## **BW Parking Permit Instructions**

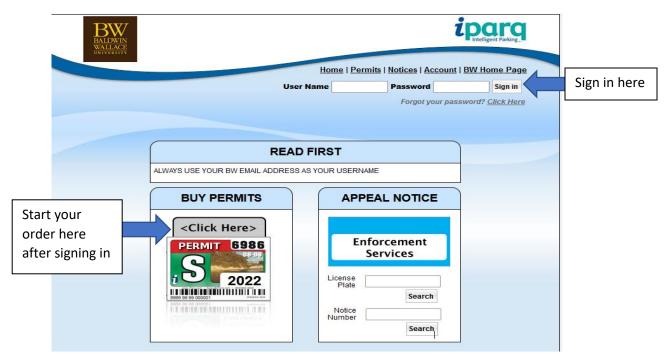
All BW employees and students are required to have a parking permit to park anywhere on campus.

Permits must be affixed to the lower, left-hand corner of the driver's side windshield.

To apply for your permit, go to: <u>bw.thepermitstore.com</u> or scan the QR code.



Use your BW credentials (BW username and BW password) to sign in to iparq. **Do not use Internet Explorer.** 



You will need to know your current vehicle information (make, model, color, and year of your vehicle) if it is different since registering for your last permit. Follow the prompts to order your permit.

- After you have successfully registered for your permit, an automated message will be sent to your BW email that your application has been approved (check your clutter inbox).
- IF YOU DO NOT RECEIVE AN EMAIL INDICATING YOUR APPLICATION WAS APPROVED, YOU HAVE NOT SUCCESSFULLY COMPLETED THE PROCESS.
- Once your order has been processed, you will receive a second email when the permit is activated.

All permits must be picked up in the Campus Access Services office. You may pick up your permit AFTER you receive an email indicating your permit was ACTIVATED. Please visit our website for <u>current hours of operation</u>.

Students and employees displaying State Issued Handicap Placards are required to provide to Campus Access Services a valid copy of your handicap registration form indicating you as the owner, issued by the BMV.

