



Widener University

ARMS Parking Portal Guide

To navigate to the Widener Parking Portal please follow this [link](#). You can also navigate to the store by searching "Purchase a Parking Permit" in MyWidener.

Please follow the instructions in this guide to request a parking permit, view citations and request appeals. If you have questions or concerns please email parking@widener.edu.

Students Requesting a Parking Permit

After navigating to the website please enter your last name and student ID number. Please review the Parking and Traffic Handbook and agree to the terms of use. After which, you may click "Log In" to proceed. (outlined in red)



Login

Visitors to campus must register their vehicle with Campus Safety through the following link: [Register visitor](#)

Students, Faculty, and Staff please login below:

Last Name

ID Number 

Terms of Use

Terms of Use: By clicking "I agree" below, you agree to follow and abide by all parking and traffic regulations set forth by the Widener University Office of Campus Safety. A full copy of the parking and traffic handbook outlining all

I agree the Terms of Use

Log In

After Logging in, you will see an overview of your account. Here you can navigate to your user profile, vehicles, permits and citations.

On your first login, it is important to update your user profile with the most accurate information. Even if the information is accurate, it is important to edit the profile to ensure the system has everything it needs. The "Cell Number" AND "Home Number" need to be in the correct format or else the system will not allow you to request a parking permit.

Click on "Edit Profile" (outlined in red)



User profile

Please verify that your profile information is correct.

Name Info	Contact Info
Student ID	Email
Last Name	Home Number (ex.XXX-XXX-XXXX)
First Name	Cell Number (ex.XXX-XXX-XXXX)
Middle Name	
DOB (mm/dd/yyyy)	
Mailing address	Campus Address
Street #	Street #
Street Name/PO Box	Street Name
Additional	Additional
City	City
State	State
ZIP	ZIP



Vehicle Info

If your current vehicle(s) are not found in the list, please add them by clicking "New Vehicle" button shown below. If you no longer own a vehicle displayed in the list, please email Parking Services to inform us.



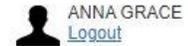
Citations

[View my Citations](#) →

Enter the appropriate information in the correct format. If anything is entered incorrectly a red exclamation point will appear next to the item. Labels marked with a red asterisk are mandatory in order to proceed.

If you are electing to have your parking permit mailed to you instead of picking it up at the Campus Safety Office, then please update the mailing address as the information here is what generates the mailing label.

After entering this information please click "Submit" to finalize it. (outlined in red)



User profile

Please verify that your profile information is correct.

Name Info

Student ID
Last Name
First Name
Middle Name
DOB (mm/dd/yyyy)

Contact Info

Email *
Home Number
(ex.XXX-XXX-XXXX) *
Cell Number
(ex.XXX-XXX-XXXX) *

Mailing address

Street #
Street Name/PO Box *
Additional
City *
State *
ZIP *

Campus Address

Street #
Street Name
Additional
City
State
ZIP

Submit

Cancel

After clicking submit, the system will navigate you back to your account homepage. Under the “Vehicle Info” section you can now click on “New Vehicle” (outlined in red) so that you can enter your vehicle information. **Students can only request 1 parking permit at this time. If additional parking permits are needed, please add the primary vehicle you will be driving and contact parking@widener.edu to get an additional parking permit added to your account.**

Vehicle Info

If your current vehicle(s) are not found in the list, please add them by clicking "New Vehicle" button shown below. If you no longer own a vehicle displayed in the list, please email Parking Services to inform us.



After clicking on the button, you will need to populate the boxes shown below.

If your vehicle “make” or “model” is not part of the drop down box please email parking@widener.edu with the information that is missing so that we can add it for you.

Vehicle Info

If your current vehicle(s) are not found in the list, please add them by clicking "New Vehicle" button shown below. If you no longer own a vehicle displayed in the list, please email Parking Services to inform us.

New vehicle

Vehicle License *	<input type="text"/>
Vehicle State *	<input type="text" value="▼"/>
Year *	<input type="text"/>
Make *	<input type="text" value="▼"/>
Model *	<input type="text" value="▼"/>
Color Major *	<input type="text" value="▼"/>
Color Minor	<input type="text" value="▼"/>

After clicking on “Add,” you will be navigated back to your account homepage. You may now request a parking permit for the vehicle you added.

You can now navigate to the "Issued Permits" section and click on "Request Permit," (outlined in red)

Vehicle Info

If your current vehicle(s) are not found in the list, please add them by clicking "New Vehicle" button shown below. If you no longer own a vehicle displayed in the list, please email Parking Services to inform us.

License	Year	Make	Model	Color
PA	2020	VOLKSWAGEN	PASSAT	GRAY

New Vehicle

Issued Permits

Request Permit

Upon entering the permit request screen, you will have the option to choose if you want your permit mailed to the provided mailing address or you can click on the checkbox (red arrow) and then click next (outlined in red).

Permit request

Step 1

Step 2

Step 3

Step 4

Step 1. Confirm shipping address

Please, review and confirm that the mailing address below appears as it should on a shipping label.

I wish to pick up the permit at the Office of Campus Safety

ANNA GRACE

Click next if the address is correct or cancel if changes need to be made.

Cancel

Next >>

You can now select the type of permit that you would like to purchase.

18 Hour Permits – Allow access to park on campus between the hours of 6:00 AM and Midnight. This permit is not allowed to park on campus between Midnight and 6:00 AM.

24 Hour Permits – Allow access to park on campus 24 hours a day.

All parking permits are purchased for the entire academic year. The cost of the permit that you select, will be billed to your student account. You can pay your student account in person at Lipka Hall or, preferably, online by searching “My Online Student Account” on MyWidener.

User Type	STUDENT
Permit Request	
18 Hour permit hours are restricted to 6am to Midnight. 24 hour permits have 24/7 access.	18 HOUR ▼
Payment method	<input checked="" type="radio"/> Billed to Student Account
Issue Amount	\$135.00
Additional amount	\$0.00
Total amount	\$135.00
Cancel	Next >>

After selecting the permit you would like from the drop down, please click “Next” (outlined in red) to proceed.

You will be navigated to a summary page where you will have a final chance to review all of the information and ensure that it is correct. You may click on “Submit” when you are finished. The final page will confirm that you have requested a parking permit and will look like the image below.

Parking permit requests take 3-5 days to process before mailing or pickup availability.

Permit request



Step 4. Print permit

Thank you for your request.
You must pick up your permit at the Office of Campus Safety.

Person: **ANNA GRACE**
Permit type:
Vehicles:

[User Profile](#)

[Logout](#)

After receiving your new permit please refer to the “Parking Permit Sticker Location Guide” on where your sticker must be placed on your vehicle. Stickers placed in incorrect locations will incur parking citations and sticker replacement costs.