



# Visitor Parking

## User Guide

**Contact Us:**

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## Overview

This manual will show you how to:

- Navigate to Visitor Parking
- Create a New Visitor Parking Request
- Approve a Visitor Parking Request
- Edit a Visitor Parking Request
- Copy a Visitor Parking Request from an existing one
- Create a Visitor Parking Request similar to an existing one
- Cancel a Visitor Parking Request



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## Navigate to Visitor Parking

1. Access Visitor Parking by visiting the following URL: <https://my.csus.edu>.
2. Sign in with your SacLink ID and password.

The screenshot shows the MySAC STATE website's signon page. The header includes the MySAC STATE logo and navigation links for 'home' and 'help'. The main content area is divided into two columns. The left column contains a 'Signon' section with a red circle around the 'SacLink ID' and 'Password' input fields and a 'Sign In' button. Below this is a 'Related Links' section with links for 'Sac State Home', 'Office of Human Resources', and 'CMS Home'. The right column features a 'Welcome' message and a list of services available to campus employees, such as updating personal information, viewing paychecks, and accessing benefits. A 'Sign out' link is visible in the top right corner of the page.

3. Select the Finance Access link in the Related Links section.

The screenshot shows the MySAC STATE website's Employee Home Page. The header includes the MySAC STATE logo and navigation links for 'home', 'help', and 'sign out'. The main content area is divided into two columns. The left column contains sections for 'Personal Information' (with links for Summary, Phone Numbers, Emergency Contacts, and Home Address), 'Benefits' (with links for Benefits Summary, Health Care Summary, and Savings Summary), and 'Payroll & Compensation' (with links for View Paycheck and Compensation History). The right column features 'Announcements', 'Contacts' (with a table of contact information), and a 'Related Links' section. The 'Finance Access' link in the Related Links section is circled in red. Below the link, it says 'Finance now opens in this window'. A 'Sign out' link is visible in the top right corner of the page.

Benefits Information	Contact	Phone Number
HR Benefits Office	Sacramento Hall 162	916-278-6213
Personal Information Paycheck Information HR Payroll Office	Sacramento Hall 161	916-278-6211

4. Visitor Parking Navigation: CSUS Custom Objects > Visitor Parking > Maintain Request.

## Create a New Visitor Parking Request

1. Navigation: CSUS Custom Objects > Visitor Parking > Maintain Request > Add a New Value.
2. Click the Add button.

**Maintain Request**

[Find an Existing Value](#) **Add a New Value**

SetID:

Request ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

3. On the Request form (see picture below), the Requester will default to your department.

**Maintain Request**

SetID: SACST Request ID: NEXT Created Date: 09/05/2006 Created By: Jane Doe

**Parking Request Information**

'Requester:  [Copy From...](#)

'Request Type:  Status: Pending  
Printed:

'No. of Permits:  Approved:  
Authorized:

'Event Purpose:  Last Updated:

'Location:

'Time of Event:

Name:

Vehicle License:

'Distribution:  'By:

Phone:

Comments:

SpeedType:

Amount:


**Effective Date(s)**

Eff Date:  End Date:

OR

Day 1:  Day 4:   
Day 2:  Day 5:   
Day 3:  [Clear Dates](#)




[Click here for information on charges](#)


4. Click the  icon next to the Request Type field to obtain a list of valid request types.
5. Enter details in the following **Required** fields:
  - a. Event/Purpose
  - b. Location
  - c. Time of Event field
  - d. Effective Date(s)
  - e. Name
  - f. Distribution
  - g. By
6. Refer to the UTAPS website <http://www.csus.edu/utaps/Visitor & Special Event Parking.htm> for further details.

**Maintain Request**

SetID: SACST Request ID: NEXT Created Date: 09/05/2006 Created By: Jane Doe

**Parking Request Information**

'Requester:   Copy From...   

'Request Type:   Visitor Status: Pending  
Printed:

'No. of Permits:



'Event Purpose:  Approved:  
Authorized:  
Last Updated:

'Location:

'Time of Event:



Name:

Vehicle License:



'Distribution:   'By:  



Phone:


**Effective Date(s)**

Eff Date:   End Date:  


OR

Day 1:   Day 4:  

Day 2:   Day 5:  




Day 3:   Clear Dates

Comments:

SpeedType:  

Amount:

[Click here for information on charges](#)

7. Click the Save button.

- Note that the Status is currently listed as "Pending".
- After saving, the Request ID changes from "NEXT" to an assigned number. Your request is now ready to be approved.

**Maintain Request**

SetID: SACST **Request ID: 0600010121** Created Date: 09/05/2006 Created By: Jane Doe

**Parking Request Information**

'Requester: Your Department ✓ ✕

'Request Type: VI Visitor ✓ ✕ **Status: Pending**  
Printed:

'No. of Permits: 1

Approved:  
Authorized:

'Event Purpose: Adjunct Faculty Last Updated: 09/05/06 8:55:52AM Jane Doe

'Location: Athletics

'Time of Event: 8:00 am to 11:00 am Mon/Wed

Name: John Doe

Vehicle License:

'Distribution: INFC 'By: 09/06/2006

Phone: 8XXXX

Effective Date(s)

Eff Date: 09/06/2006 End Date: 01/28/2007

OR

Day 1:  Day 4:   
Day 2:  Day 5:   
Day 3:

Comments: Your comments here

SpeedType:

Amount:  [Click here for information on charges](#)

## Approve a Visitor Parking Request

After entering a request, you can save the data and return later to approve it or you can immediately approve the request without navigating away from the page. If you have just entered a request and still have the Maintain Request page open, skip to step 4 on the next page (p.9).

1. Navigation: CSUS Custom Objects > Visitor Parking > Maintain Request > Find an Existing Value.
2. Enter your Request ID.
3. Click the Search button.

**Maintain Request**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
Add a New Value

---

**SetID:** = SACST

**Request ID:** begins with 0600010121

**Request Date:** =

**Request Type:** begins with

**Request Status:** =  ▼

**Event Name:** begins with

**Requester:** begins with


**Created By:** begins with Jane Doe

**Distribution Date:** =

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)





4. Click on the  Approval icon located in the upper right hand corner.
5. Click the Save button.


Once the Request has been approved, the green check mark will turn grey. The Status will change from Pending to Approved.

**Maintain Request**

SetID: SACST Request ID: 0600010121 Created Date: 09/05/2006 Created By: Jane Doe

**Parking Request Information**

\*Requester: Your Department   [Create Like...](#)   

\*Request Type: VI   Visitor Status: Pending Printed:

\*No. of Permits: 1  Approved: Authorized:



\*Event Purpose: Adjunct Faculty  Last Updated: 09/05/06 8:55:52AM Jane Doe

\*Location: Athletics

\*Time of Event: 8:00 am to 11:00 am Mon/Wed


Name: John Doe

Vehicle License:

\*Distribution: INFC   \*By: 09/06/2006  



Phone: 8XXXX

Comments: Your comments here



SpeedType:  



Amount:


**Effective Date(s)**

Eff Date: 09/06/2006   End Date: 01/28/2007  


OR

Day 1:   Day 4:  

Day 2:   Day 5:  

Day 3:   [Clear Dates](#)

[Click here for information on charges](#)

 [Return to Search](#) [Notify](#) [Add](#)

## Edit a Visitor Parking Request

A request may be edited provided that the Status of the request is still "Pending" or "Approved". If the Status currently displays "Authorized" or "Printed", please contact UTAPS at extension 87275 (x8PARK).

1. Navigation: CSUS Custom Objects > Visitor Parking > Maintain Request > Find an Existing Value.
2. Type your Request ID.
3. Click the Search button.


### Maintain Request

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#) [Add a New Value](#)

SetID:	=	▼	SACST
Request ID:	begins with	▼	0600010121
Request Date:	=	▼	
Request Type:	begins with	▼	
Request Status:	=	▼	
Event Name:	begins with	▼	
Requester:	begins with	▼	
Created By:	begins with	▼	Jane Doe
Distribution Date:	=	▼	

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)



[Find an Existing Value](#) | [Add a New Value](#)

4. Click the  Edit icon located in the upper right hand corner.
5. Make the necessary corrections.
6. Click the Save button.

**Maintain Request**

**SetID:** SACST **Request ID:** 0600010121 **Created Date:** 09/05/2006 **Created By:** Jane Doe

**Parking Request Information**

<b>Requester:</b> Your Department	<input type="checkbox"/> Create Like...	<input checked="" type="checkbox"/>		
<b>Request Type:</b> VI Visitor	<b>Status:</b> Approved			
<b>No. of Permits:</b> 1	<b>Printed:</b>			
<b>Event/Purpose:</b> Adjunct Faculty	<b>Approved:</b> 09/05/06 9:09:39AM Jane Doe			
<b>Location:</b> Athletics	<b>Authorized:</b>			
<b>Time of Event:</b> 8:00 am to 11:00 am Mon/Wed	<b>Last Updated:</b> 09/05/06 9:09:39AM Jane Doe			
<b>Name:</b> John Doe	<b>Effective Date(s)</b>			
<b>Vehicle License:</b>	<b>Eff Date:</b> 09/06/2006	<b>End Date:</b> 01/28/2007		
<b>Distribution:</b> INFC <b>By:</b> 09/06/2006	<b>Day 1:</b> <b>Day 4:</b>			
<b>Phone:</b> 8XXXX	<b>Day 2:</b> <b>Day 5:</b>			
<b>Comments:</b> Your comments here	<b>Day 3:</b> <input type="button" value="Clear Dates"/>			
<b>SpeedType:</b>				
<b>Amount:</b>	<a href="#">Click here for information on charges</a>			

7. If you wish to approve the request immediately, click the  Approval icon located in the upper right hand corner.




8. Click the Save button again.

Once the Request has been approved, the green check mark will turn grey. The Status will change from Pending to Approved.

**Maintain Request**

**SetID:** SACST **Request ID:** 0600010121 **Created Date:** 09/05/2006 **Created By:** Jane Doe

**Parking Request Information**

**\*Requester:** Your Department     

**\*Request Type:** VI  Visitor **Status:** Pending **Printed:**

**\*No. of Permits:** 1  **Approved:**

**\*Event Purpose:** Adjunct Faculty  **Authorized:**

**\*Location:** Athletics  **Last Updated:** 09/05/06 8:55:52AM Jane Doe

**\*Time of Event:** 8:00 am to 11:00 am Mon/Wed

**Name:** John Doe

**Vehicle License:**

**\*Distribution:** INFC  **\*By:** 09/06/2006

**Phone:** 8XXXX

**Comments:** Your comments here

**SpeedType:**

**Amount:**  [Click here for information on charges](#)

**Effective Date(s)**


**Eff Date:** 09/06/2006  **End Date:** 01/28/2007

OR

**Day 1:**  **Day 4:**

**Day 2:**  **Day 5:**

**Day 3:**



## Copy a Visitor Parking Request from an existing one

1. Navigation: CSUS Custom Objects > Visitor Parking > Maintain Request > Add a New Value.
2. Click the Add button.

**Maintain Request**

[Find an Existing Value](#) **Add a New Value**

SetID:

Request ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

3. From the request form, click the **Copy From...** button next to the Requester field.

**Maintain Request**

SetID: SACST Request ID: NEXT Created Date: 09/05/2006 Created By: Jane Doe

**Parking Request Information**

'Requester:  **Copy From...**

'Request Type:  Visitor

'No. of Permits:

'Event Purpose:

'Location:

'Time of Event:

Name:

Vehicle License:

'Distribution:  'By:

Phone:

Comments:

SpeedType:

Amount:

Approved:

Authorized:

Last Updated:

Status: Pending

Printed:

**Effective Date(s)**

Eff Date:  End Date:

OR

Day 1:  Day 4:


Day 2:  Day 5:

Day 3:

**Clear Dates**

[Click here for information on charges](#)

**Save** **Notify** **Add**


4. Now you can select the request you wish to copy from. If you know the Request ID of the record you would like to copy from, enter it in the Request ID field. Otherwise, you can click the  icon for a list of all requests.
5. Choose the request that you would like to copy from.
6. Click the OK button.




**Copy Visitor Parking Request**

**SetID:** SACST

**Request ID:**  

7. The Request form now contains data from the request that you copied.
8. Make any necessary changes to the data.
9. Click the Save button.
10. If you wish to approve the request immediately, click the  Approval icon located in the upper right hand corner.
11. Click the Save button again.

## Create a Visitor Parking Request similar to an existing one


1. Navigation: CSUS Custom Objects > Visitor Parking > Maintain Request > Find an Existing Value.
2. If you know the Request ID of the record you would like to copy from, enter it in the Request ID field. Otherwise, you can click the  icon for a list of all requests.
3. Choose the request that you would like to use in creating your new request.
4. Click the Search button.


### Maintain Request


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

SetID:


Request ID:   


Request Date:   


Request Type:   

Request Status:


Event Name:

Requester:   

Created By:   

Distribution Date:   

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



5. The Request form is now displayed.

6. Click the **Create Like...** button located near the Requester field.

**Maintain Request**

SetID: SACST Request ID: 0600010121 Created Date: 09/05/2006 Created By: Jane Doe

**Parking Request Information**

**Requester:** Your Department **Create Like...**   

**Request Type:** VI Visitor **Status:** Approved

**No. of Permits:** 1 **Printed:**

**Event Purpose:** Adjunct Faculty **Approved:** 09/05/06 9:09:39AM Jane Doe

**Location:** Athletics **Authorized:**

**Time of Event:** 8:00 am to 11:00 am Mon/Wed **Last Updated:** 09/05/06 9:09:39AM Jane Doe

**Name:** John Doe

**Vehicle License:**

**Distribution:** INFC **By:** 09/06/2006

**Phone:** 8XXXX


**Effective Date(s)**

<b>Eff Date:</b> 09/06/2006	<b>End Date:</b> 01/28/2007
OR	
<b>Day 1:</b>	<b>Day 4:</b>
<b>Day 2:</b>	<b>Day 5:</b>
<b>Day 3:</b>	<input type="button" value="Clear Dates"/>

**Comments:** Your comments here

**SpeedType:**


**Amount:** [Click here for information on charges](#)


7. A new Request form is created using data from the request you chose.
8. Make the necessary corrections.
9. Click the Save button.
10. If you wish to approve the request immediately, click the  Approval icon located in the upper right hand corner.
11. Click the Save button again.

Maintain Request

SetID: SACST Request ID: NEXT Created Date: 09/05/2006 Created By: Jane Doe

Parking Request Information

'Requester:  

'Request Type:   Visitor

'No. of Permits:



'Event/Purpose:

'Location:

'Time of Event:

Name:

Vehicle License:




'Distribution:   'By:  

Phone:

Comments:

SpeedType:

Amount:

Status: Pending



Printed:

Approved:



Authorized:



Last Updated:


Effective Date(s)

Eff Date:   End Date:  

OR

Day 1:   Day 4:  

Day 2:   Day 5:  

Day 3:  

[Click here for information on charges](#)

## Cancel a Visitor Parking Request

A request may be cancelled provided that the Status of the request is still "Pending" or "Approved". If the Status currently displays "Authorized" or "Printed", please contact UTAPS at extension 87275 (x8PARK).

1. Navigation: CSUS Custom Objects > Visitor Parking > Maintain Request > Find an Existing Value.
2. Type your Request ID.
3. Click the Search button.

### Maintain Request

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value
Add a New Value

SetID:	=	<input type="text" value="SACST"/>
Request ID:	begins with	<input type="text" value="0600010121"/>
Request Date:	=	<input type="text"/>
Request Type:	begins with	<input type="text"/>
Request Status:	=	<input type="text"/>
Event Name:	begins with	<input type="text"/>
Requester:	begins with	<input type="text"/>
Created By:	begins with	<input type="text" value="Jane Doe"/>
Distribution Date:	=	<input type="text"/>

Case Sensitive

Search
Clear
[Basic Search](#) 
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)


4. Click on the  Cancel icon located in the upper right hand corner.
5. The Status will change from "Approved" to "Cancelled".
6. Click the Save button.

The request has now been cancelled.

**Maintain Request**

SetID: SACST Request ID: 0600010121 Created Date: 09/05/2006 Created By: Jane Doe

**Parking Request Information**

Requester: Your Department Create Like...  

Request Type: VI Visitor **Status:** Approved

No. of Permits: 1 **Printed:**

Event/Purpose: Adjunct Faculty **Approved:** 09/05/06 9:09:39AM Jane Doe

Location: Athletics **Authorized:**

Time of Event: 8:00 am to 11:00 am Mon/Wed **Last Updated:** 09/05/06 9:09:39AM Jane Doe

Name: John Doe

Vehicle License:

**Effective Date(s)**

Eff Date: 09/06/2006 End Date: 01/28/2007

OR

Day 1: Day 4:


Day 2: Day 5:

Day 3: Clear Dates

Comments: Your comments here

SpeedType:

Amount: [Click here for information on charges](#)

 Return to Search Previous in List Next in List Notify Add