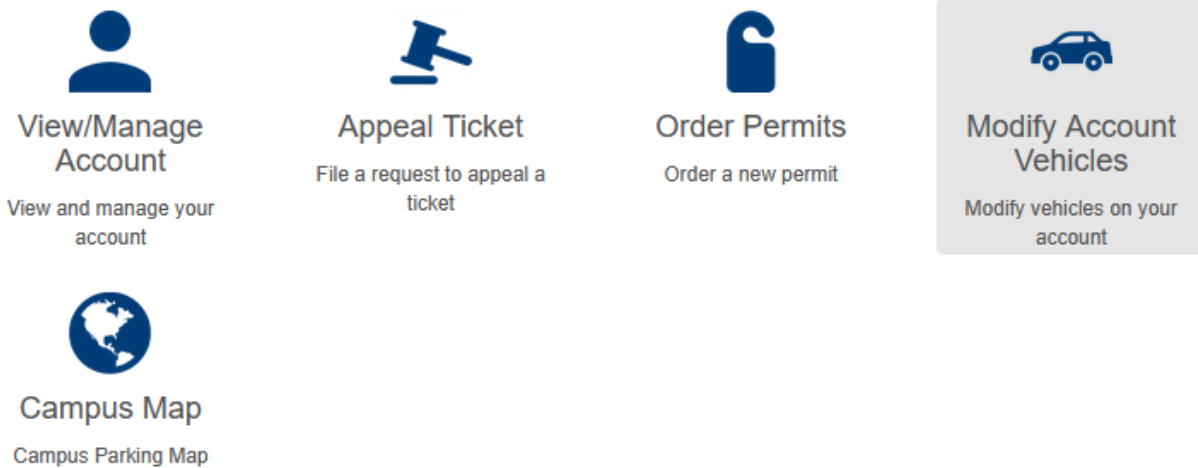


How to Modify Account Vehicles – Employee

Step 1: Go to ➔ parking.uleth.ca



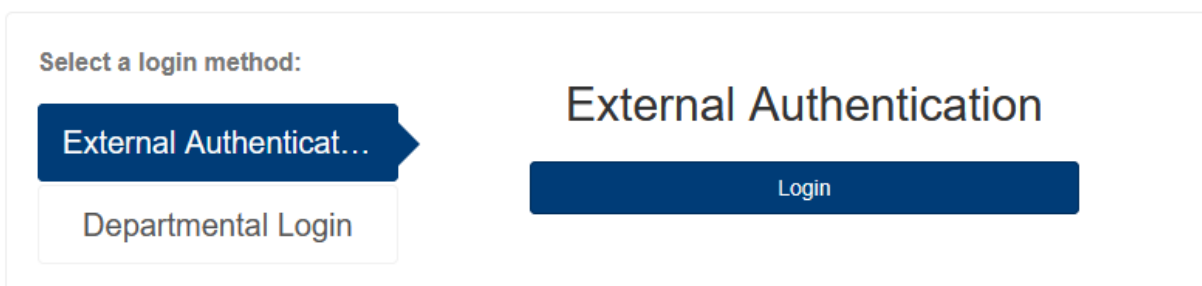
Step 2: Click ‘Modify Account Vehicles’



The dashboard features five main service tiles:

- View/Manage Account**: View and manage your account. Icon: Person silhouette.
- Appeal Ticket**: File a request to appeal a ticket. Icon: Gavel.
- Order Permits**: Order a new permit. Icon: Parking permit symbol.
- Modify Account Vehicles**: Modify vehicles on your account. Icon: Car silhouette. This tile is highlighted with a grey background.
- Campus Map**: Campus Parking Map. Icon: Globe.

Step 3: Click ‘External Authentication Login’

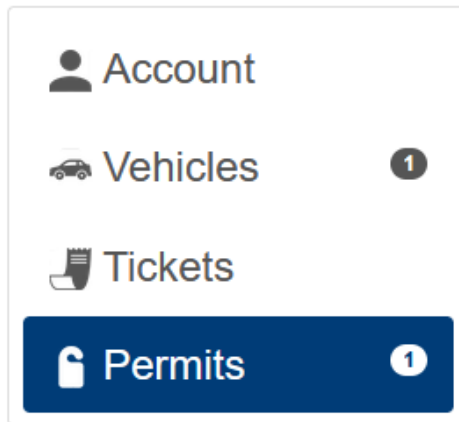


The screen displays the following elements:

- Text: "Select a login method:"
- Two buttons: "External Authentica..." (highlighted with a blue arrow) and "Departmental Login".
- A large blue button labeled "External Authentication" with a "Login" button underneath it.

Step 4: Login with your uLethbridge username and password

Step 5: On the left-side tab bar, click 'Permits'



Step 6: Click 'View' on your current Parking Permit

<input type="checkbox"/>	Permit #	Type	Plate #	Expires	Due Date	Auto Pay Date	Balance	View
	KSN01431	Lot K Annual 2025- PAYROLL	ABC1234	08/31/2026	∞	01/01/2026	\$0.00	View

Step 7: Editing your licence plate:



- **Click 'Temporary Replacement' to modify your licence plate for a short timeframe. Example: if using a rental vehicle.**
- **Click 'Permanent Replacement' if you need to make edits to your vehicle or change a licence plate number.**
- **Click 'Remove From Permits' if you no longer are in possession of the licence plate or need to remove a vehicle from your permit.**

! Please exercise caution when making any changes to your permit and ensure all information has been entered correctly! Your licence plate is your parking permit and enforcement officers can only use what has been entered into the system.

****Please note that changes will not show on your account until they have been approved by Campus Mobility Services****

The screenshot displays a user account interface. On the left is a navigation menu with 'Account', 'Vehicles' (highlighted with a blue bar and a '2' notification), 'Tickets', and 'Permits' (with a '1' notification). A green arrow points to the 'Vehicles' menu item. The main area is titled 'Vehicles on your account:' and features a red 'Add a new vehicle' button. Below this, two vehicle cards are shown. The first card has an Alberta licence plate 'DEF5678' and a 'Remove From Permits' button. The second card has an Alberta licence plate 'ABC1234' and three buttons: 'Temporary Replacement', 'Permanent Replacement', and 'Remove From Permits'. Below the vehicle cards is a section titled 'Active Vehicle Substitutions:' with a table:

Regular Plate	Replacement Plate	Start Date	End Date	Cancel
		01/13/2026	01/13/2026	<input type="button" value="Cancel"/>

You will know you have successfully made a temporary replacement if **BOTH** licence plates are now listed under your permit. ('Vehicles' changes from 1 to 2)

- Please note only **ONE** replacement can be active at a single time. Any overlapping vehicle substitutions will confuse the system, and your licence plate may accidentally be removed due to a previous ongoing replacement.
- To avoid this, make sure you only make one replacement at a time, let the replacement automatically remove after the set End Date, and then make a new substitution. **OR** make sure to click 'Cancel' on the active vehicle substitution to cancel that replacement.

Step 8: Click 'Add a New Vehicle' if you have any additional licence plates that are not currently on your permit. Employees are authorized to have up to 4 vehicles listed, but only **ONE** vehicle may use the permit on campus at a single time, otherwise **BOTH** vehicles will receive a *non-appealable* citation.

[Add a new vehicle](#)

If you experience any issues with removing or adding a licence plate, please email parking@uleth.ca with your concern.