Please note:

A few problems have appeared in the guide. In Step 2, you may have to click on "Account" before you get to create a new account. You may have to choose a "User Name" other than the one you may be used to using. You will be asked to put your University of Akron ID. This number is found on the back of your University of Akron ID Card. **If you can't find your UA ID number**, please call Danielle Ester in HR for help in getting your number. Danielle Ester's direct phone number is: 330 972 4708. Please leave a voice mail, or email (dester@uakron.edu) or phone number.   If you have other problems with getting a parking permit, you may call or email the Parking & Transportation Services office. The Parking Office contact information is on the next page.
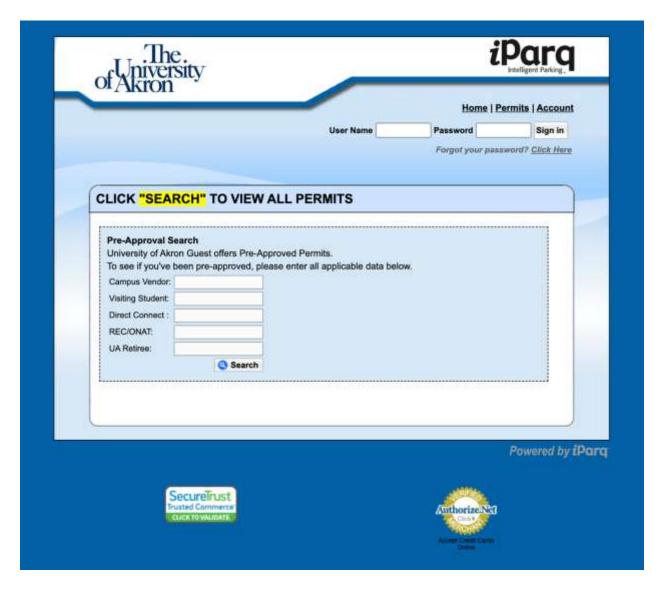
PLEASE CONTINUE ON THE NEXT PAGE

The following guide will assist you to obtain your free University of Akron Retiree parking e-permit.All current Retirees have been pre-approved for this permit, however newly retired employees may need to contact the Parking & Transportation Services office to receive their initial pre-approval. Assistance is available at parking@uakron.edu or (330) 972-7213.
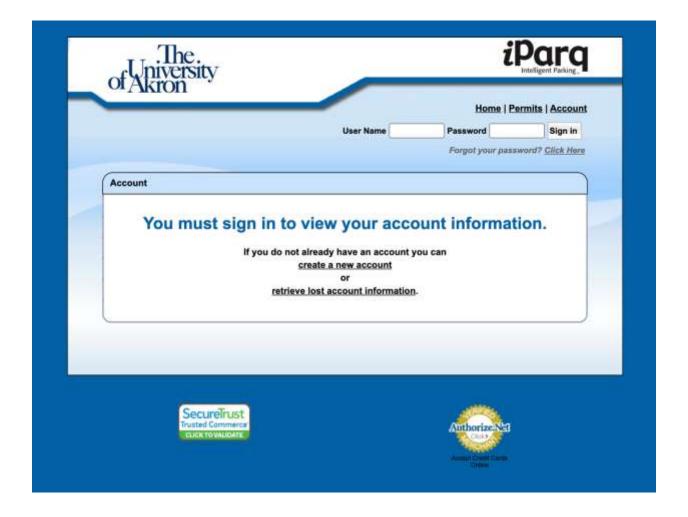
All parking permits on the Akron campus are now electronic parking permits, which means that the license plate number of your vehicle(s) now acts as your permit, and there is no longer a hangtag to display. While you may have as many vehicles registered to your account as you wish, you may have up to two of them active at any given time on your retiree permit. You may change them at any time. Retiree permits are now valid for a 5-year period.
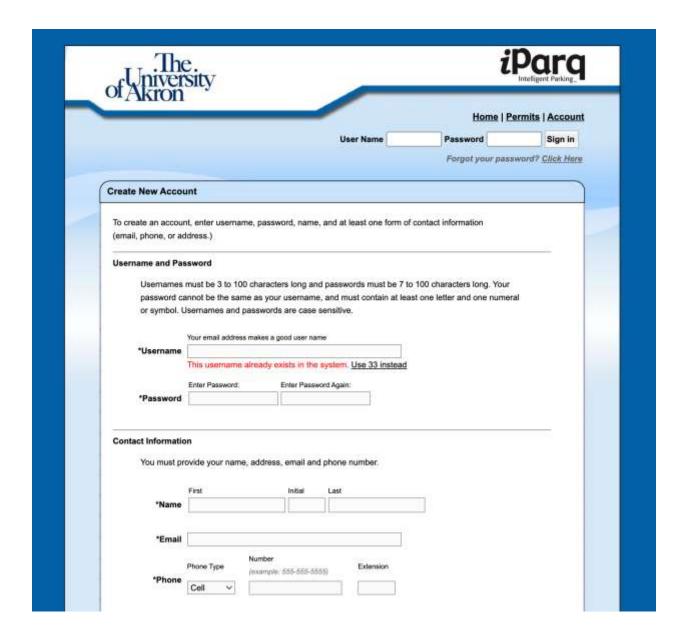
Ordering your Retiree parking permit:

1. In your web browser, go to akronguest.thepermitstore.com. You will see the following page. Click on the "Account" link in the upper right corner of the page.

2. Since this is your first time registering for an e-permit, you must create a new account withiniParq. You will not have to repeat this part of the process when you renew your permit in the future.Click on the "create a new account" link.

3. The upper portion of the account creation page can be seen below. Select your username and password, input your contact information, and choose your password recovery options. Required fields are marked with an asterisk. You do not need to upload any attachments because as a retiree you are not required to register any state-issued handicap accessible placards which you may have with the University (you must display your placard when parking in accessible parking spaces on campus). When finished, click on the "I'm not a robot" button, review the terms and conditions and check the "I Agree" box, and then click on the "Create Account" button.

4. You will be returned to the home page, but this time you will see that you are logged-in because of the welcome message containing your name near the upper right corner. By default, this page only displays parking permits that do not require pre-approval. Since retiree permits are not available to everyone and require pre-approval, type your university-issued employee ID number (emplid) into the "UA Retiree" search box. Click on the "Search" button.
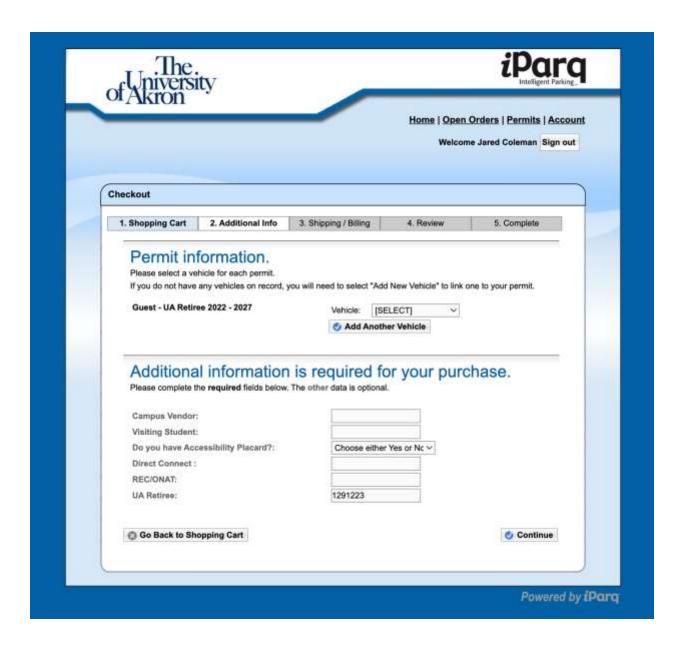
5. The page will reload, but this time it will show you that you have been pre-approved for the retiree parking e-permit. If you do not see this permit, please contact the Parking & Transportation Services office for assistance (see contact info on page 1). Clicking the "more" link will expand the description so that you can read all the information pertaining to this permit (recommended). Click the "Add Item" button to add this permit to your cart.

6. Your shopping cart will be displayed and will contain your free retiree parking permit. Click on the "Continue" button.

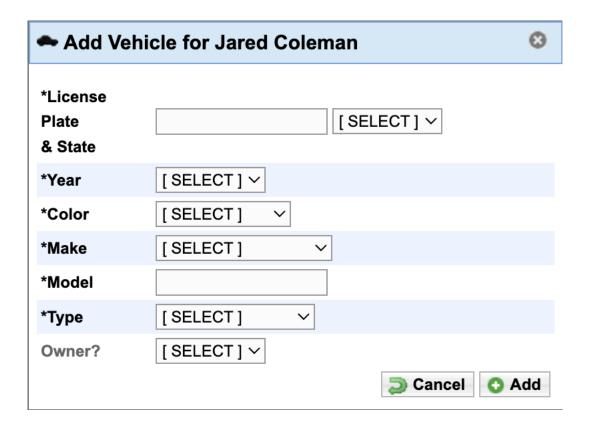7. Next you will need to register your vehicle(s) to your account and associate them with your parking permit. To do so, click on the "Vehicle" dropdown box and then select the "[Add New Vehicle]" option.
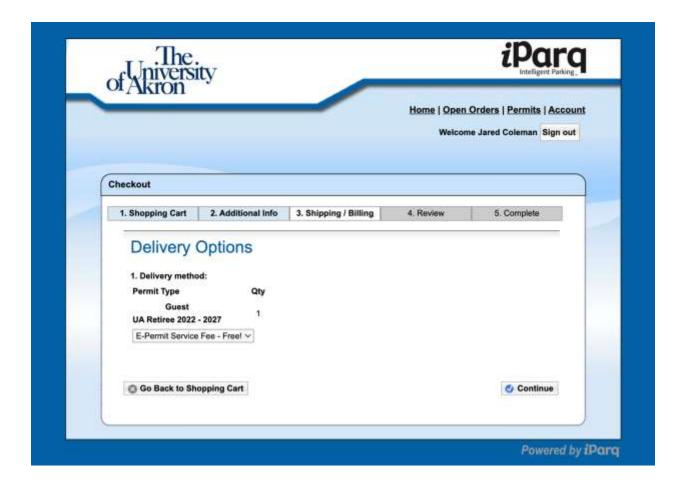
8. A pop-up window will appear. Input all the required information regarding your vehicle, and then click on the "Add" button. The pop-up window will disappear, and you will be taken back to the previous page.You have now registered the vehicle to your account, but you have not yet associated it with your permit. To do so, click once again on the "Vehicle" dropdown box, and this time select the vehicle that you just registered. The page will reload, and you will now see your vehicle listed.

   If you need to add another vehicle (as a retiree you may have up to two vehicles active on your permit at any time, but you may change the active vehicles whenever you wish through your account page) simply click on the "Add Another Vehicle" button and repeat this process.
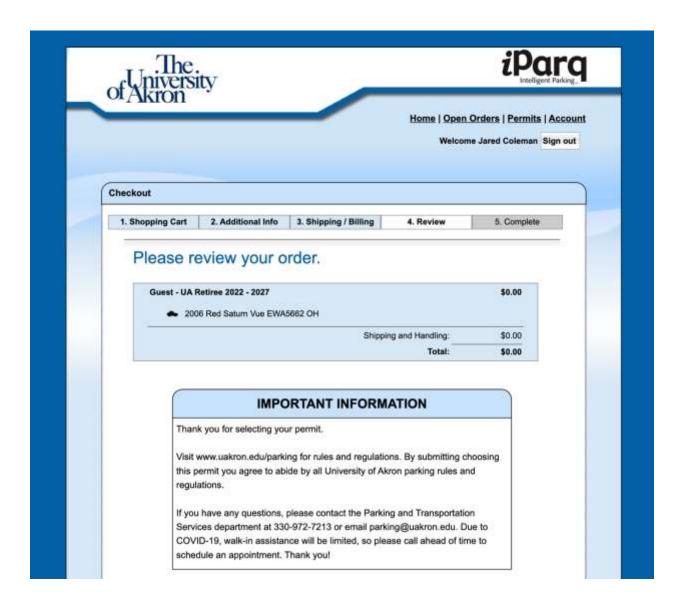

Once your vehicle(s) appear in the dropdown box(es), click on the "Continue" button in the lower right corner of the page.

9. The next page requires no input from you for shipping/billing because you will be receiving a free electronic permit. Simply click on the "Continue" button to proceed.

10. The order review page will appear and will display some of the information which you have already provided. The upper portion of this page can be seen below. When you have verified that this information is correct and have read the terms and conditions, click on the "I Agree" button to proceed to checkout.

    If something is incorrect, you may click on the "Go Back to Shopping Cart" button to make any necessary corrections.

11. You have now completed your order, and you should see a confirmation page with your order number like the one shown below. You may now close your browser window.Your permit is now active, and you may begin using it immediately.

    You can return to akronguest.thepermitstore.com at any time to manage your account: add or remove vehicles, renew your permit, etc.