including the Parking Ramp, with the exception of Lot E or F in front of the Residence Hall building (do not park there). This permit does not guarantee a spot in any specific lot but allows you the opportunity to search for a spot within the lots. Please do not park in any signed parking stalls (example: loading zone, 1 hour visitor parking, disabled (unless you have a handicap placard in/on your vehicle) or you will be ticketed. This parking pass is good only for the dates you selected.' Below the description is a 'Permit Length' section with a calendar icon. It contains a 'Start Date' field with a placeholder 'mm/dd/yyyy', a 'Length' field with a value of '1' and a 'days' unit, and a 'Valid Until' field. A note below the length field states '1 days min 30 days max'. A 'Price' field is also visible at the bottom right of the permit length section.

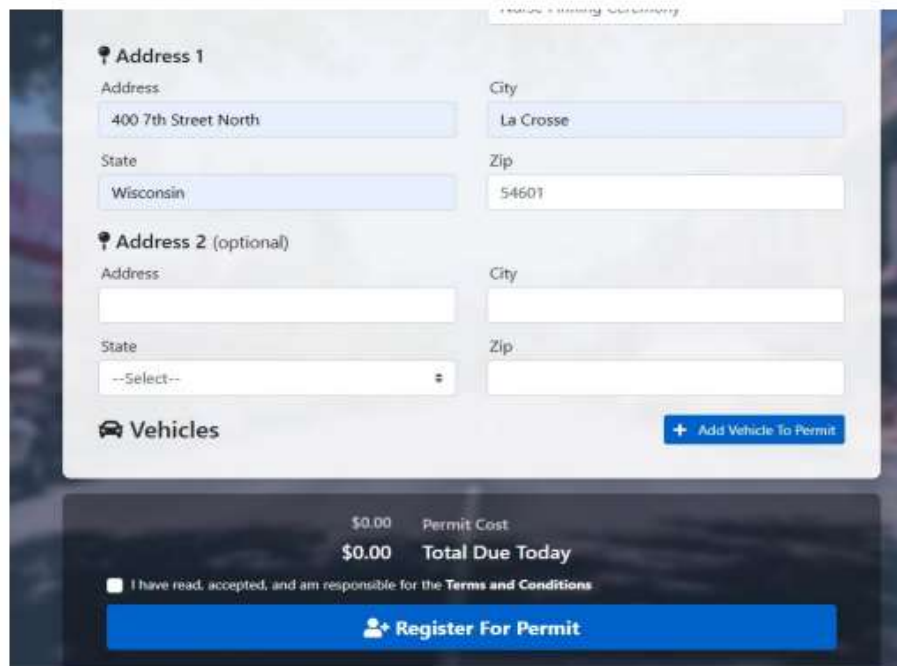
Permit length: select the date of your event on campus. If your event is more than one day you can repeat this process for each day or you are able to extend the length of your permit length to encompass the days of your event up to 30 days.

Your Info:

The screenshot shows the 'Your Info' section of the registration form. It includes fields for 'First Name' (Tracy), 'Last Name' (Johnson), 'Email' (johnsont@westernmt.edu), and 'Phone' ((608) 785-9445). There is also an 'ID # (optional)' field. A blue arrow points from the 'ID #' field to the 'Why are you visiting today? (Ex. Meeting, Name of Event, Training, etc.)' field, which contains the text 'Nurse Pinning Ceremony'.

Be sure to enter the name of the event you are attending, this information is used for tracking purposes and is required.

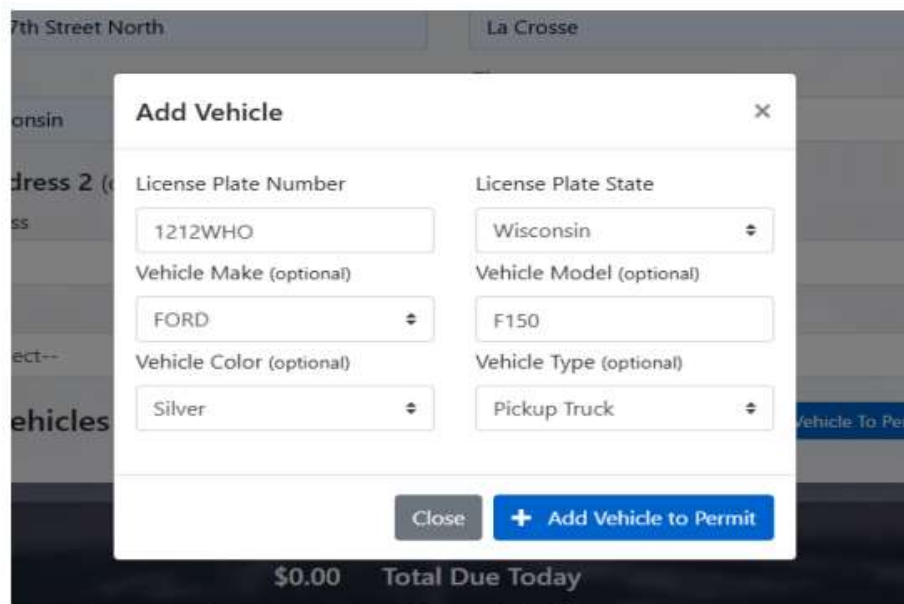
Address:



The screenshot shows a permit application form. At the top, there's a link for "Learn More About Our Services". Below it, the "Address 1" section has fields for Address ("400 7th Street North"), City ("La Crosse"), State ("Wisconsin"), and Zip ("54601"). There's also an "Address 2 (optional)" section with similar fields. Below the address sections is a "Vehicles" section with a "+ Add Vehicle To Permit" button. At the bottom, there's a summary section showing "\$0.00 Permit Cost" and "\$0.00 Total Due Today". A checkbox indicates "I have read, accepted, and am responsible for the Terms and Conditions". A large blue button at the bottom says "Register For Permit".

Next click + Add Vehicle to Permit

Vehicle Info:



The screenshot shows the "Add Vehicle" modal form. It has fields for License Plate Number ("1212WHO"), License Plate State ("Wisconsin"), Vehicle Make (optional) ("FORD"), Vehicle Model (optional) ("F150"), Vehicle Color (optional) ("Silver"), and Vehicle Type (optional) ("Pickup Truck"). At the bottom, there are "Close" and "+ Add Vehicle to Permit" buttons. The background shows the same permit application form as the previous screenshot, with the "Vehicles" section and the "\$0.00 Total Due Today" summary visible.

Vehicles + Add Vehicle To Permit

FORD F150
1212WHO, Wisconsin

\$0.00 Permit Cost
\$0.00 Total Due Today

☐ I have read, accepted, and am responsible for the **Terms and Conditions**

+ Register For Permit

400 7th Street North
La Crosse, Wisconsin 54601
Ph: (608) 785-9297

Be sure to check the box after you have read the Terms and Conditions. Then you can click Register for Permit.

\$0.00 Permit Cost
\$0.00 Total Due Today

☒ I have read, accepted, and am responsible for the **Terms and Conditions**

+ Register For Permit

Step 4: Once you click on 'Register for Permit' it will populate a box that confirms you are registered and notifying you that an email has been sent.

Warning- After the box comes up confirming that you are registered, there will be a 'Permit List' that comes up to select options from. Do not select any of these. You are already registered, and parking is free for your event.

The confirmation email will come from customer_service@upsafety.net. There will be a link in the email to access a permit, **you do not have to print a permit out**; this is just for your records. Your parking permit will be attached to your license plate number when you register and will show up when your license plate is scanned by campus security.

Western Technical College Parking

La Crosse Campus • 400 7th Street N, La Crosse, WI 54601 • 608-785-9200



- **Student Parking**
 - All parking lots except for lots E & F
- **Employee Parking**
 - Lots D, H, K, & Ramp
 - Lots B, C, L, & M are reserved for student parking only
 - Lot A - \$100 permit for employees
- **Residence Hall Parking**
 - Lots E & F are reserved for Residence Hall parking only

To park in any stall in a **Western Lot**, including spots designated for people with disabilities, you will need to purchase a permit. A parking permit gives permission to park on campus, but does not necessarily guarantee an available spot. All permits are available throughout the year in the Student Life Office, Kumm Center, room 100 or on-line through the Campus Shop Bookstore. If you have an appointment on campus, please check with the Welcome Center for a temporary permit.

■ **City Mobile App Zone** – you must pay for parking using the Passport Parking app or by calling 608-466-1000 (\$1 per hr). Paid parking will be in effect 8 a.m. - 6 p.m., Monday through Friday. A vehicle is permitted to park for up to 4 hours within a single block face one time per calendar day. Once a vehicle has parked and then moved, it cannot return to the same single block face until the next calendar day.

■ **City Two Hour Parking** – In any area where free parking on the street is restricted by time and signs, and signs are properly posted indicating such free parking time limitations, a vehicle is permitted to park for free within a single block face one time per calendar day. Once a vehicle has parked and then moved, it cannot return to the same single block face until the next calendar day. Vehicles parked in excess of the restricted period/times shall be considered to have continuously parked, and shall be subject to a citation for violation of such parking time restriction.

■ **No Parking** – No Parking is allowed on 7th Street N/Hwy 16 and on 8th Street N between La Crosse Street and Pine Street.