

Faculty/Staff – ensure your parking permit is active for September 1

If you returned your parking hang tag and you wish to purchase a permit to park:

- You will need to visit the Parking Office to obtain a new permit hang tag and activate a new permit. Western ONECard is required for permit purchase.

If you still have your hang tag and you want to ensure your parking permit is active and ready to go:

1. Log in to your parking account to determine if your permit is still active.
 - Visit <https://www.uwo.ca/parking/> and click on “Parking Account” from the purple banner.
 - Log into the Parking Portal, then click on “View Your Permits.”
 - Ignore any Permit Numbers that begin with AVI or DSK, but make note of the other permit type which should be near the top of the list. Some examples are: CNR Continuous Monthly Payroll Deduction or PNR Continuous Monthly Payroll Deduction.
 - If your permit is the type “Continuous Monthly Payroll Deduction”, the status should be “Active” and after August 15th the permit will automatically self-renew for this academic year. Congratulations! This means your permit payment is set for automatic payroll deduction which happens at the end of each month and your permit is active and ready to use in your eligible zone lots. Skip to step three to ensure you have no outstanding citations.
 - If your permit Type is not the “continuous monthly payroll deduction” type your status may read “active”, “inactive”, or “returned”. Check the column that shows your expiration date and if **August 31, 2021 or earlier is shown**, this means your permit will **not** work for you on September 1 and you’ll need to repurchase your permit online. Go to step two to renew your permit.
2. **As of August 16, if you need to renew your permit, you may do so online** from within the [Parking Portal](#). Click on the “Permits” tab and continue to purchase a faculty/staff PNR (grey/perimeter zone) permit. Should you wish to purchase a faculty/staff CNR (orange/core zone) please contact the Parking Office for availability. **Faculty/Staff permits for September are available now in person at the Parking Office.**
3. From within the Parking Portal you can quickly see if you have any outstanding parking fines to clear up. You will not be able to purchase a permit with outstanding fines. From within the [Parking Portal/Parking Account](#), click on the “Citations” tab in the top banner. Citations must be paid before you can purchase a new permit.

Visit the Parking website for further information:

[PERMIT RATES](#)

[PAY-AS-YOU-GO PARKING OPTIONS](#)

Feel free to contact us with any questions or concerns you have about parking and your return to campus. We can be reached at:

Parking & Visitor Services

Support Services Building, Room 4150 – Monday – Friday, 8:30 am – 4:00 pm

wparking@uwo.ca

519-661-3973

**when stopping in person to the Parking Office, take advantage of the free 10-minute space along the curb when you first enter the SSB lot.*