

User Guide UFV Student e-permit Parking

Audience

Students at UFV that require long term parking at the Abbotsford King Road campus and Canada Education Park

Purpose


To provide a step-by-step guide for students who require long term parking and want to register for a UFV e-permit.

Prerequisites

- UFV Student Number
- Access to myUFV
- Telephone number
- Vehicle license plate number
- Valid Credit card

Steps to Purchasing a UFV student e-permit

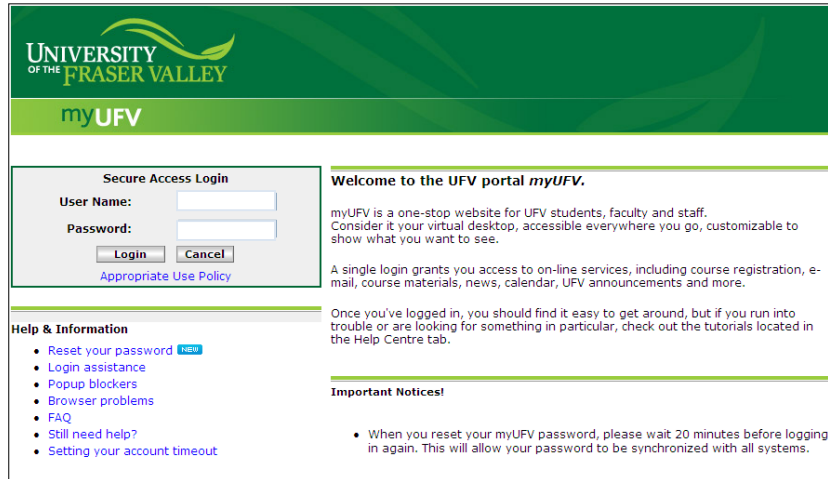
1. From UFV home Page, login to myUFV



The screenshot shows the UFV website home page. A red arrow points to the 'GO TO myUFV' button in the left-hand navigation menu, which is also circled in black. The website header includes the UFV logo, navigation links (ABOUT UFV, NEWS & EVENTS, FACULTIES & PROGRAMS, ADMISSIONS & RECORDS, CAMPUS LIFE, RESEARCH, SERVICES, GIVING TO UFV), and a search bar. The main content area features several promotional banners: 'Winter 2011 find out more...', 'FEED YOUR BRAIN! 2011 APPLY NOW!', 'Summer 2011 what do you want to know...', and '2011 Winter Orientation Jan 5'. A large image of a snowy campus scene is also visible.

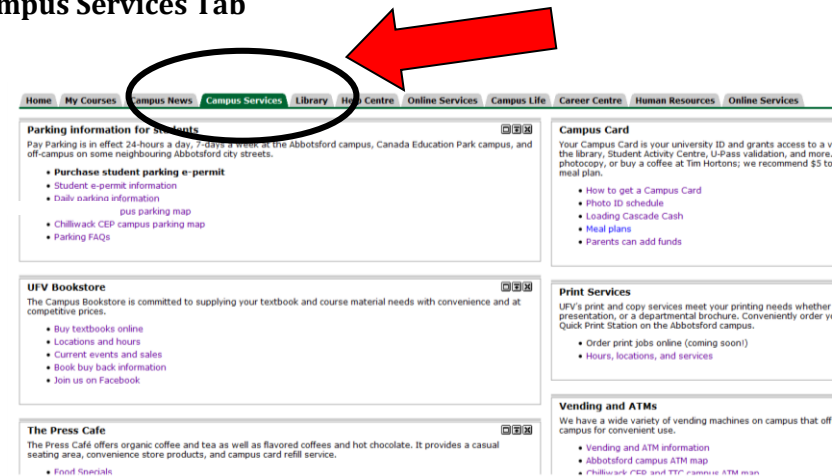
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2. Enter Student ID and Password



The screenshot shows the myUFV login interface. At the top is the University of the Fraser Valley logo and the myUFV branding. Below this is a 'Secure Access Login' box with fields for 'User Name' and 'Password', and 'Login' and 'Cancel' buttons. A link for 'Appropriate Use Policy' is provided. To the right, a 'Welcome to the UFV portal myUFV.' message explains that myUFV is a one-stop website for students, faculty, and staff, offering access to various services. Below the login box is a 'Help & Information' section with links for password resets, login assistance, and other troubleshooting. An 'Important Notices!' section contains a bullet point about waiting 20 minutes after a password reset.

3. Select the Campus Services Tab



The screenshot shows the myUFV main navigation menu. The 'Campus Services' tab is circled in black, and a large red arrow points to it from the right. The navigation menu includes: Home, My Courses, Campus News, Campus Services, Library, Help Centre, Online Services, Campus Life, Career Centre, Human Resources, and Online Services. Below the navigation menu are several content blocks: 'Parking information for students' with links to purchase an e-permit, 'UFV Bookstore' with links to buy textbooks, 'The Press Cafe' with links to food services, 'Campus Card' with links to get a card, 'Print Services' with links to order print jobs, and 'Vending and ATMs' with links to find vending machines and ATMs.

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4. Click on 'Purchase Student Parking E-Permit'

The screenshot shows the UFV website's 'Campus Services' page. A red arrow points to the 'Purchase student parking e-permit' link in the 'Parking Information for students' section. The page includes a navigation menu at the top with links like Home, My Courses, Campus News, Campus Services, Library, Help Centre, Online Services, Campus Life, Career Centre, Human Resources, and Online Services. Other sections include 'Campus Card', 'Print Services', 'UFV Bookstore', and 'The Press Café'.

5a. Create Profile

The screenshot shows the 'Purchase Parking Permits Online' page. It features a login section for existing users with fields for Account No and Pin, and a register section for new users with a Register button. The page also includes a 'Forgot Your Pin?' link and a 'Powered by verrus' logo at the bottom.

Account No	Enter Telephone Number
PIN	Create Own PIN
Continue	

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5b. Create Profile

CREATE PROFILE ► SELECT PERMIT ► CONFIRM ► RECEIPT

First Name * :

Last Name * :

Address * :

City :

Country * :

State / Province * :

Zip / Postal Code :

Phone Number * :

(Becomes Account)

PIN * :

Confirm PIN * :

Email Address * :

Licence Plate * :

State/Province * :

Credit Card Number * :

Expiry Date * :

Name On Card * :

Why a Phone Number?
Your phone number becomes your account in the system. Use it to renew permits online, and Pay By Phone at any ImparkWireless, AdvancedNet or Verrus enabled parking location.

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All Fields	Enter data in all fields
Notes: PIN#	PIN# (Telephone number) becomes the account number.

6a. Select Permit

SELECT PERMIT ► CONFIRM ► RECEIPT

1 Search Select : All

2 Select Permit : Select Permit

Select Permit

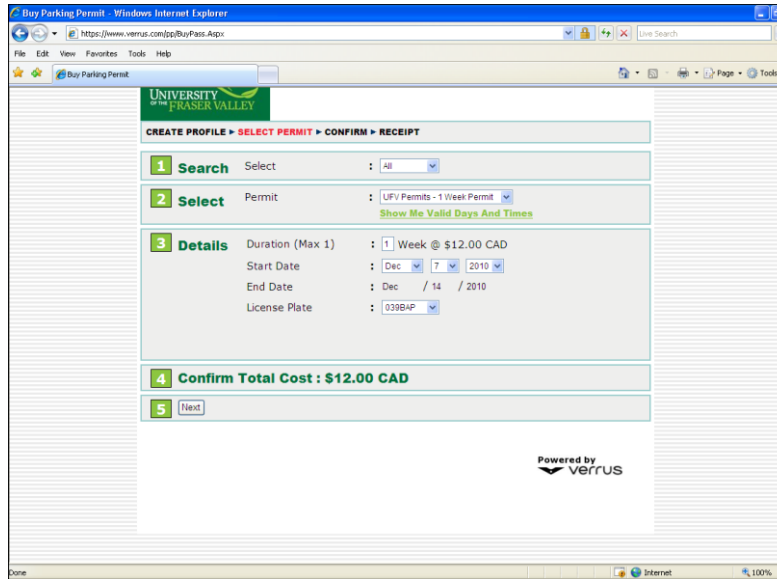
- UFV Permits - 2 Week Permit
- UFV Permits - 1 Week Permit
- UFV Permits - 4 Week Permit
- UFV Permits - 8 Week Permit
- UFV Permits - 12 Week Permit
- UFV Permits - 18 Week Permit

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1 Search Select	All	
2 Select Permit	1-week	2-month
	1-month	1-semester

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6b. Select Permit



3 Details	
Duration	Enter number of weeks or 1 Max for semester permit
Start Date	Enter Start Date
End Date	Defaults based on Start Date
License Plate	Defaults from Account
4. Confirm Cost	
5. Next	

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7. Confirm Payment Details

8. Receipt

Day	Status	From	To
Sun	Valid	Midnight	Midnight
Mon	Valid	Midnight	Midnight
Tues	Valid	Midnight	Midnight
Wed	Valid	Midnight	Midnight
Thurs	Valid	Midnight	Midnight
Fri	Valid	Midnight	Midnight
Sat	Valid	Midnight	Midnight

Print and or Save Receipt

Note: UFV e-Permits are valid on the Abbotsford campus and Chilliwack Campus

UFV e-Permits are not valid on Abbotsford city street: Gillis Avenue, College Drive, and McKenzie Road

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Additional Information

- Do you need more information about parking? Go to UFV Parking at <http://www.ufv.ca/Parking.htm>.
- Do you need to contact Impark about your account, or to pay or dispute a violation? See Impark contacts at <http://www.ufv.ca/Parking/Impark.htm>