

HOW TO REGISTER FOR A GENERAL PARKING PERMIT ONLINE

STEP-BY-STEP

The general parking request form will open at 7 a.m. on Thursday, August 3, 2017.

All eligible uLethbridge students will receive an email on Wednesday, August 2 to their “@uleth.ca” account that includes a personalized link to the parking request form.

Make sure to check your junk folder if you do not see a message in your inbox. If you do not receive an email, please contact parking@uleth.ca and they will resend your link.

To register for a permit, please click on the link provided to you in your email. This link is unique to you; it's attached to your student account and you can only submit the form once.

If you click the link before the form is live at 7 a.m. on Tuesday, August 1, you will receive a message stating “Sorry, this has not started”.

Please familiarize yourself with our lot prices

ulethbridge.ca/facilities/parking/parking-rates

Permits are available for 4-, 8- 12-months. Choose carefully as changes cannot be made after the form is completed. Please note: Fall 2017 semester permits are only valid until December 31 and you are not guaranteed a permit in January 2018.

Steps to complete the Parking Permit Request Form

1. Select the duration of the permit that you would like to purchase by clicking on the duration time, which will highlight in blue

Select permit duration:

4 Months/Fall Semester (September 1st, 2017 - December 31st, 2017)

8 Months (September 1st, 2017 - April 30th, 2018)

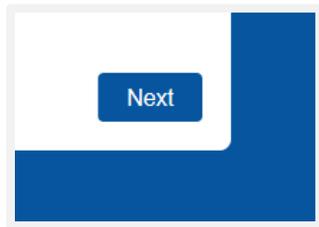
12 Months/Annual (September 1st, 2017- August 31st, 2018)

4 Months/Fall Semester (September 1st, 2017 - December 31st, 2017)

8 Months (September 1st, 2017 - April 30th, 2018)

12 Months/Annual (September 1st, 2017- August 31st, 2018)

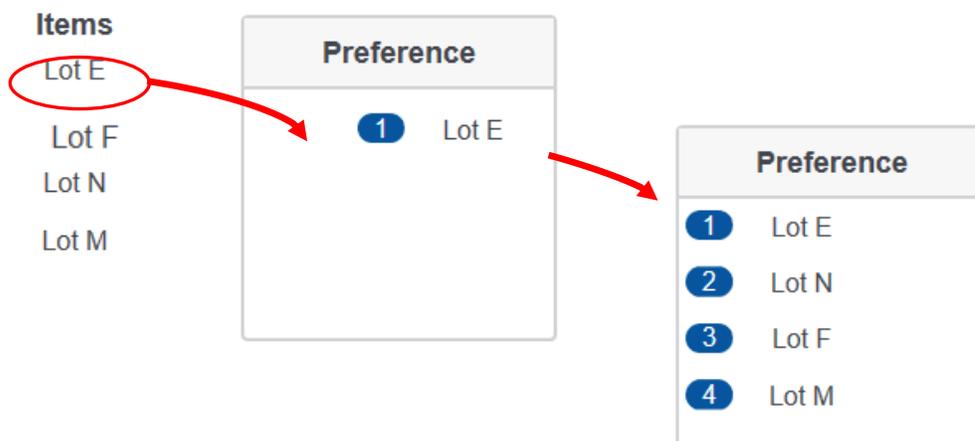
2. Click "Next"



3. Select your lot preferences by clicking or tapping and then dragging your selection from the Items list on the left to the Preference box on the right in your order of preference. You may select as many or as few lots as you like.

Passes will be allocated in the order that requests are received, based on permit availability and your lot preferences.

Please note, you will be only able to select from lots which you are entitled to purchase permits for.



4. Select the "I hold a valid disability placard" if this pertains to you by clicking on the tab which will highlight in blue, if not go to step 5

Additional information:

I hold a valid disability placard.

I hold a valid disability placard.

information is only valid for the waiting list

5. To make changes please use the back button. Click “Next” to submit your selection and complete the Parking Request Form.



6. You will be directed to a notice stating your Parking Request Form was received.
 - Based on the number of parking spaces available, and the demand for on-campus parking, it is not likely that all students who request parking permits will receive them.
 - Permits will be assigned on a first-come, first-served basis.
 - Permits will be assigned based upon lot availability and your lot preference.
 - Permit fees will be charged to your student account.
 - All students who submit a parking permit request and are not successful will automatically be placed on a waiting list.

If you have any questions or run into any issues during this process, contact Parking Services at parking@uleth.ca.