## Student Parking ePermit Registration Guide

1. Navigate tohttps://parking.douglascollege.ca

Log-in(2a) to a current hangTagccount (if you have used the service before) or create a new hangTag accoun(2b).

| If you are experiencing any issues signing in to your hangTag account, please contact hangTag Customer Support: 1.844.309.1028 |
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2. Complete your Douglas College Profile by selecting the "Edit" button to the right. For Organization select "Student' Accept the terms and conditions and click "save."

| My Account.                    |                 |          |
|--------------------------------|-----------------|----------|
| oual <u>as College</u> Profile |                 | Edit     |
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3. Enter up to four (4)licence plates.

5. The system will prompt you to select your main campus. This is the campus you are based out of most of the time. Your selection affect the ePermits available to you.



Selectan ePermit. Only permits yoare eligible for will be visible. Read the descriptions of the ePermits carefully. Eligibility requirements StudentPermitsare:

- x Students must be registered a minimum of 6 credits.
- x To purchase an ePermit valid at both campus, students must be regisited inimum of 6 credits at both campuses. If you are eligible to park at both campuses, your will ered the "Both Campuses" option as seenthe image below.
- x Students must have abluition fees paidn full, havean active fee deferral or have a special save on their tuition account.
- x VOAC students attending Campus 5 days per week are **adiad**el Parking passes are noefundable.

| Change Location  |                           |
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| Available Permits (2)  | Map Satellite             |
| Both Campuses - Fa: Aut 2071 (Greview LER al brather of Gragon)       \$180.00 or          Elippility Requirements must be met - further info in 180 - Blodent parking in Carnaryon Parkade at New Westminster; Surface Lot & Town Centre Park Lot A & E docquitam - September 1, 2021 - December 31, 2021         Bland Date       End Date         2021/10/01       2021/10/01         Blood Date       Purchase         New West Campus - Fall 2021 (Review T&C at bottom of pr |                           |

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   Doth Computers Fall 2001 (Devised TOO at botted)
- 7. Continue through the ePermit selection menus and verify your information.

8. If the request was successul, you will see the following screen and can now parkaon pus

| Permit Request Form  | ×      |
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9. If your request was unsuccessful may be placed in a queue for Facilities staff to manually verify your eligibility. NOTE asses are issued on a first come, first served barsus are not guaranteed while your request is in the queue. If there are questions or concerns with any part of the process, please contact parking@douglascollege.ca for more information.