

## Setting up a Student Parking Account

If you want to purchase or renew your permit online you need to have an account set-up in the Parking Portal. The URL for the Parking Portal is: <https://westernu.t2hosted.ca/Account/Portal>

Follow the steps below to set up your Parking Account:

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

i) Click 'Students'

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

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

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 'Student' 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'

**That's it –**