

## **How to Register for a Parking Permit**

You must first register and select your permit on-line by going to <http://trentu.parkadmin.com> (instructions below)

If you are new user, begin at “Section A.” If you are a returning user, proceed to “Section B.”

### **A. NEW USERS:**

1. Click on “Create Account” and complete the Profile Registration form.
2. You will receive confirmation instructions (please note it can take anywhere from two minutes to two hours for the instructions and could go to your junk mail.
3. Confirm your registration, once you have received your password you can visit the “edit profile” page to change your password or profile information.
4. Click on the “Vehicles” tab , then click the “Add New Vehicle” tab and register the vehicle(s) you wish to park on campus (you will need the correct licence plate number, make, model and colour of your vehicle(s)).
5. Click on the “Permits” tab and review the map and select the permit you wish to buy. Click the “Reserve Permit”.
6. Click the “Continue to Checkout” tab, select the payment type. MasterCard and Visa payments can be made online. Visa debit will not work online. If you select cash you must pay at the parking office. Staff and Faculty who wish to adding flexible benefits to parking and/or wish to use payroll deduction can send an email to [parking@trentu.ca](mailto:parking@trentu.ca) or come into the office. Staff and Faculty wishing to pay with cash or debit must come to the parking office.
7. “Logout” of your ParkAdmin account.

### **B. RETURNING USER:**

1. Log in to ParkAdmin <https://trentu.parkadmin.com> using your password. If you have forgotten your password, select the “Forgot your username or password?” link.
2. Click on the drop down arrow beside your name, on the right hand side of the screen. From here you can create a new password, update all your information and the history tab will show all payments and emails.
3. Click on “Parking” and select the permit you wish to buy. Click the “Reserve Permit”.
4. Click the “Continue to Checkout” tab, select the payment type. MasterCard and Visa payments can be made online. Visa debit will not work online. If you select cash you must pay at the parking office. Staff and Faculty who wish to adding flexible benefits to parking and/or wish to use payroll deduction can send an email to [parking@trentu.ca](mailto:parking@trentu.ca) or come into the office. Staff and Faculty wishing to pay with cash or debit must come to the parking office.