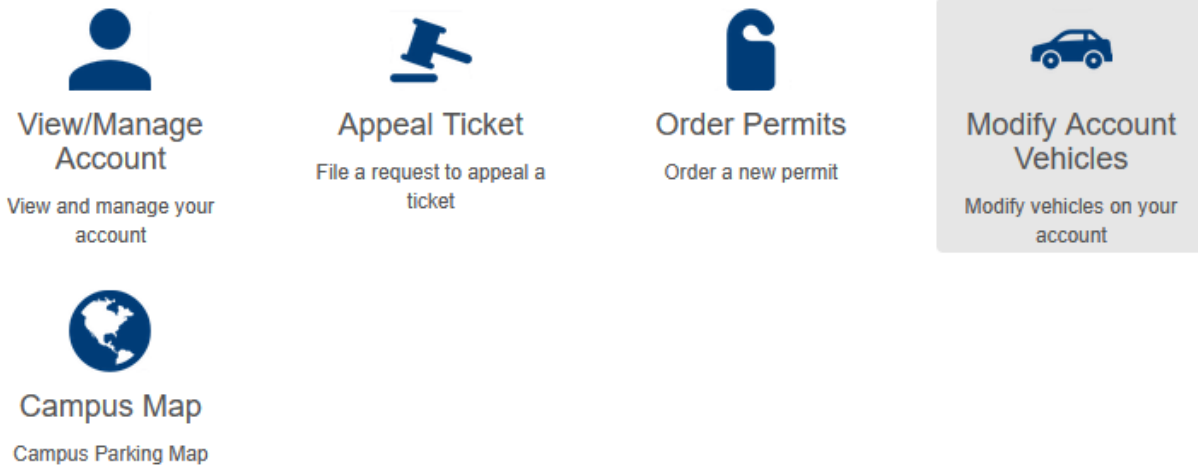


How to Modify Account Vehicles – Student

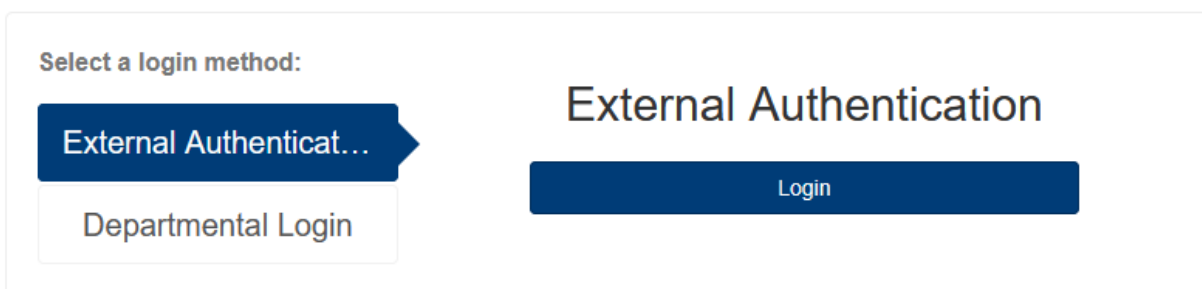
Step 1: Go to ➔ parking.uleth.ca



Step 2: Click ‘Modify Account Vehicles’

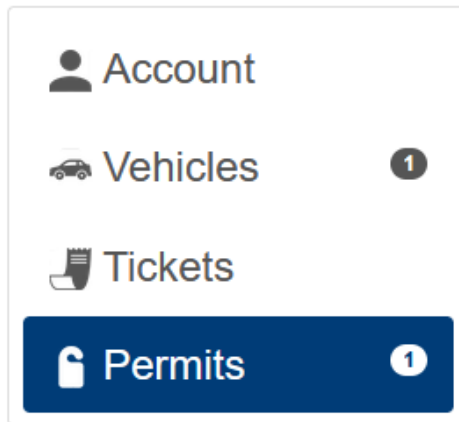


Step 3: Click ‘External Authentication Login’



Step 4: Login with your uLethbridge username and password

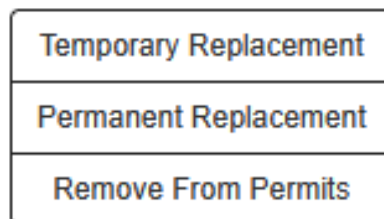
Step 5: On the left-side tab bar, click 'Permits'



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

<input type="checkbox"/>	Permit #	Type	Plate #	Expires	Balance	View
	EGN44388	Lot E - 8 Months - 2025	ABC1234	04/30/2026	\$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 shows a user account interface with a sidebar on the left containing 'Account', 'Vehicles' (with a '2' notification), 'Tickets', and 'Permits' (with a '1' notification). A green arrow points to the 'Vehicles' menu item. The main content area is titled 'Vehicles on your account:' and includes a red 'Add a new vehicle' button. Below this, two vehicle cards are shown. The first card has the license plate 'DEF5678' and a 'Remove From Permits' button. The second card has the license plate 'ABC1234' and buttons for 'Temporary Replacement', 'Permanent Replacement', and 'Remove From Permits'. Below the vehicle cards is a section titled 'Active Vehicle Substitutions:' which contains a table with the following data:

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.

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