Setting up a Staff Parking Account

If you want to purchase or renew your permit online, you need to have an account set up in the Parking Portal. Employees normally have an account auto generated when they begin working at Western. Normally, within a few days of beginning your new job, your Parking Account will be automatically created by Human Resources. If this has been done, you'll be able to sign in to your Parking Account using your Western ID and password, as you would on other Western websites.

Follow the steps below to determine if you already have a parking account, and how to create one if you do not.

1) Navigate to the Parking Portal by going to: www.uwo.ca/parking/permits

        i) Click 'Faculty & Staff'

Faculty & Staff

        ii) Click 'Purchase a Parking Permit' – this will take you to the Parking Portal

Purchase a Parking Permit

2) In the Parking Portal, click **'LOGIN'** (top right of the webpage)

LOGIN -or- SIGNUP

3) Click the **'Western University Login'** button.

Western University Login

4) Try logging in using your Western User ID and password.

User ID:

Password:

If you login successfully, it means you already have a Parking Account and you'll be taken to the Parking Portal. You will be able to purchase your parking permit or a bike shelter space online!

Parking Portal

Click the **'Get Permits'** button to see permits available for you to purchase online.

Note: You do NOT require an account or need to log in to pay a Citation. Enter your **Citation Number** or **License Plate** and click **Search Citations**.

NOTE: We recommend using **Internet Explorer** for this site.

However, if you receive the following error message, then your Parking Account has not yet been set up automatically by the system. You can choose to wait a couple more days and try again. However, if you'd like to get your parking permit purchased right away, then follow the steps below to create your Parking Account.
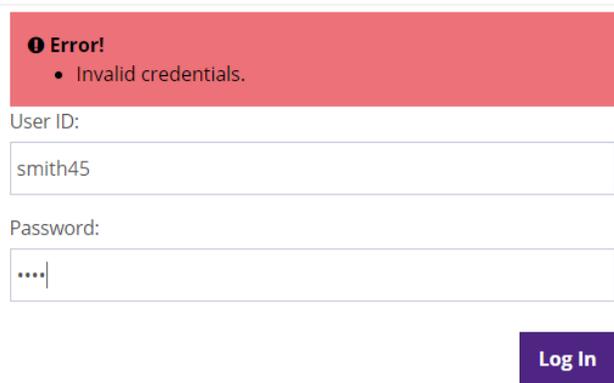
Error!
- Invalid credentials.

User ID:

smith45

Password:

••••

Log In

Create your Parking Account:

1) Navigate to the Parking Portal by going to: www.uwo.ca/parking/permits

       i) Click **'Faculty & Staff'**

Faculty & Staff

       ii) Click **'Purchase a Parking Permit'** – this will take you to the Parking Portal

Purchase a Parking Permit

2) In the Parking Portal, click **'SIGNUP'** (top right of the webpage)

🔔   🛒 (0 ITEMS $0.00)   LOGIN -or- SIGNUP

3) Complete each of the registration fields:

       a) Enter your Western email address in both **'Email Address'** fields
       b) Enter your **'9 Digit Western ID'**, this is the number showing on your Western ONECard
       c) Select **'Faculty/Staff'** from the Classification drop down
       d) Enter your **'First'**, **'Middle'** and **'Last'** name in the name fields
       e) Enter your phone number in the **'Phone Number'** field
       f) Enter a password in the **'Password'** fields
       g) Click **'Create Account'**

4) New Employees: bring a copy of your employment contract to the **Parking Services office*** to complete the set-up of your account. Once this has been done, you can make purchases at the **Parking Services office*** or online.

*For Parking Services location and hours of operation please visit https://www.uwo.ca/parking/