

There are times when you have less than 25 guests coming to campus and want to provide them with a parking pass paid for by the department. We offer self-serve parking passes which can be printed on demand and used in attended visitor lots, pay and display areas and in select gated lots on campus. To purchase passes for your guests, follow the steps below.

- 1) Go to [www.uwo.ca/parking](http://www.uwo.ca/parking)
- 2) Hover over \_\_\_\_\_ from the menu at the top and then click on



- 3) Click on \_\_\_\_\_ from menu on the left.

- 4) If you have access to the Portal, click \_\_\_\_\_ from the bottom of the page.

- a. If you do not have access to the Guest Parking Portal, click
  - i. Complete the form and email it to [wparking@uwo.ca](mailto:wparking@uwo.ca) and return to these steps once access has been granted.

- 5) Enter the \_\_\_\_\_ and \_\_\_\_\_ given to you by Parking Services. These are NOT the same credentials you use for your personal parking account. Then click \_\_\_\_\_ .'

- 6) Click ' \_\_\_\_\_ link.
  - a. If you do not see the message below, close your browser and login again. This should resolve any 'browser cache' issues.

7) Follow the steps below based on the number of parking passes you require:

<p>Only one parking pass and want to print or email it to the guest yourself...</p> <p>this is the recommended method for purchasing one pass.</p>	<p>Click <a href="#">here</a> found directly below the email field.</p> <p>This will display the parking pass in a PDF</p>
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If you have requested multiple parking passes in the Guest Parking Portal using 'Qty of Coupons', you can view / print / save the passes at any time. Use this functionality to distribute passes to guests, or re-print passes that were not used. To view / print / save the parking passes follow the steps listed below:

- 1) To view the parking passes, from within the Guest Parking Portal:
  - a. Click [View My Parking Passes](#) link found at the top of the Departmental Hosted Parking portal window.

- 2) Enter the date you requested the passes in the  search box.
  - a. Note: the date will default to today's date

- 3) Click on 
  - a. Your request will show as 'Pending' until a process finishes running; this occurs every 10 minutes. Periodically press the F5 key on your keyboard to refresh the page until you see that your request is 'Complete.'
    - i. When you see 'Completed' you can print / view the parking pass.

- 4) Click  next to the [Print](#) link