Registering for a student permit (Credits student and Apprentice)

- East Zone parking (lot C and D) is set to cover both Fall and Winter term. Spring term is sold separately.
- West Zone (lot N and R) and lot Q is a monthly permit per term; you may purchase 4 months at a time to cover for the whole term or you may renew monthly.
- Apprentice zone (lot T, U, or B) is a weekly permit for apprentice.
- There is NO designated parking spot for student parking; all stalls are first come first serve.
- If the parking lot is full, please park your vehicle at the nearest public parking lot and notify security by email SecurityCentre@rdc.ab.ca /phone 403-342-3445.

**To apply for a new permit:**

1) Go to [RDC Parking website](#), then click on
2) From the below screen, select ‘Register for a New Permit’
3) Select “Credit Students” or “Apprenticeship Students” from the drop-down list, then click next
4) For credit students: select parking zone, then click next
For apprenticeship students: select the permit that matches the start of intake (If you do not see one for your intake start date, select anyone that can cover the duration of your course), then click next

5) Enter account information or create account if you are new to the system.
   If you are an existing user but forgotten the password, click on the Login button at the bottom left corner, then click on forgot password.

6) Once logged in, review the permit owner information, then click next to move on
7) For credit students: If you selected West Zone or Lot Q from step 4, select how many months will you be paying this time, an email renewal reminder will be sent a week prior to expiry
   For apprenticeship students: select how many weeks you will be paying at this time, the default is 1 week.

8) Make sure the date range cover your parking needs
9) Enter/select license plates information by clicking “click to add”; up to 2 license plates can be registered under each permit, but only 1 can be on campus at a time

10) The below window will show up, click on the “License Plate” box to select license plate from the drop down list if you already have them filed with us; if you have a new license plate to register to the permit, you may type your license plate in the “License Plate” box.
11) If a mistake was made on the license plate number, click on the top right-hand corner of the license plate to edit or remove it.

12) Select next to finalize registration, review the information before submitting application.

13) Follow the steps to proceed with payment.
14) Invoice will be generated, please confirm amount to pay and email address for receipt before clicking Accept.

![Invoice Order Details](image)

15) Proceed with payment information on the below screen. Only credit card an debit-visa is acceptable.

![Payment Screen](image)

16) Receipt will be emailed once payment is successful, you can also access your receipt from the tab.

17) To confirm your permit is activated, you should now see an expiry date shown like below.

![Permit Information](image)

18) If you missed the prompt for payment, click on on the left side of the website.
19) Click on the arrow to see the permit under each category, click on the permit number to see the details.

20) Go to the permit, click on the red exclamation mark to see the list of actions to the permit.

21) Select make a payment, follow steps 13-17.