

Dear Normandale Community College Student, Faculty or Staff:

We have upgraded our carpool parking permit system and it is now fully online. All carpool registrations will go through the new system, which also offers other services including carpool matching, trip tracking, and the Guaranteed Ride Home program. Please read the following instructions on how to create your account and register for your permit. All existing permit holders must also register their carpool in the new system.

Important: each member of your carpool must have an account in the system before you can apply for the parking permit.

For each member of the carpool, visit the following website and click on the Register box in the lower right:

<http://metrotransit.greenride.com/Account/SignIn/>

If everyone in your carpool has already created an account, sign in and skip to #8 on page 3. You may have created an account if you have signed up for the Guaranteed Ride Home program, tracked your commuting trips in the Trip Tracker or have looked for other carpool partners in the regional carpool matching system. **Your username is your email address.**

To create an account:

1. Enter all required information. An email address, phone number, and home address are required to receive a parking permit. Fill out and click the *Continue* button. *If you have any questions, please contact Commuter Services at 952.405.9425. We'll be happy to walk you through any part of the registration process.*

Register

Thank you for your interest in Metro Transit, you will be able to register a new account within **10 minutes**, simply start by creating an account with the form below and we'll walk you through the registration steps. You will be asked to enter personal information on occasion, this will allow us to deliver the best ride share and commute information to you. Please remember that we are committed to your privacy and security, for more information please read our [GreenRide Privacy Policy](#). Enjoy!

Progress bar: Create Account, Profile Information, Employer Selection, Select School/Pool, Home Address, Mailing Address, Commute Profile

Fields:

- First Name: Required
- Last Name:
- Email: Required
- Password: Required
- Confirm Password: Required
- Phone Number: Required
- Language: English
- Gender: Female, Male
- I have read and agree to the [Terms of Service](#), [Commuter Challenge Rules](#), and the [GreenRide Privacy Policy](#).

2. Answer the commute question on the next screen and click the *Save* button.

How do you normally commute? Required

3. The next screen asks for your Employer and Worksite. Select Normandale Community College from the drop-down menu for Employer and Bloomington from the Worksite drop-down menu. Click the [Save](#) button. *If you have questions about this, please contact Commuter Services at 952.405.9425.*

The screenshot shows a form with two dropdown menus. The first is labeled 'Employer:' and contains the text 'Ztest Employer'. Below it is a link that says 'Employer'. The second is labeled 'Worksite:' and contains 'select...'. Below it is a link that says 'Search Worksites'. At the bottom center is a blue button labeled 'Save'.

4. On the next screen, click the [I am not in a SchoolPool](#) button. (This is a K-12 school program)

The screenshot shows a form with two dropdown menus. The first is labeled 'SchoolPool:' and contains 'select...'. Below it is a link that says 'Search SchoolPools'. The second is labeled 'School Location:' and contains 'select...'. Below it is a link that says 'Search SchoolLocations'. At the bottom are two buttons: 'Save' and 'I am not in a SchoolPool'. The 'I am not in a SchoolPool' button is circled in red.

5. On the next screen, enter your **entire** home address including apartment number and zip code. Click [Check Address](#) to verify, then click [Save Address](#).

The screenshot shows a form with a text input field labeled 'Address:' containing '...US,'. To the right of the field is a red 'Required' label. Below the field is a message: 'It is important that we have addresses that we recognize, before continuing please check the address you have entered.' At the bottom are two buttons: 'Check Address' and 'Save Address'.

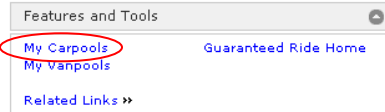
6. On the next screen, enter your mailing address by clicking the [Same as Home Address](#) button or by entering a new mailing address.

The screenshot shows a form with a checkbox labeled 'Same as Home Address'. Below it is a pre-filled address: '560 6th Ave N, Minneapolis, MN, 55411'. Below that are four input fields: 'Street Address:', 'City:', 'State:', and 'Zip Code:'. Each field has a red 'Required' label. At the bottom is a blue 'Save' button.

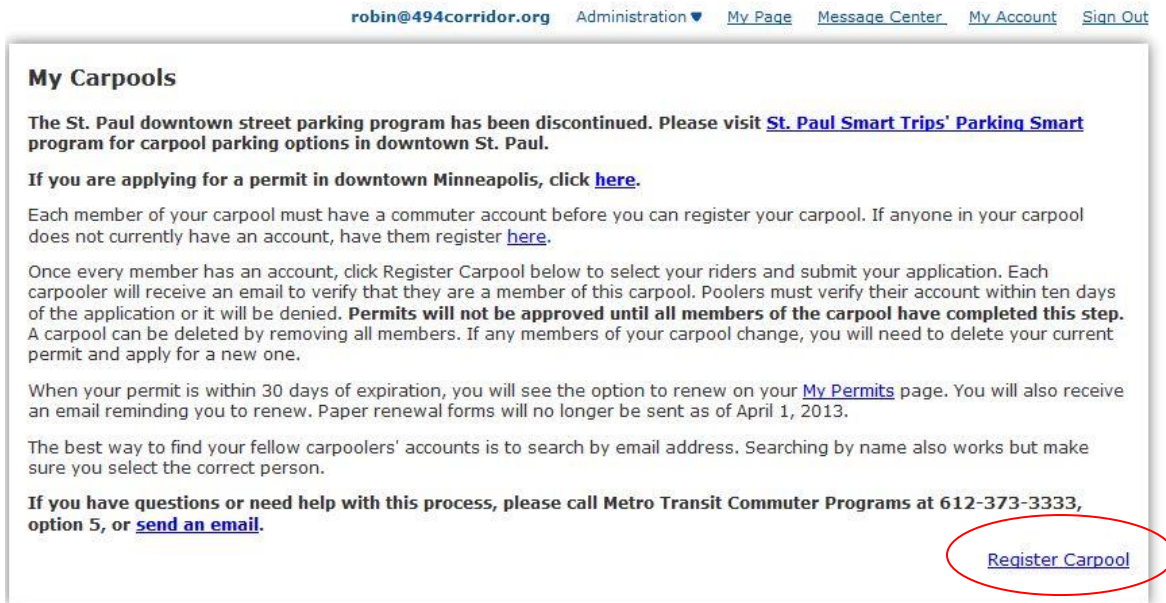
7. The next screen allows you to create a commute profile and match with other users in the system. If you would like to find someone to carpool with or to add new people to your carpool, create a carpool name and continue to the next section. If not, go to the top of page and click the [My Page](#) link.

The screenshot shows a navigation bar at the top with links: 'fake3@fakeemail.com', 'My Page' (circled in red), 'Message Center', 'My Account', and 'Sign Out'. Below the navigation bar is a section titled 'Create Commute Profile'. The text reads: 'If you are interested in rideshare matching you can create a commute profile below. To start, enter the name of this profile and select its type, you will then be prompted for address, schedule, and preference information.' Below this is a form with a text input field labeled 'Name:' with a red 'Required' label. Below the field is a hint: 'e.g. 'Daily Work Commute' or 'Trip to Springfield''. Below that are two radio buttons for 'Type:': 'Regular Commute' (selected) and 'One-Time Trip'. At the bottom is a blue 'Save and Continue' button.

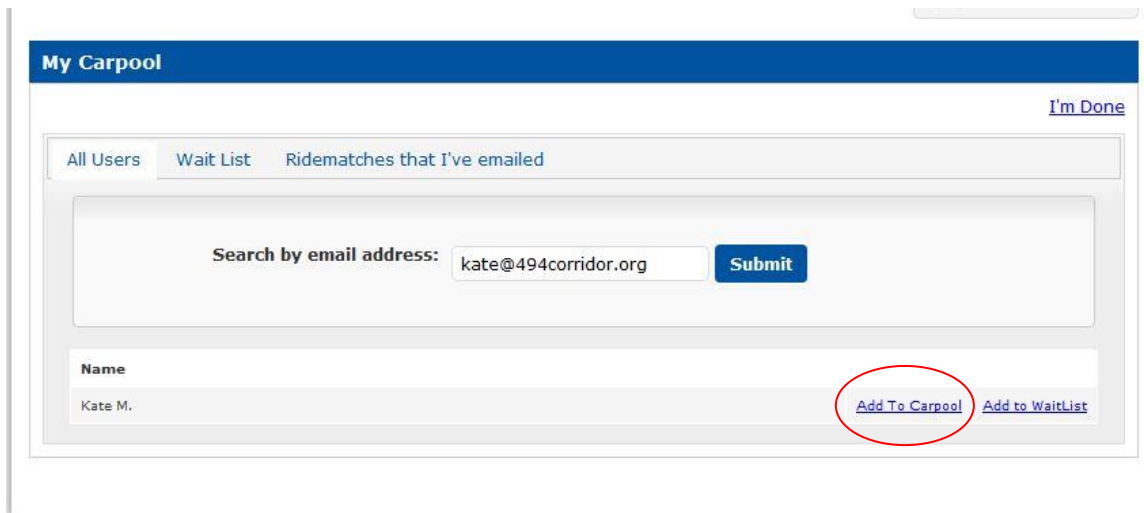
8. **IMPORTANT: Only one person should apply for the permit. Choose one member of your carpool to complete the following steps.** From the [My Page](#) screen, scroll to the bottom of the screen, and on the right side you will see a box labeled Features and Tools. Click on the [My Carpools](#) link.



9. Read the instructions and click on the [Register Carpool](#) link at the bottom of the screen.



10. Towards the bottom of the page in the [All Users](#) tab, search for your carpool partners. Please note that due to our privacy policy, we cannot display users' last names. To ensure you select the correct user, please **search by email address** and click [Submit](#). For each member in your carpool, search for them and next to their name click [Add to Carpool](#).



11. Your carpool member(s) will receive an email asking them to confirm they are indeed in your carpool. The email link will bring them to their profile account screen. They will need to sign in with their username and password to confirm.

Already registered? Sign In:

Email:

Password:

[Need Password?](#)

Stay signed in

[Sign In](#)

New user? Register for free:

Create an account to access **ridematching services, log your commute activity with the Trip Tracker or participate in the Guaranteed Ride Home program**

Provide your name, e-mail, address and some basic profile information.
Create a new account by providing your name, email address, and some basic profile information.

Provide your home address and details about your commute.
Provide your address, destination and commute preferences.

12. After you have added all your members, click *I'm Done*. You will now see your carpool roster and whether or not they have verified yet. Click on *Apply For Permit* to complete your application.

[★ Apply For Permit](#)

Carpool for Kate, Robin

[Add Carpool Member](#)

Name	Verified?		
Kate M.	No	Leave Feedback	Remove from carpool
Robin N. (me)	Yes		Remove from carpool

13. Choose your parking facility (Normandale Community College), select your arrival and departure time, confirm all of your information, and answer any other questions required by your facility. You will need to enter your license plate number and students will need to enter a student ID number.
14. After you submit the application, you will be taken to the *My Parking Permits* page where you can see the status of your permit. All carpoolers need to be verified before the permit can be approved. If it is approved, you will receive your permit within five business days after approval. If there is an issue with the application, you will be contacted by Commuter Services staff.

robin@494corridor.org
 Administration ▼
 My Page
 Message Center
 My Account
 Sign Out

My Parking Permits

Parking permit application successfully received.

Status definitions:

Pending: Your permit is under review. Permits are usually processed within two business days.

Approved: Your permit has been approved. It is usually mailed on the same day it was approved.

Needs Renewal: Your permit is set to expire at the end of the month. Click "Renew" below to renew your permit, or do nothing if you no longer carpool. If any information in your profile has changed (home address, phone number, etc.), please update it before renewing.

Denied: Your permit has been denied. If a carpool member has not verified within ten days it will be denied and you will not be notified. If you are denied for any other reason the primary applicant will receive an email stating the reason.

Revoked: Your permit was initially approved but is no longer valid.

Expired: Your permit was approved and the expiration date has passed without renewal.

Carpool Name: Carpool for Kate, Robin

Submitted	Status	Latest Notes	Expiration
1/9/2014	New Application Pending Approval		View Application

To get back to the [My Parking Permits](#) page from your main account page ([My Page](#)). Go to the bottom right corner under features and tools and click [My Permits](#) to view the status of your carpool application.



Permits expire at end of each semester. You will need to register before each semester. We will delete all permits from the system so that you can register for the next semester.

If your carpool roster changes (add or drop any members of your carpool), you must create a new application.

Users can only be in one carpool at a time. If you are changing carpool partners, make sure to delete your existing carpool first so you can apply for a new one.

Please contact us if you have additional questions about this process:

Commuter Services

952.405.9425

494commuterservices@494corridor.org



494corridor.org