

Mankato West - Online Registration Directions - Parking

Steps to Register: *Please read closely as the screens have changed from last year*

1. Access registration with [Affinity](#).
 - a. Read and familiarize yourself with the home page (note the tabs across the top of the page and additional printable document links toward the bottom of the page). ***Please note - there are instructions on the website that demonstrate how both returning users and new users should access their account. Please view these to create an account, if you have any trouble accessing the program, or experience difficulties logging into your account.*** You can also click [HERE](#) to access the instruction piece.
 - b. If you are new to the system and don't have an account, choose “**Don't have an account yet?**” and create an account with an email address and password of your choosing. This is the email address and password that you will use to login in the future. After creating an account you will receive an email asking you to validate the account. This **MUST** be done to access the system in the future. If you do not receive this email, please check your spam or junk mail folder.
 - c. Reminder - Instructional steps to set up a new account and link your students to that account can be found both on the website's home page and also by clicking this link: [Instruction to create a registration account](#)
 - d. If you need to work with customer service to create your User Account for the first time, they will email you a registration key. You will choose “Other Options” and then follow the prompts to enter that registration key to start the login process or contact customer service Toll Free 800-934-2621. You can also email the service desk at admin@affinitysolutions.com
2. To begin registration, click “GO” or the soccer ball and then click REGISTER within the appropriate student box for parking.
 - a. Click the activity box of choice, select the course, and click REGISTER
 - b. Read the information presented about the course and click START
 - c. Complete forms by answering the questions
 - d. Check out and Finalize Order
 - e. Pay using the debit or credit card you entered as your payment method.
 - f. Once you've completed the registration process, print your receipt. If you are not offered a receipt – you have not completed your registration.