



SCHOOL ADMINISTRATOR

Welcome to ParkDC Permits! Follow the instructions below to create your account, share a code with a school staff member, purchase a staff member permit from your admin account, and print a permit.

Each permit has a cost of \$50.00 and only one vehicle can be assigned to it.

CREATE ACCOUNT


1. First click "Sign Up!" at the bottom of the screen.

Access ParkDC Permit Holder Account

Sign in using your registered account.


Username

Password

[Login](#) [Trouble signing in?](#)

Don't have an account? [Sign Up!](#)



2. Enter the required information and click “Next”.

1 Create Account

2 Account Type

3 Account Information

4 Permit Selection

Create Account

Please provide the following information so we can get you started.

First Name Last Name

Username Email

Password Confirm Password

Cancel Next

3. Select your account type by clicking “School Staff”, then click “Next”.

Account Type

Please let us know who you are. (Select all that apply)

Resident
I need to have people visit me and I may visit other residents.

Visitor Only
I am visiting a friend and need to park.


Home Health Aide
I need to visit a patient.

Contractor
I need to park my vehicle(s) for a job.

School Staff
I am a Teacher or Staff member and I need to park near my school

Cancel Next

4. Choose a security question and answer, then click "Next".

 **Account Information**

Please let us know a little more about yourself by filling out each section below.


Security Question

Please select a security question for your account. (You will need this if you call into our Help Center.)

Question

Answer

[Back](#) [Next](#)



5. Congratulations! You have successfully created your ParkDC Permits account.

Welcome

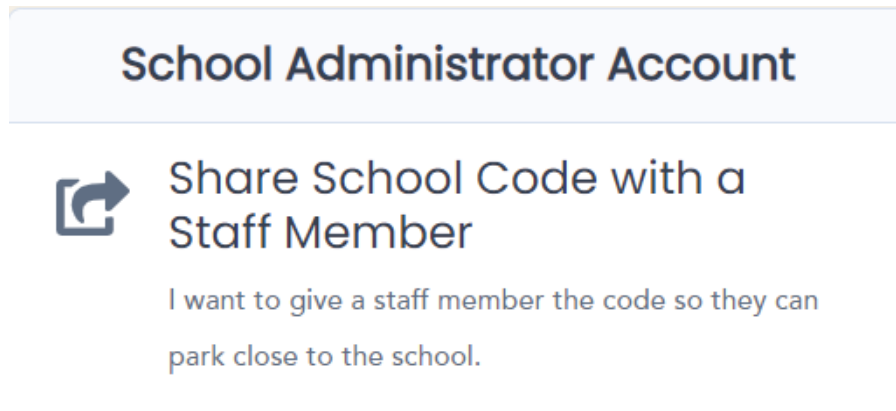
Thank you for registering with our digital permits solution. This is your dashboard that will give you a quick view of your account.

If you need help at any time, review our tutorials or reach out to us on the "Contact Us" page.

6. Once your account has been created notify your point of contact that has been assisting you to convert your account from a Staff Member to a School Administrator.

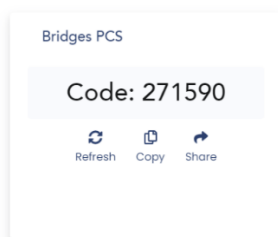
SHARE SCHOOL CODE WITH STAFF MEMBERS

1. On the “My Home Page” section, under “School Administrator Account” select “Share School Code with a Staff Member”.



2. The code can be provided verbally, through a text message, or by clicking “Share” to send in an email.

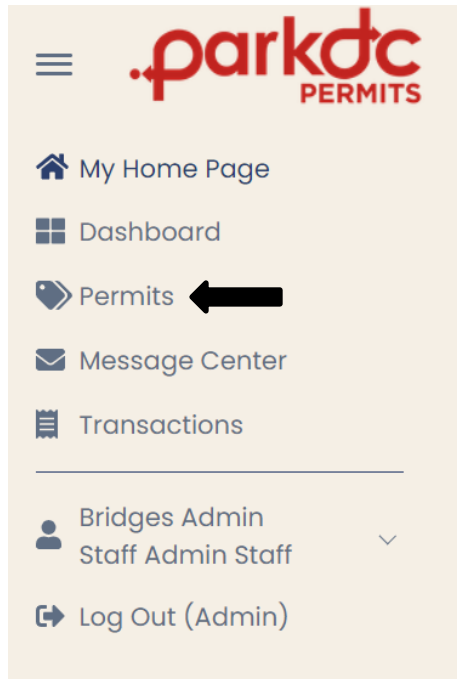
Once the code has been given to a member of the school staff, that person must register in ParkDC Permits as school staff member in order to have access their permit directly.



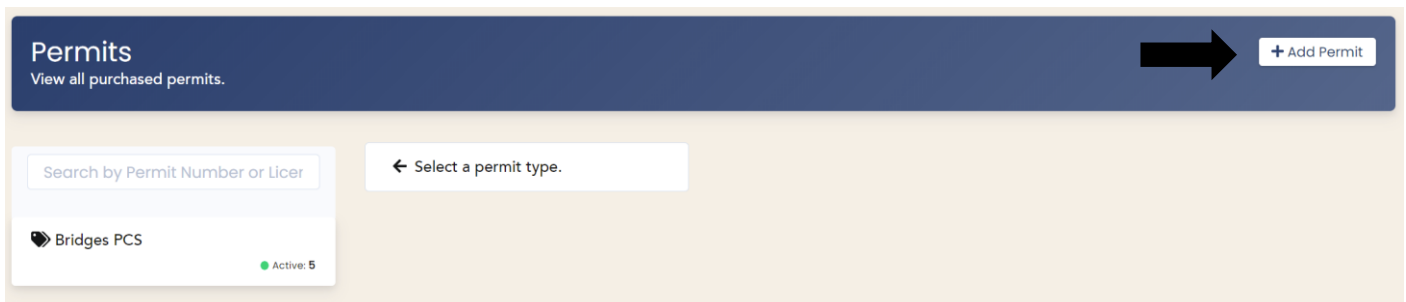
Note: If a staff member wants to have full access to their permit, they must create an account.

PURCHASE A STAFF MEMBER PERMIT

1. From the menu on the left side of the screen click “Permits”.



2. Click “Add Permit”.



- You will be redirected to the Permits section of your account. Click “Add” to select the type of permit you’re requesting, and then click “Continue.”

Bridges PCS \$50.00
This permit is for participating schools in the parking zone (SPZ) for DC Public School staff to park in specific Residential Parking Permit-restricted parking spaces.

Parking Date(s):
August 15, 2022 - September 15, 2023

Parking Locations:
ANC 4A, ANC 4B, ANC 4C

+ Add

29 Available as of 08/05/2022

Cancel Continue

- Select the vehicle that will be associated with the permit or click “Add” if the vehicle is not on the list.

Bridges PCS \$50.00
This permit is for participating schools in the parking zone (SPZ) for DC Public School staff to park in specific Residential Parking Permit-restricted parking spaces.

Vehicle(s) + Add

Only 1 vehicle(s) can be associated with this permit.

5JGHBUU

Permit Start Date
08/15/2022

- Enter the required fields and click “Save”.

Vehicle Details X

Nickname:

License Plate: State:

Make: Color:

6. Enter the required information for the purchase of the permit and click “Pay”.

Billing Information		Cart Information	
First Name Teacher	Last Name Teacher	Bridges PCS	\$50.00
Email teacher@testng.com		Total	\$50.00
Address	City		
State Alabama	Zip		

Payment Method	
<input checked="" type="radio"/> Credit Card	
Card Number	
Expiration 01 - January 2022	
CVV	
<input type="radio"/> Saved Credit Card	



8. You have successfully purchased a staff member permit!

Success!

You have successfully purchased your school permit. Please allow the school administrators to review your purchase. You will be notified by email if your request has been approved or denied. You can visit "My Home Page" to check the progress of your order.

PRINT YOUR PERMIT

1. From the “My Home Page” click “Print My Permit” and then “Print”.

Print and display this permit in the vehicle dashboard to avoid a parking citation. This permit allows parking at [green](#) or [red](#) Residential Permit Parking (RPP) signs. This permit is only valid in your [ANC](#). This permit does not exempt vehicles from [ROSA Enforcement](#).

Bridges PCS ANC2C, 2D, 2E, 2F, 3B, 3C Active


PERMIT #
DC02504

Vehicle(s)
(5JGHBUU)




Parking Locations
2C, 2D, 2E, 2F, 3B, 3C

Validity
from August 15, 2022 to August 14, 2023

[Print](#)



1. Choose the printer and click “Print”.



Permit #: DC02504

Bridges PCS ANC2C, 2D, 2E, 2F, 3B, 3C

ISSUED TO LICENSE PLATE: AK-5JGHBUU

**Valid: August 15, 2022
to
August 14, 2023**

THIS PERMIT IS VALID ONLY WHEN THE OWNER/OPERATOR REGISTERS ONLINE USING THE PERMITCONNECT APP OR DDOT.MYPARKINGINFO.COM.
THIS PERMIT IS VALID ONLY FOR THE TIME AND LOCATION (ANC) APPROVED ONLINE USING THE PERMITCONNECT APP OR DDOT.MYPARKINGINFO.COM.

- Vehicle is considered in violation if it is not properly registered in the PERMITCONNECT software and approval for visitor parking has not been granted by the resident host.
- This Permit is valid only for the time/days, the ANC designated on the permit and spaces within the Zone.
- Parking signs installed in the resident's neighborhood.
- This Permit does not provide an exemption from the Registration of Out of State Automobiles (ROSA) requirement to register a vehicle in the District of Columbia within 30 days of residency.
- This Permit is not to be used as a substitute for a valid RPP sticker on a vehicle owned by a resident of the household.
- Vehicles displaying an invalid permit, permit not properly registered on PERMITCONNECT, or parked outside the designated ANC on the permit will be subject to a RPP parking citation.
- Duplication or sale of this Permit is strictly prohibited and violators are subject to a \$200 fine (DC Law 15-186).
- This permit must be clearly displayed on the dashboard, visible from the outside of the vehicle (typically passenger side) of the windshield.
- This permit is the property of Washington, DC and must be surrendered upon demand by an authorized officer. VOID IF ALTERED.