STUDENTS: HOW TO CHANGE THE VEHICLE ATTACHED TO YOUR VIRTUAL PARKING PERMIT

Step-By-Step Direction with Screenshots

1) Go to https://www.wmich.edu/parking
2) Click on the “GET A PERMIT” button

3) Click the “STUDENT” button

4) Login using your Bronco NetID (you will skip this page if you’re already logged in)
5) On the WMU Parking Services Portal page, click “View Your Permits” in the PERMITS block
6) On the **View Your Account Permits** page, click your permit number

7) On the **Your Permit Details** page, click on the plate of the vehicle you wish to change

8) On **Your Vehicle Details** page, click the **Delete** button near the bottom of the page
9) Click OK when the confirmation popup box appears

10) On the Manage Your Account Vehicles page, click the Add Vehicle button

11) *On the Register Vehicle page, enter the required vehicle information and click Next*

*Note: some people with previously registered vehicles may visit the Add Vehicle to Your Permit page between steps 10 and 11*
12) You’re done! You should be back at the Manage Your Account Vehicles page, with your new vehicle listed. To go back to the View Your Permits page (step 6), select the Permits dropdown in the top menu bar and click View Your Permits.
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