Visitor Parking Database User Guide

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Overview

This guide will show you how to request physical 'goldenrod' parking permits for your department's visitors using the Visitor Parking module in CMS. This system allows you to order permits for department visitors and have permits ready for pickup at an information booth or mailed directly to your department.

Distribution Options

- Instruct your visitor to pick up at information booth 1 between 7:30 and 5:00.
- Instruct your visitor to pick up at information booth 2 between 7:30 and 4:30.
- Instruct your visitor to pick up at the UTAPS office at Folsom Hall between 7:30 and 4:30.
- Mail to any campus ZIP and distribute the permit yourself (hand out, snail mail, etc.).

If a visitor is arriving outside of regular business hours, order the permit a week or two in advance and snail mail it to the visitor.

Payment Options

- $3 Two-hour permit charged to a speedcode
- $6 Daily permit charged to a speedcode
- $15 weekly permit charged to a speedcode
- No charge (see criteria below)

No Charge Visitor Permit (Guest Speaker and Campus Business)

Only individuals visiting the campus for the purpose of transacting state business with the campus or speaking as a guest in a class are eligible for waived-fee parking permits. All of the following are required for approval:

- The request must be submitted at least 24 hours in advance.
- The request must include their full (first and last) name.
- The request must include a start and end time for their visit.
- The request must be for 3 days or less. Anyone visiting more than 3 days must purchase paid permits or apply for a volunteer permit.
- The visitor is not an enrolled Sac State student.
- The visitor is not a Sac State faculty or staff (active or retired).
- The visitor is not compensated in any way for their time on campus.
- The visitor is not a contractor, consultant, or vendor.
- The visitor is not attending a class, training, workshop, conference, or camp.

Anyone not meeting all the criteria above must pay parking fees. UTAPS may require official documentation proving the above criteria are met.

Examples of visitors who qualify for waived-fee visitor permits:

- Guest speakers participating in academic activities
Visitor Parking Access

You or another department representative must first be granted access to this module is CMS. To request access:

1. Using Internet Explorer, go to http://www.csus.edu/irt/is/cars/carsrequestunity.html
2. Follow the instructions through step 7
3. Click the "HR Role Request" tab
4. Click the "Add" button
5. Select the "Add" role action
6. Select one of the two following role types:
   a. "Visitor Parking Entry" if this representative should only be allowed to enter (but not approve) parking permit requests.
      i. This role type is used for representatives not authorized to charged department accounts.
   b. "Visitor Parking Approver" if this representative should be allowed to enter and approve parking permit requests.
      i. At least one "approver" is required in your department to complete requests. This is the most common role type used.
7. Click "Submit"

For any questions or assistance regarding MyCloud, please contact the IRT Service Desk at (916) 278-7337 or servicedesk@csus.edu

Navigate to Visitor Parking Database

1. Log in to MySacState
2. Click "Request Visitor Parking Permits" in the "Visitor Parking" tab
3. You will arrive at the "Maintain Request" page.

Alternatively, you can navigate directly to to this page in CMS: Main menu > Sac State Visitor Parking > Visitor Parking > Maintain Request.

Create a Visitor Parking Request

All visitor parking requests must be submitted in CMS by at least 3pm, the day before the effective date. Waived-fee visitor parking requests must be submitted at least 24 hours in advance (visitors must be vetted for compliance before being authorized for waived parking fees). If these time-frames are not met, you must either provide your visitor with a daily 'scratcher' permit or instructions on how to purchase a permit (More information on these options here).
1. Navigate to the "Maintain Request" page
2. Click the "Add" button
3. Complete the following required fields:
   a. **Requester:** This will automatically input your department name.
   b. **Request Type:** Select one of the following options
      i. **CB - Campus Business:** No charge (fees funded by UTAPS). Select campus business for a visitor conducting state business while on campus.
      ii. **GS - Guest Speaker:** No charge (fees funded by UTAPS). Select guest speaker for a visitor speaking in a classroom.
      iii. **X3 - Paid Daily Permit - Visitor:** These permits are $6/day.
      iv. **X6 - Paid Weekly Permit - Visitor:** These permits are $15/week.
      v. **X7 - Paid Two Hour Permit:** These permits are $3 for a two hour period.
   c. **Number of Permits:** This varies based on the request type (see below). If you require more than 15 permits, you may submit a request for event parking arrangements.
      i. **Paid Permits:** No restrictions; you may request an unlimited amount of permits.
      ii. **No Charge Permits:** This must be 1; one visitor parking request for each permit (visitors must be vetted for compliance before being authorized for waived parking fees). Also, see cloning in the next section to assist with these requests.
   d. **Event/Purpose:** The event name or visitor's purpose on campus.
   e. **Location:** The visitor's destination on campus. This may assist UTAPS staff with providing the visitor directions.
   f. **Time of Event:** The time period the visitor will be on campus. Enter one hour before their arrival and one hour after their departure (e.g. "8:00am - 1:00pm").
   g. **Name:** First and last name only. Do not enter more than one name!
   h. **Vehicle License:** Not required.
   i. **Distribution:** Indicate where you would like the permit to be ready for pickup.
      i. **INF1:** Instruct your visitor to pick up at information booth 1 between 7:30-5:00.
      ii. **INF2:** Instruct your visitor to pick up at information booth 2 between 7:30-4:30.
      iii. **UTAP:** Instruct your visitor to pick up at the UTAPS office at Folsom Hall between 7:30-4:30.
      iv. **1234 (four digit campus ZIP):** Mail to any campus ZIP and distribute the permit yourself (hand out, snail mail, etc.).
   j. **By:** Enter the date you require the permit ready for pickup (or the date to be mailed on campus).
   k. **Phone:** Not required. This may assist UTAPS staff with providing the visitor directions.
   l. **Comments:** Not required. Put any special instructions for the request here. Common examples are
      i. "ATTN: PROFESSOR JOHN SMITH" (If being mailed to a campus ZIP)
      ii. "FILE AS: UNION" (If you need the permit filed for pickup under something specific)
   m. **SpeedCode:** Required for paid permits. If the system does not find accept your speedcode, notify eventparking@csus.edu.
   n. **Amount:** Require for paid permits. Daily and two-hour permits will automatically calculate this field. You must calculate and enter this amount in manually for
weekly permits ($15/week).

o. **Effective Date(s):** Select a start and end date OR up to five individual dates.

4. Click the "Save" button.
5. The "Request ID" should now have a number assigned to it. Copy or note the request ID number if you would like to clone this request.
6. Your request is now ready to be approved.
7. (optional) You may approve the request by clicking the green check mark icon.
8. (optional) You may create another request by clicking the "Add" button.

### Permit Filing

All permits will be automatically filed under the visitor's last name. If the request is for multiple permits, they will be filed under the event name. You must instruct your visitor to provide UTAPS staff with their last name or the event name provided when picking up the permit. If you need the permit filed under a specific name, note this in the comments section.

### Clone a Visitor Parking Request

Requesting a large number of no charge permits may seem time-consuming, but there is an option to "clone" a request and populate all of the required fields for you. Use the clone feature to copy and paste similar visitor parking requests so you only have to manually enter the visitor's name.

1. Navigate to the "Maintain Request" page.
2. Click the "Add" button as if you were creating a new visitor parking request.
3. Click the "Copy From..." button.
4. Enter the "Request ID" of the visitor parking request to copy.
5. Click "OK".
6. The request form fields will now be populated with the data from the request you copied.
7. Make any necessary changes to the request.
8. Click the “Save” button.
9. The "Request ID" should now have a number assigned to it.
10. Your request is now ready to be approved.
11. (optional) You may approve the request by clicking the green check mark icon.
12. (optional) You may create another request by clicking the "Add" button.

### Approve a Visitor Parking Request
After entering a visitor parking request and clicking the save button, the request is now saved in the database (the status is "pending"). Once a request is approved, it will be submitted to UTAPS for authorization of charges, printing, and distribution.

Immediate Approval

After creating (or cloning) and saving a request, the status is pending. If you haven't navigated away from the request page, you may immediately approve the request by clicking the icon. The status will change to "approved" and be processed by UTAPS 48 hours before the distribution date. The request may be edited until then.

Pending Approval

Search for all previously saved and pending visitor permit requests to review, edit, and/or approve them.

1. Navigate to the "Maintain Request" page.
2. Click the "Find an Existing Value" tab.
3. Enter the request ID into the "Request ID" search box.
4. Click the "Search" button.
5. Approve the request by clicking the green check mark icon.
6. Click the "Save" button.
7. The status will change to "approved" and be processed by UTAPS 48 hours before the distribution date. The request may be edited until then.

You can also approve multiple requests by searching by "Requester" or "Created By".

- To search by requester, click the magnifying glass and select your department name.
- To search by creator, enter the last name of the creator.

Click search after entering one of the above search terms. A list of requests will display. Sort by distribution date by clicking Distribution Date. Click a request to see its information and approve it. Click the next button to move to the next request in the list.

Edit a Visitor Parking Request

A request may be edited if the status is still "pending" or "approved". If the status is "authorized" or "printed", contact eventparking@csus.edu to request changes.

1. Navigate to the "Maintain Request" page.
2. Click the "Find an Existing Value" tab.
3. Enter the request ID into the "Request ID" search box.
4. Click the "Search" button.
5. Edit the request by clicking the pencil icon.
6. Make the necessary changes.
7. Approve the request by clicking the green check mark icon.
8. Click the "Save" button.
9. The status will change to "approved" and be processed by UTAPS 48 hours before the distribution date. The request may be edited until then.

Cancel a Visitor Parking Request

A request may be canceled if the status is still "pending" or "approved". If the status is "authorized" or "printed", contact eventparking@csus.edu to request a cancellation.

1. Navigate to the "Maintain Request" page.
2. Click the "Find an Existing Value" tab.
3. Enter the request ID into the "Request ID" search box.
4. Click the "Search" button.
5. Click the red "X" icon.
6. Click the "Save" button.
Canceled permits will not be processed, printed, and charged by UTAPS.

Obtain a Refund for Unused Paid Permits

UTAPS will process a full refund for unused paid permits within four to six weeks after the permit's expiration date to the same speedtype charged.

Departments must mail back any unused permits to ZIP 6076 within one week after the expiration date for a full refund.

Unused and expired permits ordered for pickup at the UTAPS office and information booths will automatically be issued a refund.

Unused and expired no charge permits are not eligible for a refund and should be recycled.