

## **HOW TO GUIDE: REGISTER YOUR VEHICLE DURING COVID-19**

This document was put together to guide you through the process of registering your vehicle online during the Covid-19 pandemic.

To begin, you must have St. Clair ONE credentials and have access to the Parking Services Self Service site at [www.stclaircollege.ca/parking](http://www.stclaircollege.ca/parking) - should you not have St. Clair ONE credentials, or have forgotten your password, please contact the St. Clair College IT department at [www.stclaircollege.ca/it-services](http://www.stclaircollege.ca/it-services).


You will also need to know your vehicle information including license plate, make, model, year, color and body style for this process.


You will need to register your vehicle if you do not have an active permit, if you are new on campus, or if your permit has previously expired.

**You will not be receiving a hang-tag or printable permit with this registration, therefore nothing will be distributed or needing to be picked up once registration is complete.**


## ACCOUNT OVERVIEW


Once logged in to the Parking Services Self Service site you will be presented with the Account Overview page. This page will give you a starting point to manage your account and present you with any important notices regarding vehicles, permits and tickets.


 **ST. CLAIR**  
COLLEGE


 **Logout**


Logged in as Anthony Stark

 **Account**

 Vehicles

 Tickets

 Permits


 Fees


### Account #


Anthony Stark


Current Balance: \$0.00


Contact Information


  
Get your Parking Permit


  
Pay Parking Tickets


  
Parking Ticket Appeals

  
Print Parking Application

  
Change Account Information  
Any changes to your account including address, phone numbers, refunds, and vehicle changes


  
South Campus Parking Map  
Map of the South Campus Parking Lots


  
Chatham Campus Parking Map  
Map of the Chatham Campus Parking Lots

  
Parking Help


## REGISTERING YOUR VEHICLE


From the Account Overview screen, locate and select 'Get Your Parking Permit'. In the example below, the icon has been circled in red.


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Anthony Stark  
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South Campus Parking Map  
Map of the South Campus Parking Lots

  
Chatham Campus Parking Map  
Map of the Chatham Campus Parking Lots

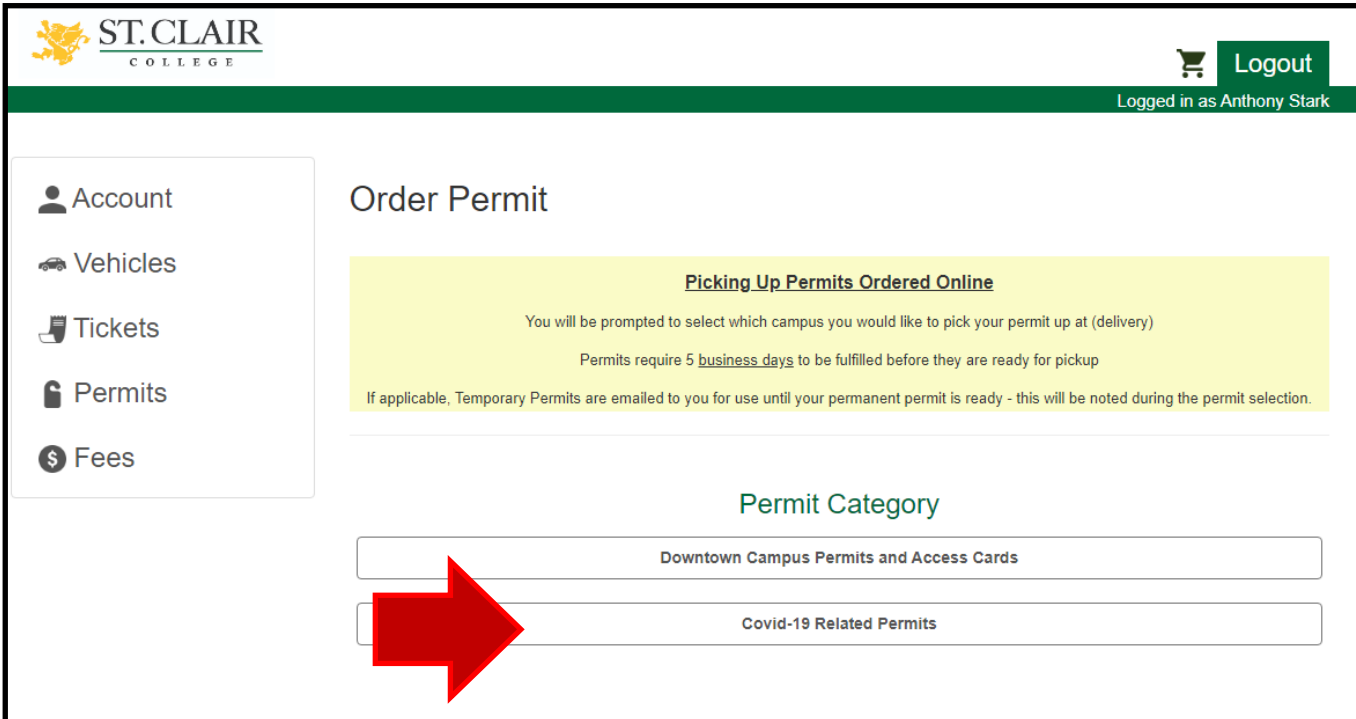
  
Parking Help

## PERMIT CATEGORY

After clicking “Get your Parking Permit” you will be presented with the Parking Terms and Conditions, this is essentially your contract with St. Clair College and the Parking Office. After reading the terms and conditions, click the red “I agree with Terms of Service” button to continue.

Once the Terms of Service window disappears from your screen, you will see the Permit Categories available to you.

Locate and select “Covid-19 Related Permits”, indicated by the red arrow below.



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Logout  
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Account  
Vehicles  
Tickets  
Permits  
Fees

### Order Permit

**Picking Up Permits Ordered Online**

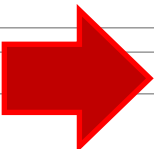
You will be prompted to select which campus you would like to pick your permit up at (delivery)

Permits require 5 business days to be fulfilled before they are ready for pickup

If applicable, Temporary Permits are emailed to you for use until your permanent permit is ready - this will be noted during the permit selection.


### Permit Category

Downtown Campus Permits and Access Cards


 Covid-19 Related Permits

## PERMIT TYPE

After selecting the permit category, you will be presented with a list of permit types available to you. In the example below, we are selecting the "2019-2020 GENERAL PERMIT (SUMMER) (COVID)" permit. Please ensure you read the permit description as it will provide you with pertinent information such as when registration will expire.




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Account




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Tickets



Permits



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## Order Permit

### Picking Up Permits Ordered Online

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### Permit Category

Covid-19 Related Permits

### Please Select a Permit Type



2019-2020 GENERAL PERMIT (SUMMER) (COVID) (\$0.00)

**Cost:** \$0.00  
Price above reflects prorated amount if paid today

**Permit Type:** Vehicle Registration Only

**Duration:** Starting July 1 2020, Ending August 31 2020

**Campus:** [South Campus or Chatham Campus Only](#)

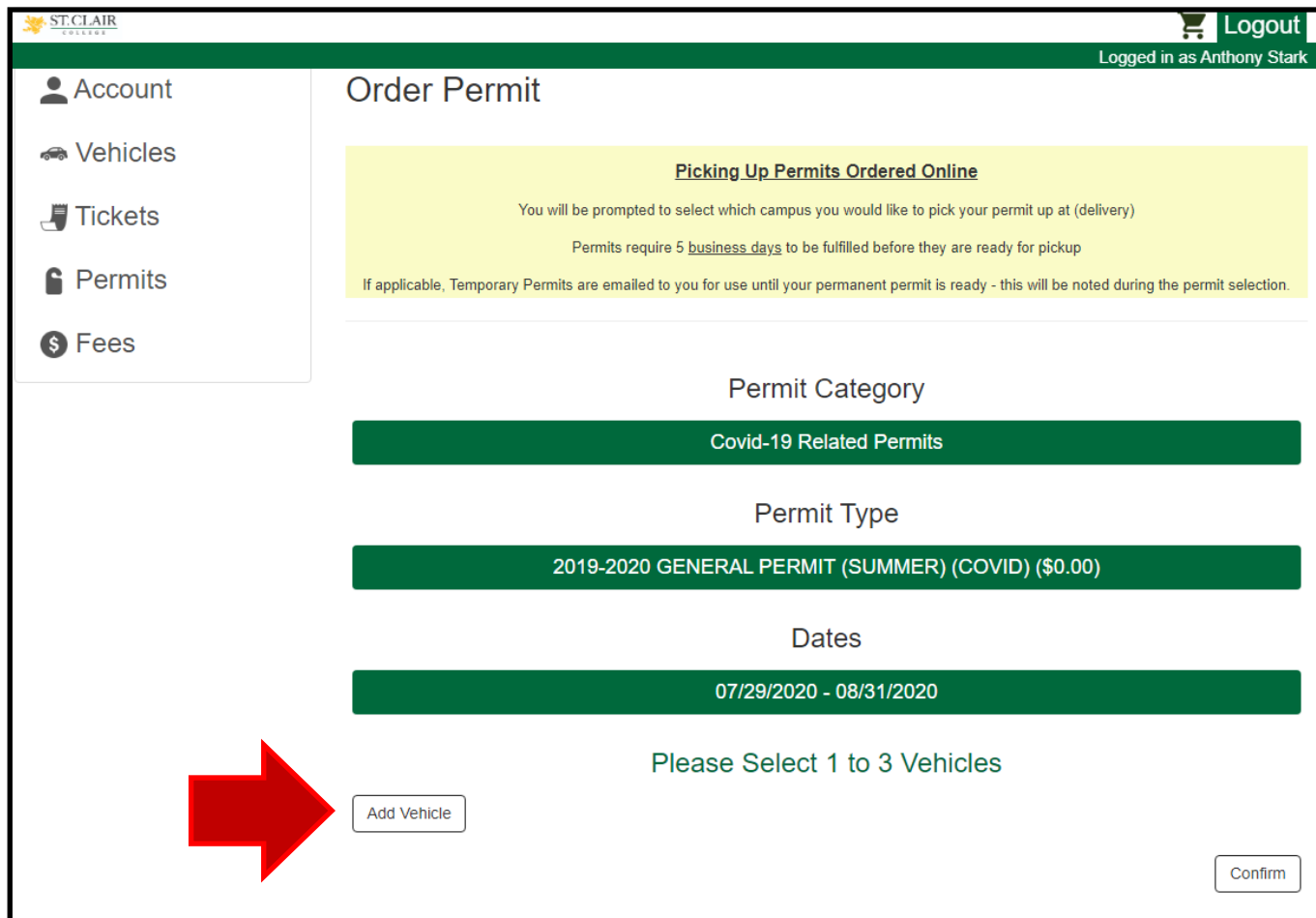
**Restrictions:** Hang tag not provided

**IMPORTANT READ THIS** This is a special permit for use during the Covid-19 Pandemic. A hang tag permit is not provided, however vehicle registration is required.

This is a free permit expiring August 31 2020 - if you require parking beyond this time will need to register again.

## REGISTERING YOUR VEHICLE

Once you have selected the permit, the period the registration is valid for will be presented under “Dates” and the system will request you to add your vehicle information - you must register at least one vehicle and you may register up to 3. Click “Add Vehicle” (red arrow below) to add your first vehicle.



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Permit Category

Covid-19 Related Permits

Permit Type

2019-2020 GENERAL PERMIT (SUMMER) (COVID) (\$0.00)

Dates

07/29/2020 - 08/31/2020

Please Select 1 to 3 Vehicles

Add Vehicle

Confirm

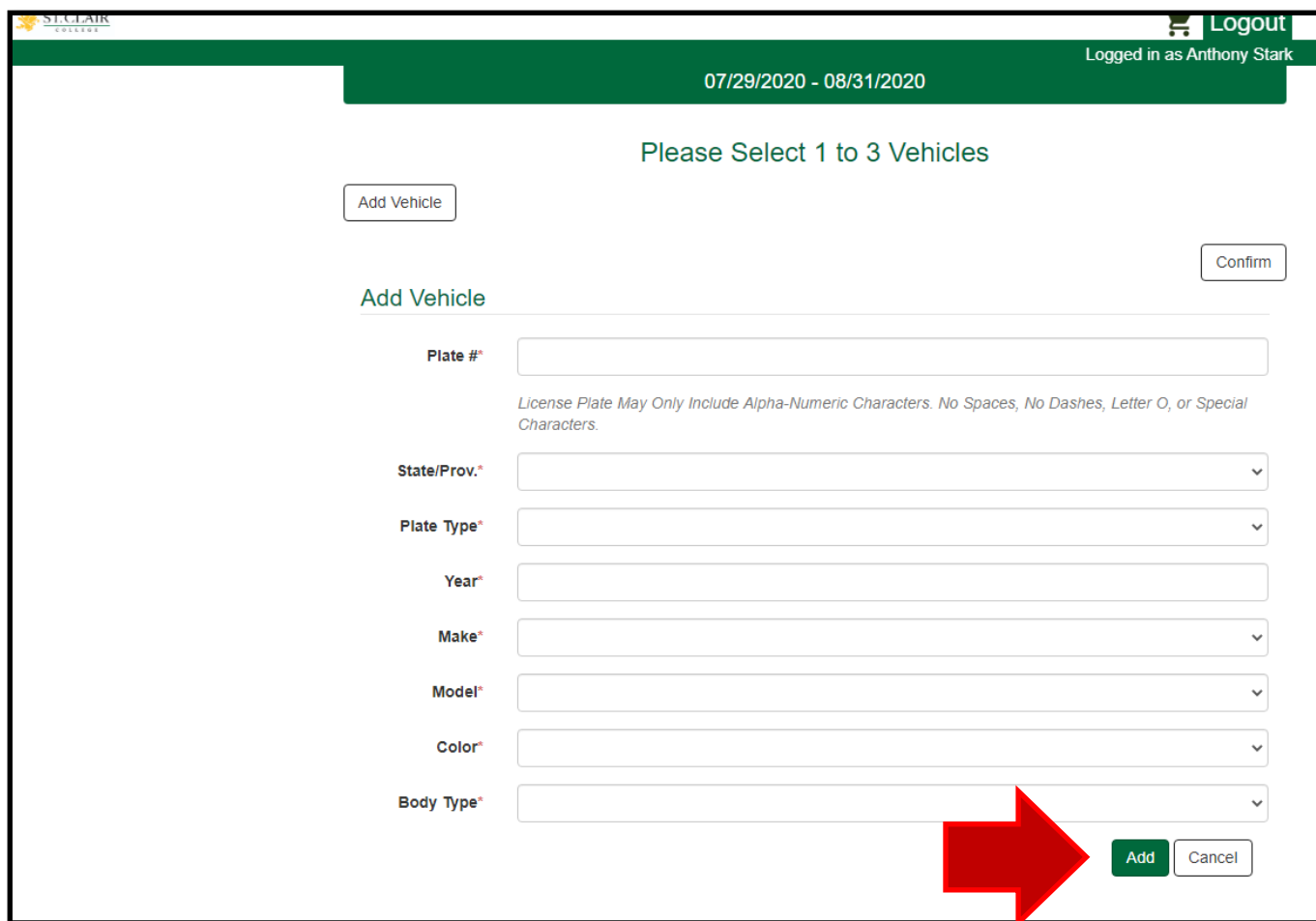
## ENTERING VEHICLE INFORMATION

You will need your vehicle information for the next step. When entering your license plate, keep in mind the system will not accept the letter "O", please use the number zero "0" instead. Also, it will not accept special characters, or spaces.

Make sure you enter your correct license plate - any mistake could register someone else's plate which will make it your responsibility - it is very difficult to remove a plate from your account once you declare responsibility for the plate.

Most fields are self explanatory and include drop down boxes for you to select your answers.

Once you are satisfied with your answers, click the green Add button noted by red arrow at the bottom.



ST. CLAIR COLLEGE

Logout

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07/29/2020 - 08/31/2020

Please Select 1 to 3 Vehicles

Add Vehicle

Confirm

Add Vehicle

Plate #\*

License Plate May Only Include Alpha-Numeric Characters. No Spaces, No Dashes, Letter O, or Special Characters.

State/Prov.\*

Plate Type\*

Year\*

Make\*

Model\*

Color\*

Body Type\*

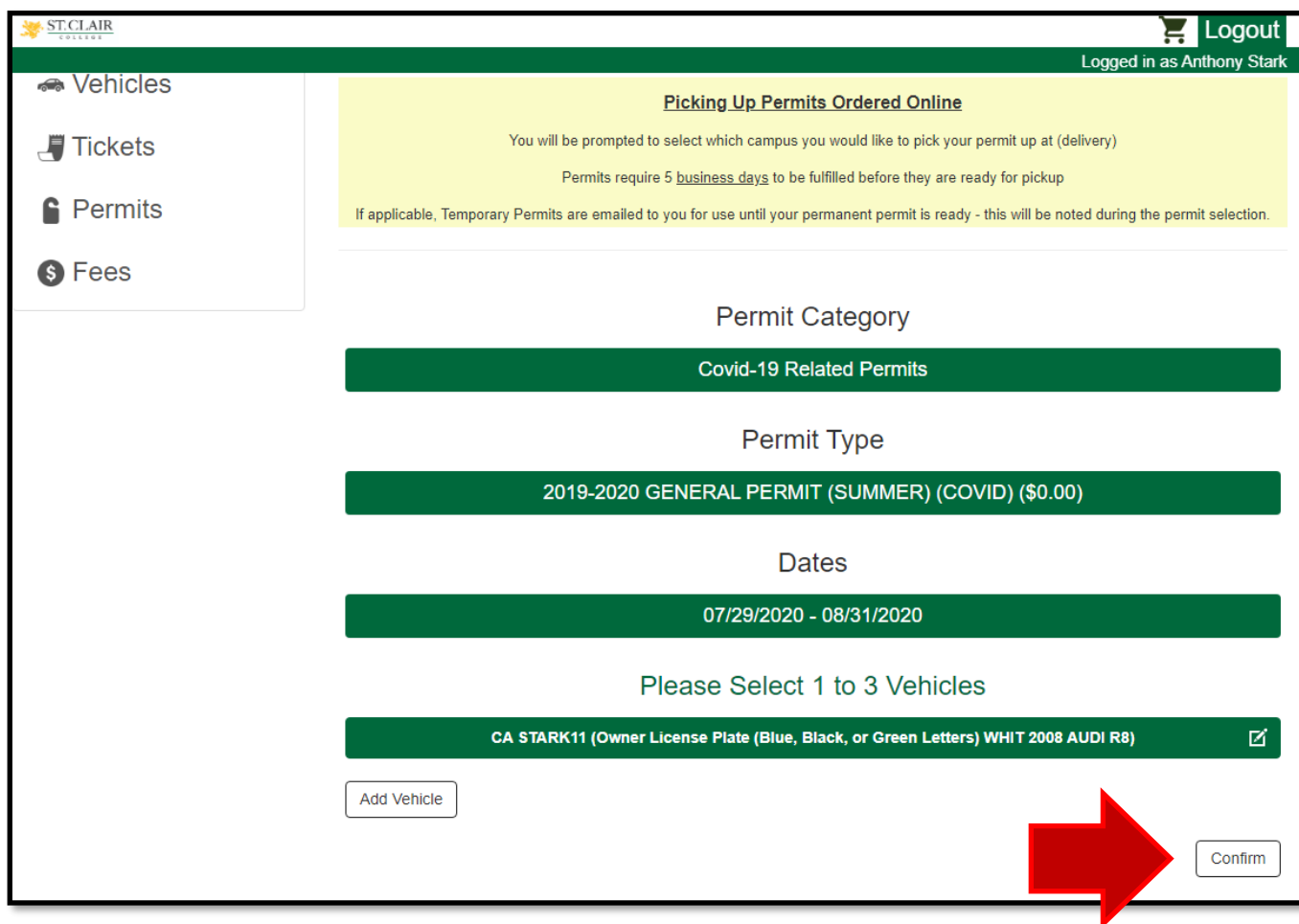
Add Cancel

## ADDITIONAL VEHICLES

Your vehicle information you just entered will be presented in a green box. If you do not have any more vehicles to add, click the "Confirm" button (next to the red arrow).

If you have additional vehicles to add, click the "Add Vehicle" button and repeat the previous steps.

After clicking "Confirm" the button will change to "Add Permit to Cart", click this button and we are just about done.




The screenshot shows the St. Clair College Parking Services interface. At the top, there is a navigation bar with the college logo, a shopping cart icon, and a "Logout" link. Below the navigation bar, a green sidebar on the left contains links for "Vehicles", "Tickets", "Permits", and "Fees". The main content area has a yellow header section titled "Picking Up Permits Ordered Online" with instructions on campus selection and pickup requirements. Below this, there are three green selection boxes: "Permit Category" (Covid-19 Related Permits), "Permit Type" (2019-2020 GENERAL PERMIT (SUMMER) (COVID) (\$0.00)), and "Dates" (07/29/2020 - 08/31/2020). A section titled "Please Select 1 to 3 Vehicles" contains a green box with the text "CA STARK11 (Owner License Plate (Blue, Black, or Green Letters) WHIT 2008 AUDI R8)" and an edit icon. Below this is an "Add Vehicle" button. A large red arrow points to a "Confirm" button in the bottom right corner.



## YOUR SHOPPING CART

The second last page of this process is your shopping cart - on this page all you will need to do is enter your email address, or confirm the email address if it is already populated for you and click the "Checkout" button.

Once clicking checkout, your vehicle will be registered for the duration of your permit presented earlier in this process.



Account

Vehicles

Tickets

Permits

Fees

1

Shopping Cart

\$0.00

Logout

Logged in as Anthony Stark

### Your Shopping Cart

<input type="checkbox"/>	Item	Price	View
<input type="checkbox"/>	Permit - 2019-2020 GENERAL PERMIT (SUMMER) (COVID) Start Date: 07/29/2020 End Date: 08/31/2020 Vehicles: • CA STARK11 (Owner License Plate (Blue, Black, or Green Letters) WHIT 2008 AUDI R8)	\$0.00	
<div>Remove</div> <div>Total</div>		\$0.00	

There is a delay with permit processing - please wait after submitting your order (this can take up to 10 minutes).

This system does not accept "Debit" branded cards, this includes "Visa Debit" and "MasterCard Debit".

If you receive "There was an error taking your payment" error, you have not been charged. Check your payment/billing information, ensure you are not using a Debit card. If you continue to receive this error, you must make payment at the Campus Parking Office

**DO NOT** enter your payment information more than once, you **will** be charged each time(unless you received the error noted above). You can verify if your permit order went through by checking your permits on the left side of the screen.


If you are experiencing any trouble with the checkout, please contact Parking Services [through this form](#).

Permits will be available to pickup at the Parking Office you chose **AFTER** 5 business days.

### Checkout

#### Contact Information

Email\*




Checkout

## SUCCESS

Congratulations! You have now successfully registered your vehicle a receipt will be shown to you on screen, and emailed to you at the email you provided as confirmation.


You will also see a number appear next to the Vehicle and Permits menu items on the left.


You're Done!


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 Account

 Vehicles 1

 Tickets

 Permits 1

 Fees

A copy of the below receipt will be sent to

### Receipt # W1U879KF9810

**Payment Information:**  
**Payment Type:** NONE  
**Payment Date:** 07/29/2020 09:01 AM

**Receipt Items:**

Item	Price	View
Permit - 2019-2020 GENERAL PERMIT (SUMMER) (COVID) Start Date: 07/29/2020 End Date: 08/31/2020 Vehicles: <ul style="list-style-type: none"><li>CA STARK11 (Owner License Plate (Blue, Black, or Green Letters) WHIT 2008 AUDI R8)</li></ul>	\$0.00	<a href="#">View</a>
<b>Total</b>	<b>\$0.00</b>	