

## **Campus Safety Services** Santa Clara University

Instruction to Drivers:

- 1. Log in or Sign Up for ChargePoint account (if you already have an account, go to step 3)
- 2. How to Sign Up for ChargePoint account:
  - a. ChargePoint website at <u>www.chargepoint.com</u>
  - b. ChargePoint Mobile App on iPhone or Android
    - i. By signing up via mobile app, you will immediately be able to start sessions without waiting for your ChargePoint card to arrive
- 3. Connecting to Santa Clara University
  - a. Click on Connections tab
  - b. Locate Connection Code field (see below image)

Find	Conr	nections	Offers
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🚯 Add Filter				
Match all	🔘 Match any	Apply Filters		
Connection code 💡		Apply		
<ul> <li>c. Enter connection code provided</li> <li>d. Click Apply</li> <li>e. Request connection prompt will appear</li> <li>f. Fill out required (*) information (see below image)</li> <li>g. Click Request Connection</li> </ul>				
Available to	SCU Affiliates			
* Valid SCU Permit				
Benefits	Free Charging with	Valid Permit		
I agree to the C	cel Request (	ond Conditions <b>(?)</b>		