

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> or you can following the instructions for navigating to the portal from the Parking website.

Follow the steps below to set up your Parking Account:

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

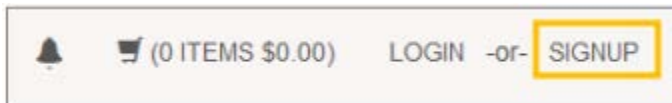
i) Click 'Students'

[Students – undergraduates, professional students and graduate 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 – you're done! You can now purchase a permit online.