Requesting Parking Permit

Instructions
Parking Self Service

Visit the [www.stclaircollege.ca/parking](http://www.stclaircollege.ca/parking) web site

Select “Parking Self Service”

St. Clair College South and Chatham campuses are paid parking facilities.

Anyone parking a vehicle on St. Clair College property must pay through the purchase of a Pay Station Permit from a Pay Station, or through the purchase of a Parking Permit from the Parking Department.

St. Clair College issues parking tickets, immobilizes and tows for violations to the parking policies.

Parking is enforced:

<table>
<thead>
<tr>
<th>South Campus</th>
<th>Chatham Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Thursday 8:00 a.m. to 10:00 p.m. and</td>
<td>Monday through Friday 8:00 a.m. to 4:00 p.m.</td>
</tr>
</tbody>
</table>
Login

Select “Login”

Parking Information

Parking Permit Release
General Parking Permits for the Winter Semester will be released on December 13, 2021. Permits for the Downtown Garage and Residence Lots will be released on January 3, 2022.
Select a Login Method

Select “Login via Email”
Email Authentication

Select “Forgot Password”. This will allow you to register as a user.

Email Authentication

Email Address*

Password*

Login

Forgot Password?
Enter Email Address

Enter your email address.

Forgot password

Email Address*

I have a password reset key

Reset password
Set your Password

Enter your email address and a password (This is a password that you are creating) and will be used each time you log into the Parking Services.

Select “Login”

Email Authentication

Email Address*

Password*

Login

Forgot Password?
Get Your Parking Permit

Select “Get your Parking Permit”
Welcome to St. Clair College Parking Services

AGREEMENT TO PARKING CONTRACT
By clicking the "I agree with the terms of service" button below, you are in agreement to the Parking Services Terms of Service which can be viewed by clicking this link: Parking Services Terms of Service. Keep in mind, you are bound to these terms of service regardless if they are read or not.

DELIVERY OF ONLINE PERMITS
All permits must be picked up in person at the Parking Office at the Campus chosen upon checkout. You will be required to provide Government Issued Identification, such as a driver’s license, to pickup the permit – someone else cannot pickup your permit. Permits are held for 30 days, if they are not picked up within that time, they will be reissued to another individual. Expired permits are destroyed.

I agree with the terms of service  Cancel
Permit Category

Select “Retiree Parking Permits”

<table>
<thead>
<tr>
<th>Permit Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-2022 CHATHAM CAMPUS PERMITS</td>
</tr>
<tr>
<td>2021-2022 DOWNTOWN GARAGE PERMITS AND ACCESS CARDS</td>
</tr>
<tr>
<td>2021-2022 GENERAL PERMITS (ASSIGNED LOT)</td>
</tr>
<tr>
<td>2021-2022 GENERAL PERMITS (WINDSOR ONLY)</td>
</tr>
<tr>
<td><strong>2021-2022 NIGHT PERMITS</strong></td>
</tr>
<tr>
<td>2021-2022 WEEKLY PARKING PERMITS</td>
</tr>
<tr>
<td>RETIREE PARKING PERMITS</td>
</tr>
</tbody>
</table>
Permit Type

Select the permit type “2020-2022 Retiree Parking Permit”
Registering your Vehicle(s)

Enter the data pertaining to your vehicle into the boxes below. Select “Add” when completed.
Note: Three vehicles can be added that will be registered with the assigned permit.
Confirming Vehicle(s) Registration

- On completion of adding up to 3 vehicles
- Select Confirm

You will be also prompted as to where you wish to pick up the permit and the name of the person who will be picking up the permit.
How do I know that the registration for the Permit went through Correctly? Cont’d.

In your Email Inbox you will receive 2 emails. First Email is acknowledging that a request to reset the password was initiated by you.

• There was recently a request to reset the password on your parking account. If you initiated this request, you can complete the password reset process by clicking the following link. If you did not create this request, you can ignore this message, and this request will expire in 48 hours.

• [https://stclair.aimsparking.com/login?cmd=reset_password&access_key=twzpgNffWK2+1SUSunZo/cl8FqB67aAeY4uu61kE](https://stclair.aimsparking.com/login?cmd=reset_password&access_key=twzpgNffWK2+1SUSunZo/cl8FqB67aAeY4uu61kE)

• If the above link does not work for you, you can also go to https://stclair.aimsparking.com/, and then click on the "login" link in the top right of the page. From there you will need to click on the "I forgot my password" link, followed by the "I have a password reset key" link. When prompted, enter the following reset key:
How do I know that the registration for the Permit went through Correctly? Cont’d.

The second email will include your “Official Receipt” The receipt will show a balance of zero” The SCC Parking Permit are a gratuity from the College.

<table>
<thead>
<tr>
<th>Pickup at South Campus after 3 business days</th>
</tr>
</thead>
</table>

--- OFFICIAL RECEIPT ---

Account #: 0000624  
Receipt #: W21646U73000

Printed On: 1/12/2022 12:01 PM  
Posted On: 1/12/2022 12:00:20 PM  
Transaction: 1/12/2022 12:00:31 PM

Items Paid:

Other Payment (via Internet):

<table>
<thead>
<tr>
<th>Permit: 2020-2022 RETIREE PARKING PERMIT $0.00</th>
</tr>
</thead>
</table>

Active Date: Wednesday, January 12, 2022  
Expiration Date: Saturday, December 31, 2022

Pickup at South Campus after 3 business days

To view your permit details, including registered vehicles, visit the

Self Service Site at www.stclaircollege.ca/parking
Congratulations

Wait three business days before picking up your permit from the location that you indicated.