

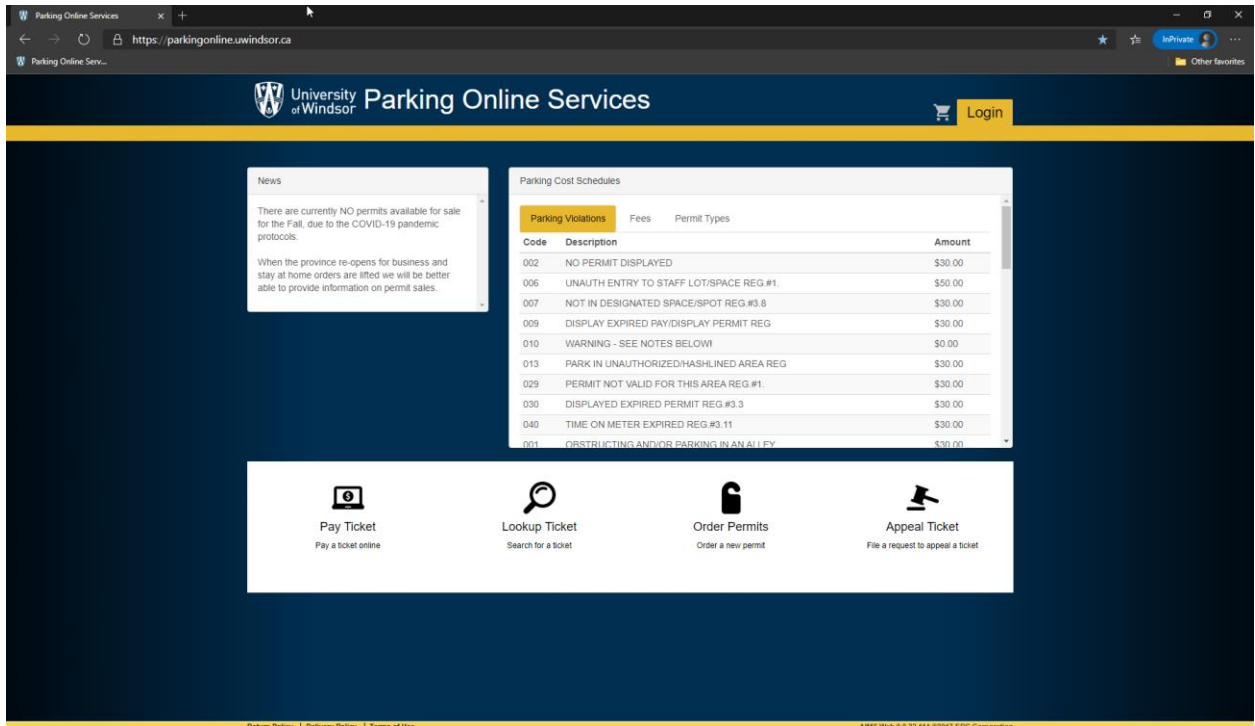
STUDENT PARKING PERMIT INSTRUCTIONS

[HTTPS://PARKINGONLINE.UWINDSOR.CA](https://parkingonline.uwindsor.ca)

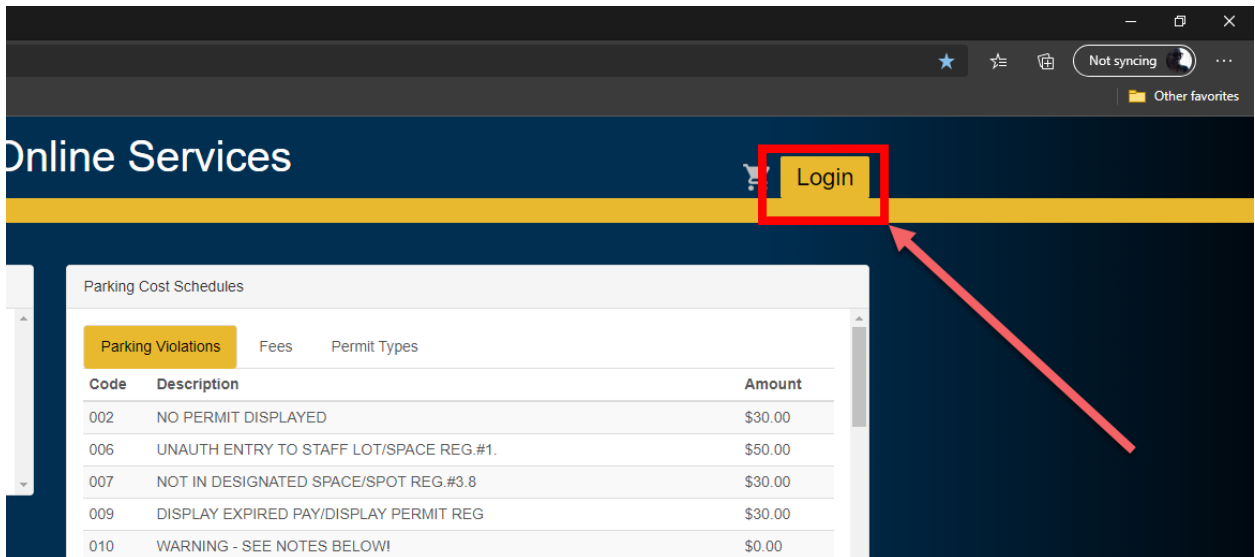
Kanyiha Ngotho
UNIVERSITY OF WINDSOR

PARKING PERMIT PURCHASE INSTRUCTIONS FOR STUDENTS

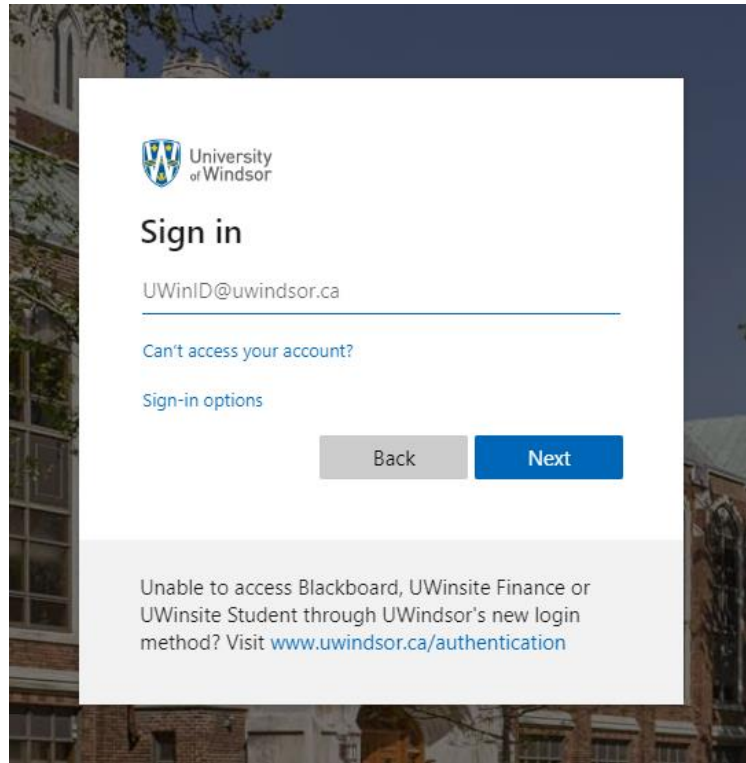
1. Open a browser and type <https://parkingonline.uwindsor.ca> into the URL address bar. This is what you should see.



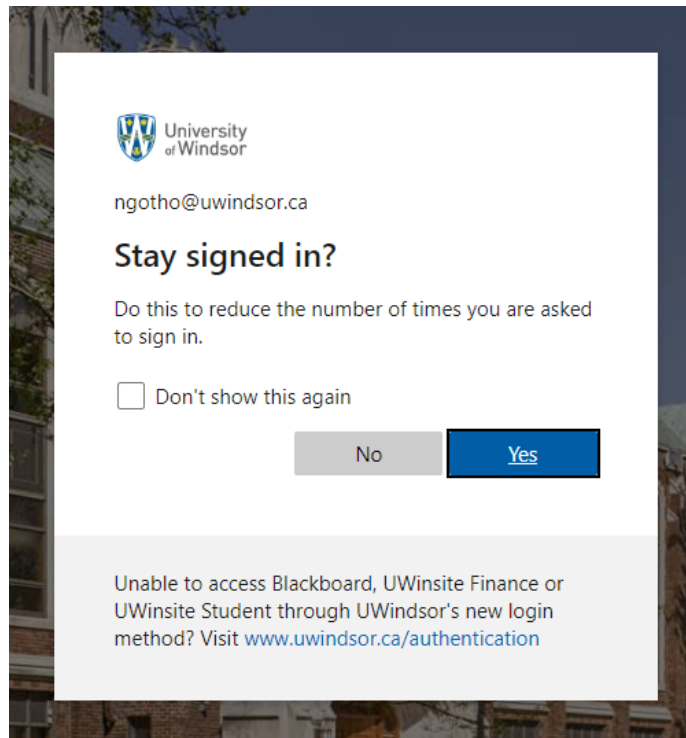
2. Click on the "Login" button at the top right section of the page.



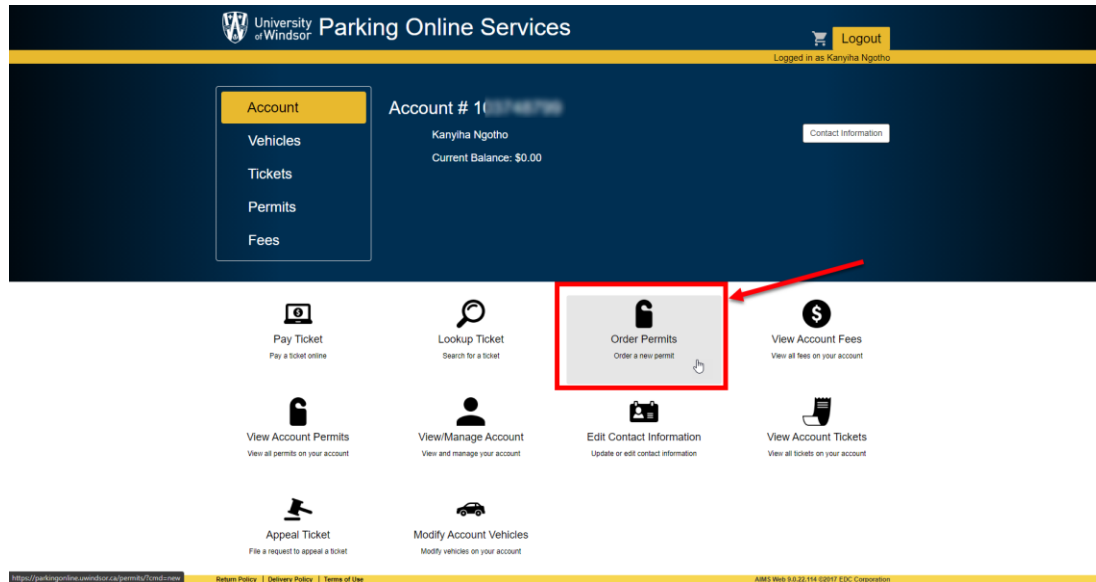
3. Enter your UWindsor e-mail address and password at the prompt.



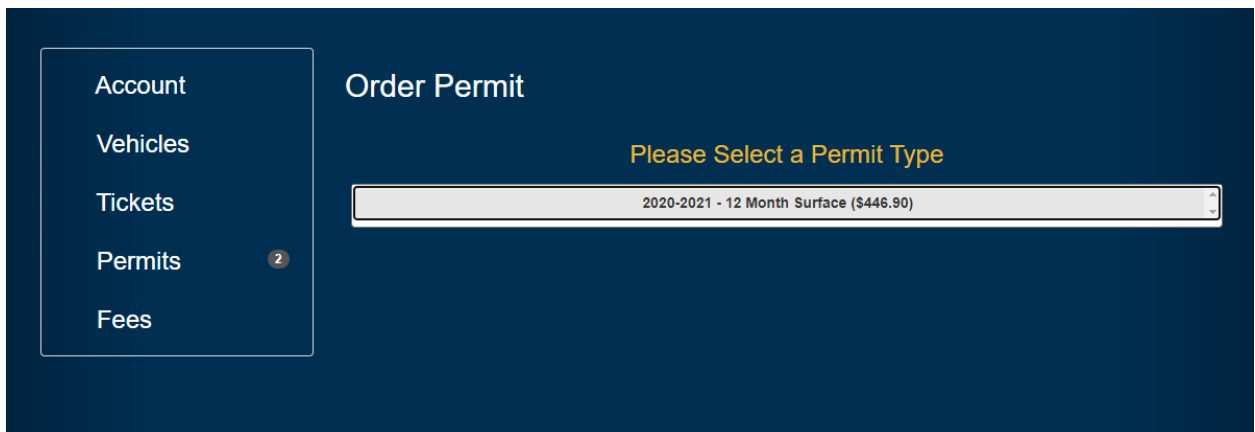
4. For faster login in the future, you can select "Yes" on the following prompt.



- At this point, you should be logged into our Parking System and you should see a screen with your name and Student Number on display. To start the Permit Order process, click on the "Order Permits" icon.



- Click on the permit you want to order.



- Depending on the permit you buy, confirm the dates that will tell you how long the permit will be active for.

Account

Vehicles

Tickets

Permits **2**

Fees

Order Permit

Permit Type

2020-2021 - 12 Month Surface (\$446.90)

Dates

09/02/2020 - 08/31/2021

Please Select any Vehicles for this Permit

Add Vehicle

Confirm

- Click on “Add Vehicle”, to add the details of the vehicle that the permit will be assigned to. When you are finished adding all the details, click on the “Add” button.

Dates

09/02/2020 - 08/31/2021

Please Select any Vehicles for this Permit

Add Vehicle

Confirm

Add Vehicle

Plate #

State/Prov.*

Make*

Model*

Color*

Body Type*

Add Cancel

9. Click on the "Confirm" button.

The screenshot shows the 'Order Permit' form. On the left is a navigation menu with 'Permits' highlighted and a '2' badge. The main form has three dropdown menus: 'Permit Type' (2020-2021 - 12 Month Surface (\$446.90)), 'Dates' (09/02/2020 - 08/31/2021), and 'Please Select any Vehicles for this Permit' (ON AAAA123 (TURQ PLYMOUTH ACCLAIM)). Below the vehicle dropdown is an 'Add Vehicle' button. At the bottom right, a red arrow points to the 'Confirm' button.

10. Check the checkbox labelled, "I have read and agree to the terms of service above", then click on the button labelled "Add Permit to Cart".

The screenshot shows the 'Terms of Service' section. At the top is a 'Vehicle(s)' dropdown menu with 'ON AAAA123 (TURQ PLYMOUTH ACCLAIM)' selected. Below is the 'Terms of Service' text with four bullet points. At the bottom, a red arrow points to the checkbox labeled 'I have read and agree to the terms of service above', and another red arrow points to the 'Add Permit to Cart' button.

11. You will be directed to a checkout page that looks like the image below. To continue, enter your email address in the Email field and then click on the "Continue" button.

Your Shopping Cart Add Another Permit

Item	Price	View
<input type="checkbox"/> Permit - 2020-2021 - 12 Month Surface Start Date: 09/02/2020 End Date: 08/31/2021 Vehicles: •	\$446.90	
Sub-Total	\$446.90	
HST	\$58.10	
<input type="button" value="Remove"/> Total	\$505.00	

Checkout

Contact Information

Email

12. You will then be directed to our e-commerce checkout page. For this demonstration, we will checkout using a credit card.

UWindsor Secure Checkout

Your Order Summary

Item	Unit Price	Qty	Total
Permit - 2020-2021 - 12 Month Surface	\$505.00	1	\$505.00
Total Amount:			\$505.00

Choose Payment Option




[Pay with UWinCard](#)

[Pay with credit card](#)

13. Fill in your credit card information, then click the "Continue" button.



Enter Credit Card Information

Card Type:
   

Card Number:

Name on Card:

Expiration Date:

Security Code:
 [What's This](#)

[Back](#)

14. If you entered in a valid credit card, you will then be redirected back to the Parking site with a confirmation message that the permit has been ordered.

Receipt # W [REDACTED]

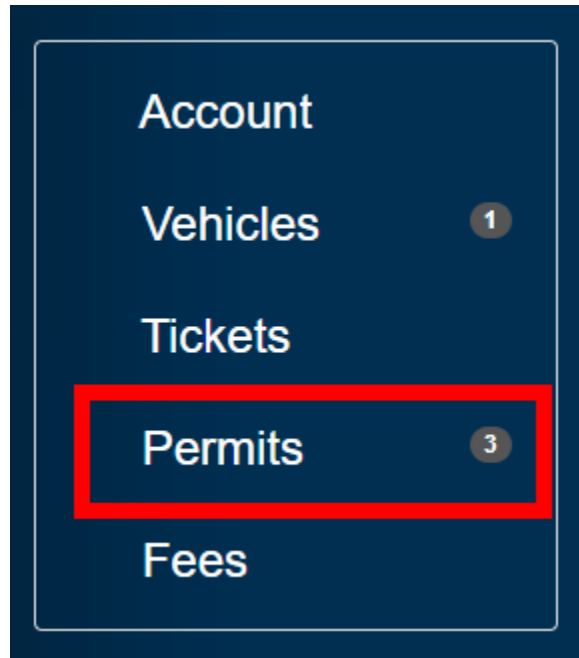
Payment Information:

Account Number: 103748799
Payment Type: Master Card
Payment Date: 09/02/2020 02:04 PM
Authorization Number: [REDACTED]
A copy of this receipt will be sent to [REDACTED]

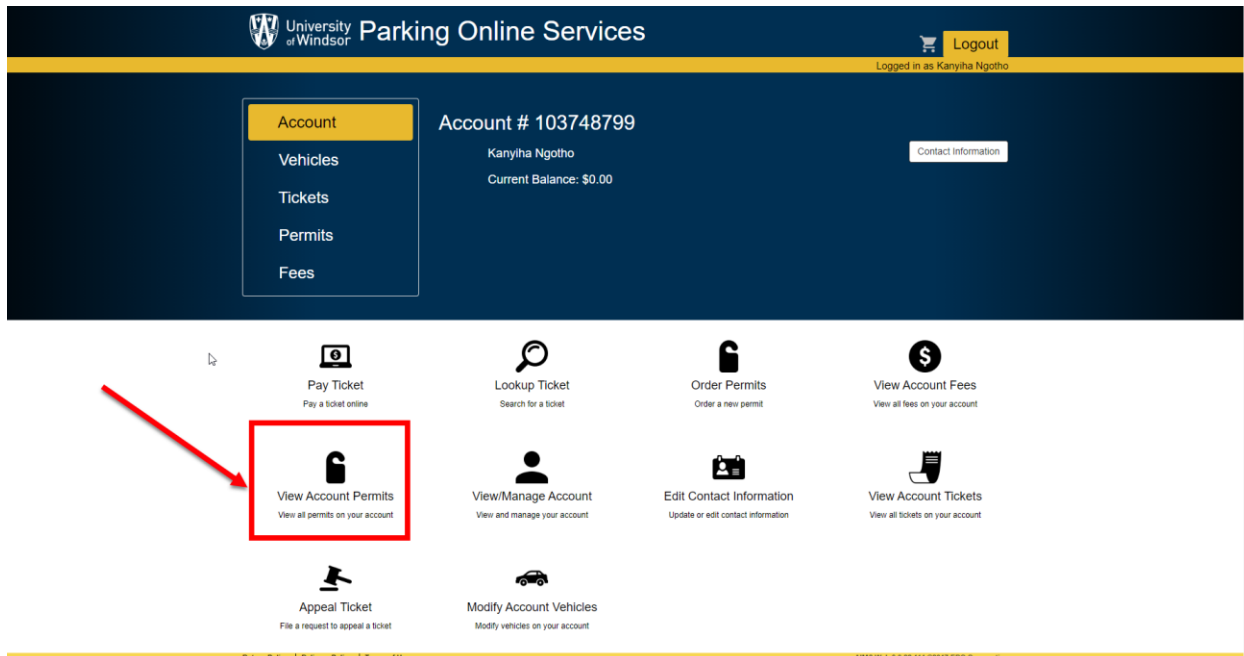
Receipt Items:

Item	Price	View
Permit - 2020-2021 - 12 Month Surface Start Date: 09/02/2020 End Date: 08/31/2021 Vehicles: .	\$446.90	<input type="button" value="View"/>
Sub-Total	\$446.90	
HST	\$58.10	
Total	\$505.00	

15. To view your current permits, you can either:
- a. Click on the “Permits” link on the left-hand side.



- b. Or go back to the “Account” page, then click on “View Account Permits”.



16. You should then be able to see the permit you just purchased.

The screenshot displays a user interface for managing permits. On the left is a dark blue sidebar with navigation options: Account, Vehicles (with a '1' badge), Tickets, Permits (highlighted in yellow with a '3' badge), and Fees. The main content area is titled 'All Active Permits:' and includes two buttons: 'Order Permit' (red) and 'View All Permits' (white). Below the title is a table with columns: Permit Number, Type, Expires, Balance, and View. The table contains three rows of permit data. The third row, representing a '2020-2021 - 12 Month Surface' permit, is highlighted with a red border. A red arrow points from the 'Permits' menu item in the sidebar to this highlighted row. At the bottom right of the table, it says 'Total: \$0.00'.

<input checked="" type="checkbox"/>	Permit Number	Type	Expires	Balance	View
	Unassigned	Weekend	08/31/2020	\$0.00	View
	Unassigned	Weekend	09/06/2020	\$0.00	View
	Unassigned	2020-2021 - 12 Month Surface	08/31/2021	\$0.00	View

Total: \$0.00

SUPPORT INFORMATION

If you encounter any issues at any point in the process, please do not hesitate to contact the Parking Office via email at parking@uwindsor.ca