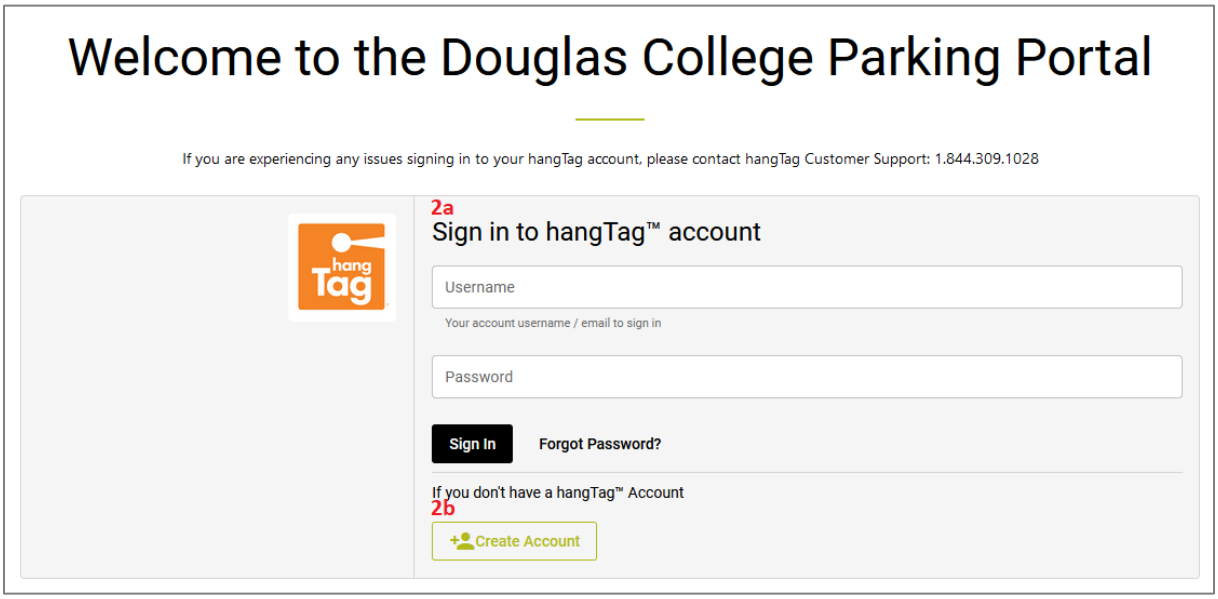
DOUGLAS COLLEGE

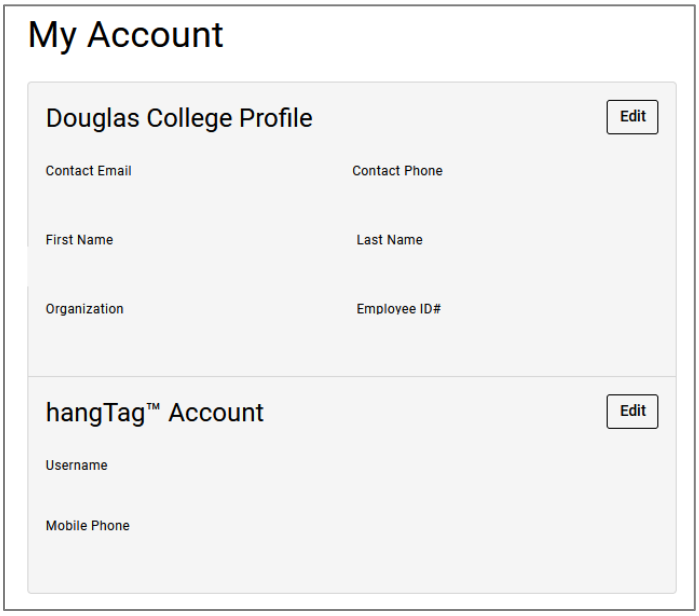
Student Parking ePermit Registration Guide

1. Navigate to https://parking.douglascollege.ca

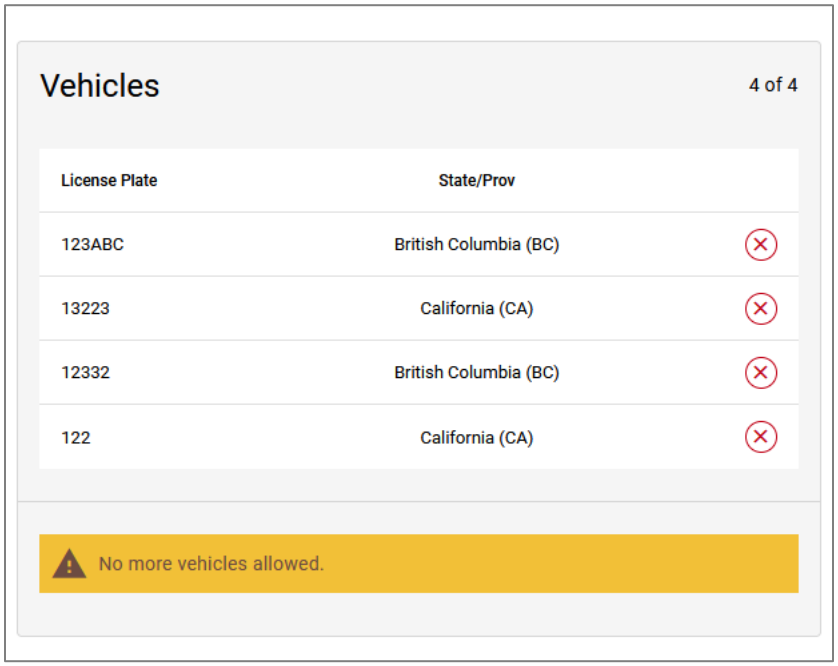
Log-in **(2a)** to a current hangTag account (if you have used the service before) or create a new hangTag account **(2b).**



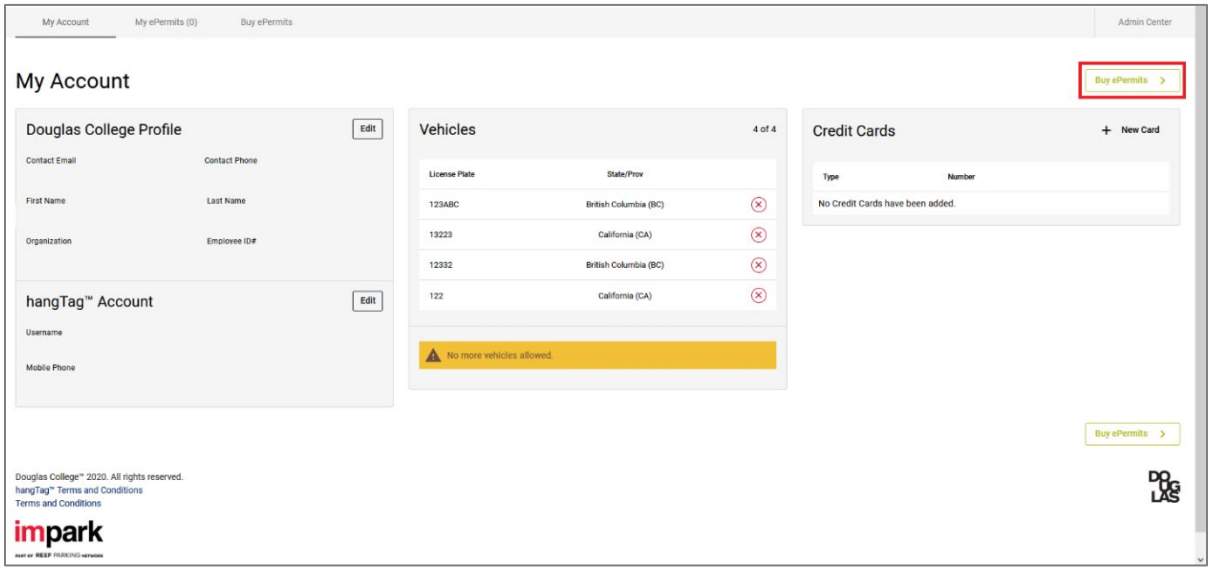
2. Complete your Douglas College Profile by selecting the "Edit" button to the right. For *Organization,* select "Student." Accept the terms and conditions and click "save."



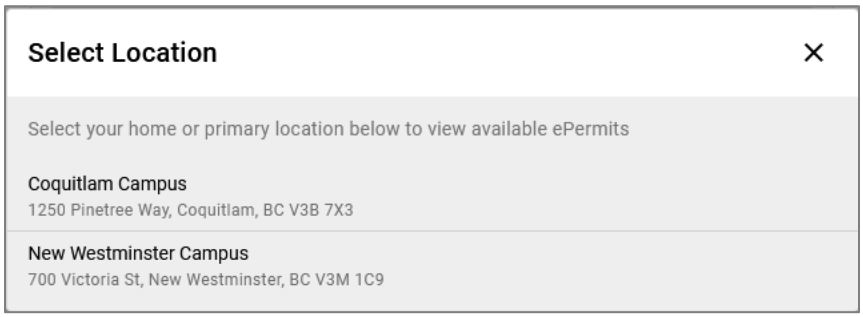
3. Enter up to four (4) licence plates. **NOTE:** Only one vehicle may park at any campus at one time. Failure to accurately enter your licence plate information will result in tickets being issued.



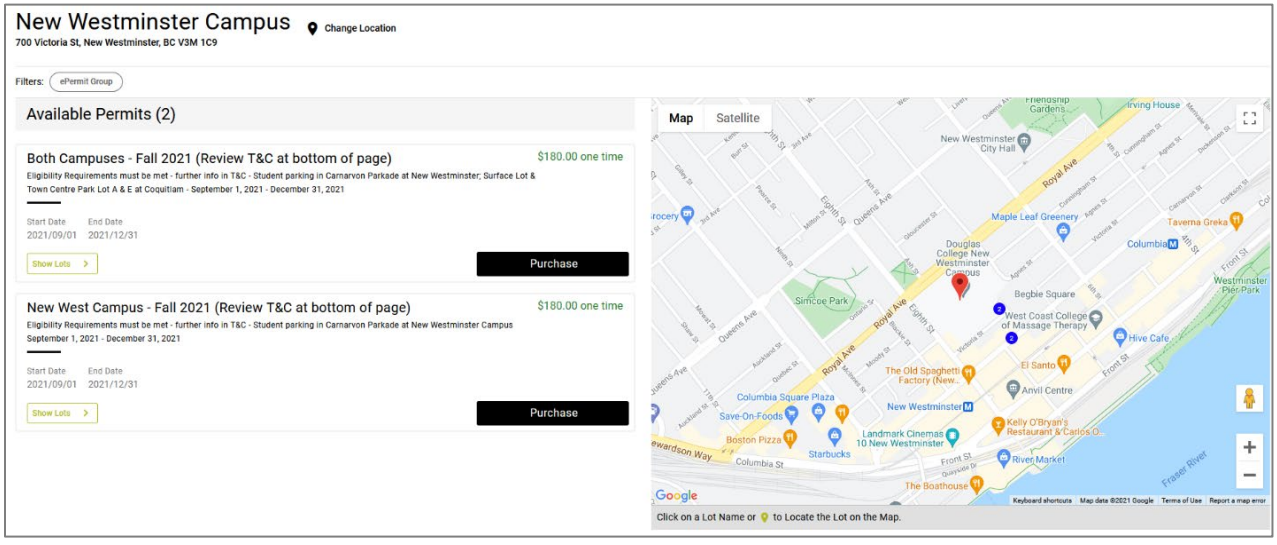
4. Enter your payment details under the *Credit Cards* section, then select "Buy ePermits." **Note:** you will be required to enter your payment details in order to proceed with the registration process.



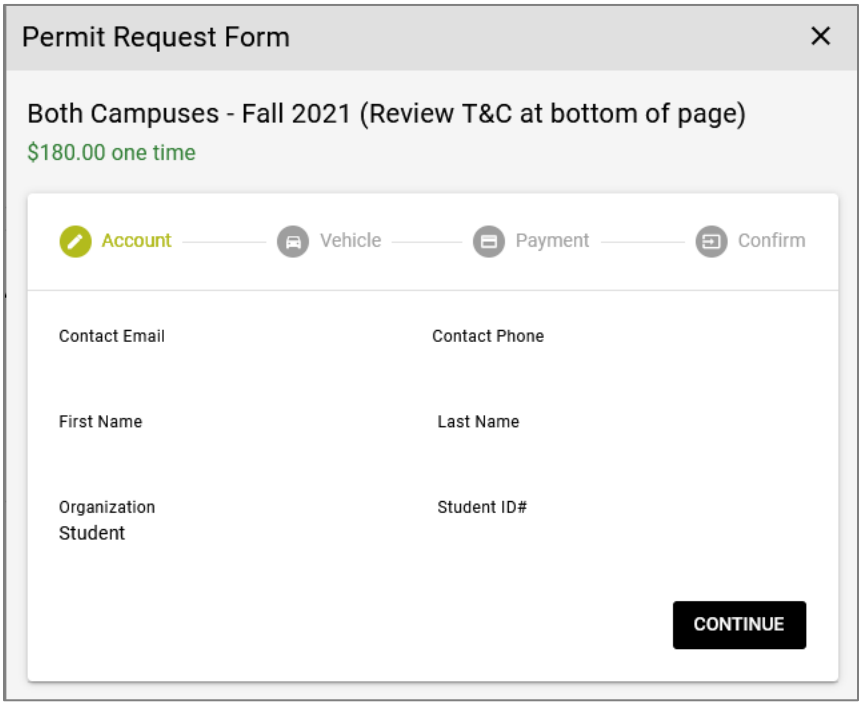
5. The system will prompt you to select your main campus. This is the campus you are based out of most of the time. Your selection **will** affect the ePermits available to you.



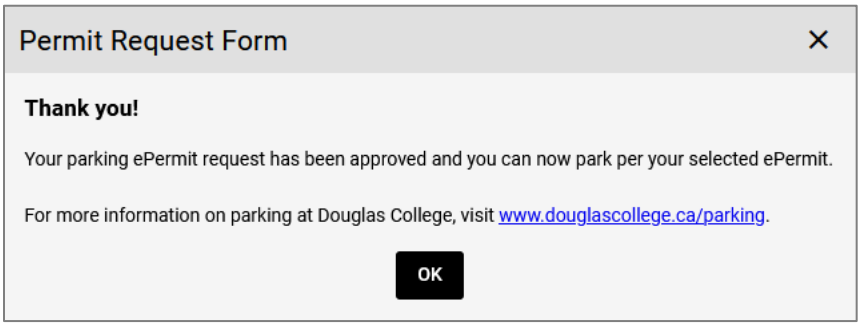
6. Select an ePermit. **Only permits you are eligible for will be visible.** Read the descriptions of the ePermits carefully. Eligibility requirements for Student Permits are:
   - Students must be registered in a minimum of 6 credits.
   - To purchase an ePermit valid at both campus, students must be registered in a minimum of 6 credits at both campuses. If you are eligible to park at both campuses, you will be offered the "Both Campuses" option as seen in the image below.
   - Students must have all tuition fees paid in full, have an active fee deferral or have a special save on their tuition account.
   - VOAC students attending Campus 5 days per week are also eligible.
     Parking passes are non-refundable.



7. Continue through the ePermit selection menus and verify your information.



8. If the request was successful, you will see the following screen and can now park on campus.



9. If your request was unsuccessful, it may be placed in a queue for Facilities staff to manually verify your eligibility. **NOTE:** Passes are issued on a first come, first served basis, and 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.