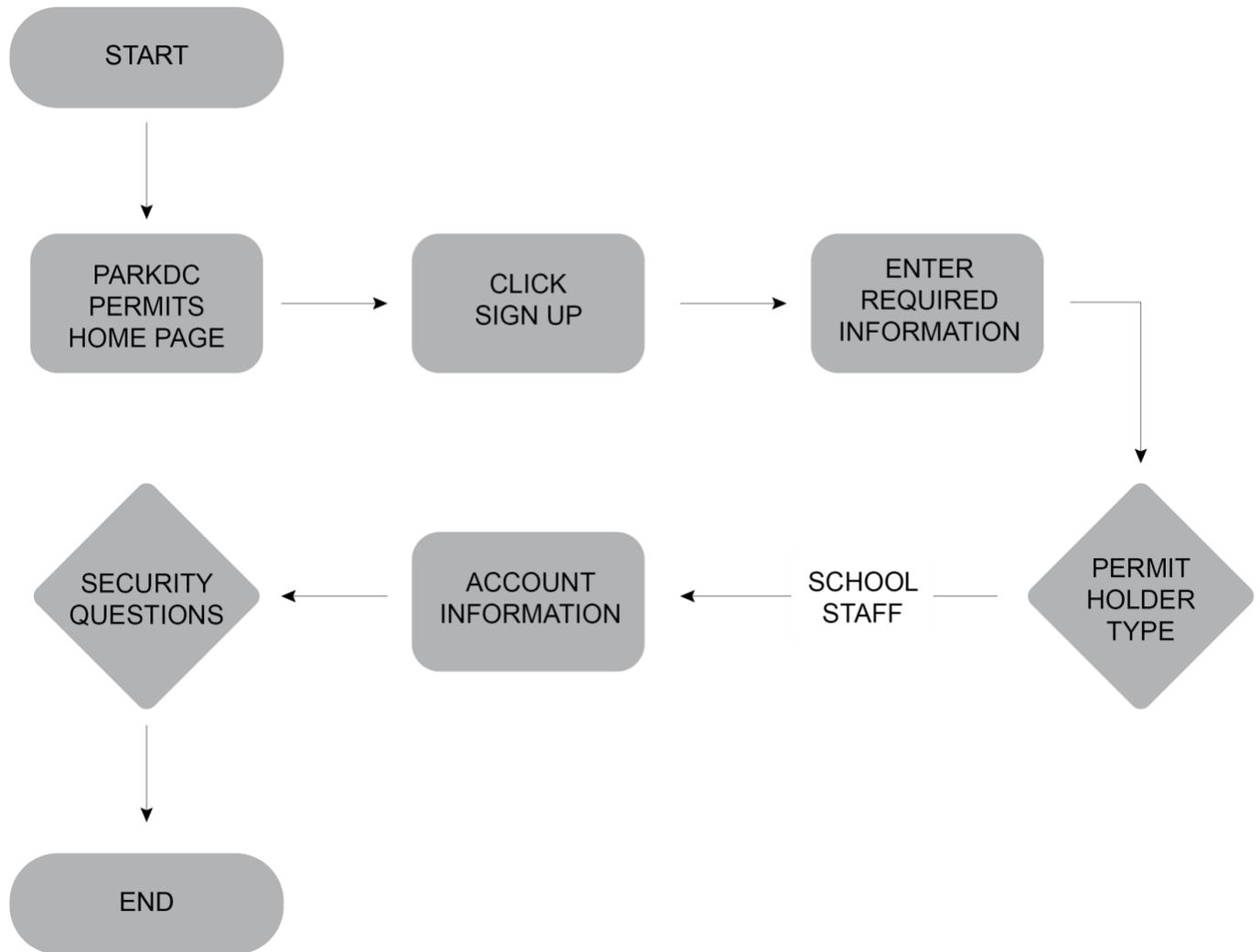


Welcome to ParkDC Permits! Please follow the directions below to register your School Staff Member account, request a parking permit, and print your permit.

## SCHOOL STAFF MEMBER – SIGN UP



1. Click “Sign Up!” at the bottom of the screen. You will be redirected to the “Create Account” screen. Please provide the required information, then click “Next.”

### 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. On this screen you will need to create an account. To do this you must:
  - a. Enter your first and last name
  - b. Enter your Username
  - c. Enter your email address
  - d. Enter a Password and
  - e. Confirm the Password
  - f. Once you have entered the required information, 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. Since you are a staff member of the school, please select “School Staff”, then click “Next”.

### Account Type

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

 <b>Resident</b> I need to have people visit me and I may visit other residents.	 <b>Visitor Only</b> I am visiting a friend and need to park.	 <b>Home Health Aide</b> I need to visit a patient.	 <b>Contractor</b> I need to park my vehicle(s) for a job.
  <b>School Staff</b> I am a Teacher or Staff member and I need to park near my school			

Cancel **Next**

4. Choose a security question & 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](#)



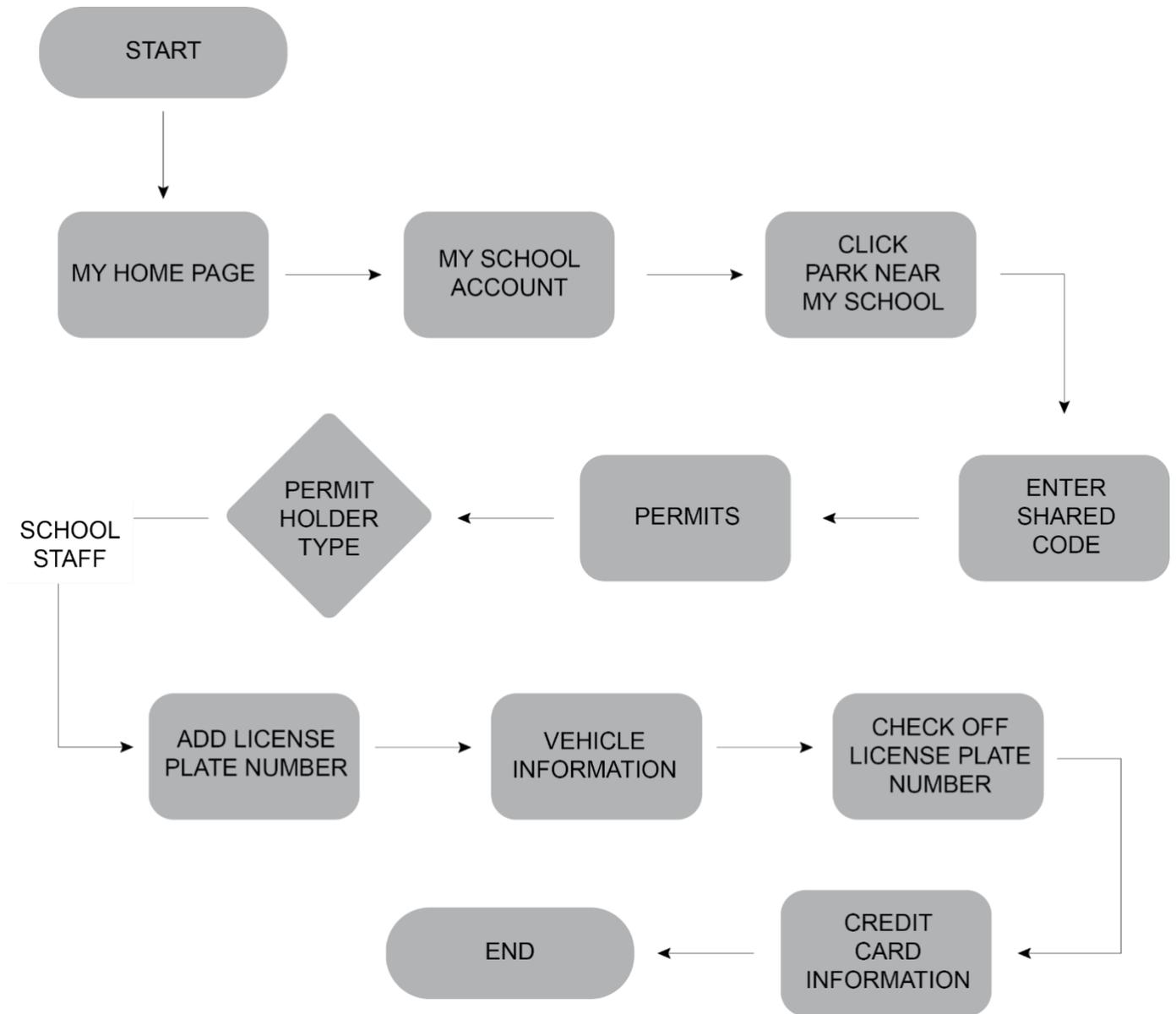
5. Congratulations! You have successfully created your ParkDC Permits School Staff Member account.

### Welcome

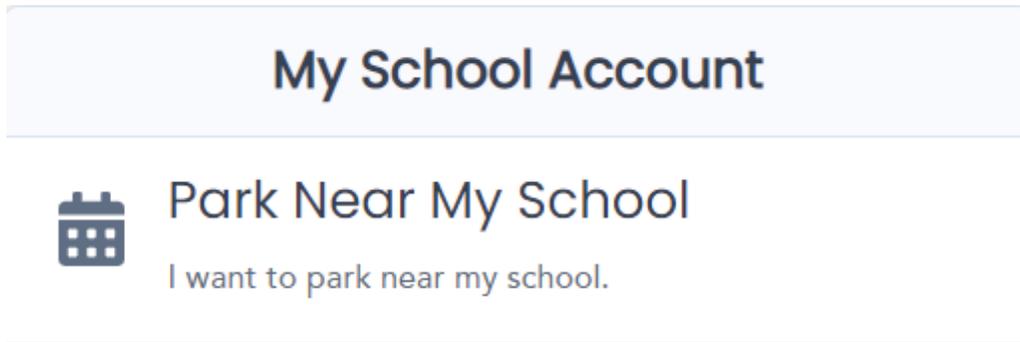
Thank you for registering with our digital permits solution. This is your dashboard that will give you a quick view of your account.

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

# SCHOOL STAFF MEMBER – REQUESTING TO PARK



1. On the "My Home Page" screen, select "Park Near My School" under My School Account.



The screenshot shows a "Vehicle Details" form with a close button (X) in the top right corner. The form contains the following fields:

- Nickname:
- License Plate:
- State:
- Make:
- Color:
- Test field:

At the bottom right of the form, there are two buttons: "Close" and "Save". A black arrow points to the "Save" button.

2. Check off the added license plate number and click "Continue".

## Cart Details

Review your cart and fill-out all necessary information.

	<b>Bridges PCS</b> 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.	\$50.00
Vehicle(s) <a href="#">+ Add</a>	Permit Start Date	
Only 1 vehicle(s) can be associated with this permit.	08/15/2022	
<input checked="" type="checkbox"/> test (TEST123)		
<b>Total</b>		\$50.00

[Add Permit](#) [Continue](#)



3. Enter your credit card information, then click “Pay”. Your card information includes:
  - a. Your billing address
  - b. The digital credit card number
  - c. The expiration date and CVV

<b>Billing Information</b>	<b>Cart Information</b>
First Name Teacher	Bridges PCS \$50.00
Last Name Teacher	Total \$50.00
Email teacher@testing.com	
Address	City
State Alabama	Zip
<b>Payment Method</b>	
<input checked="" type="radio"/> Credit Card	
Card Number	
Expiration 01 - January 2022	
CVV	
<input type="radio"/> Saved Credit Card	
	
<a href="#">Cancel</a> <a href="#">Back</a> <a href="#">Pay</a>	

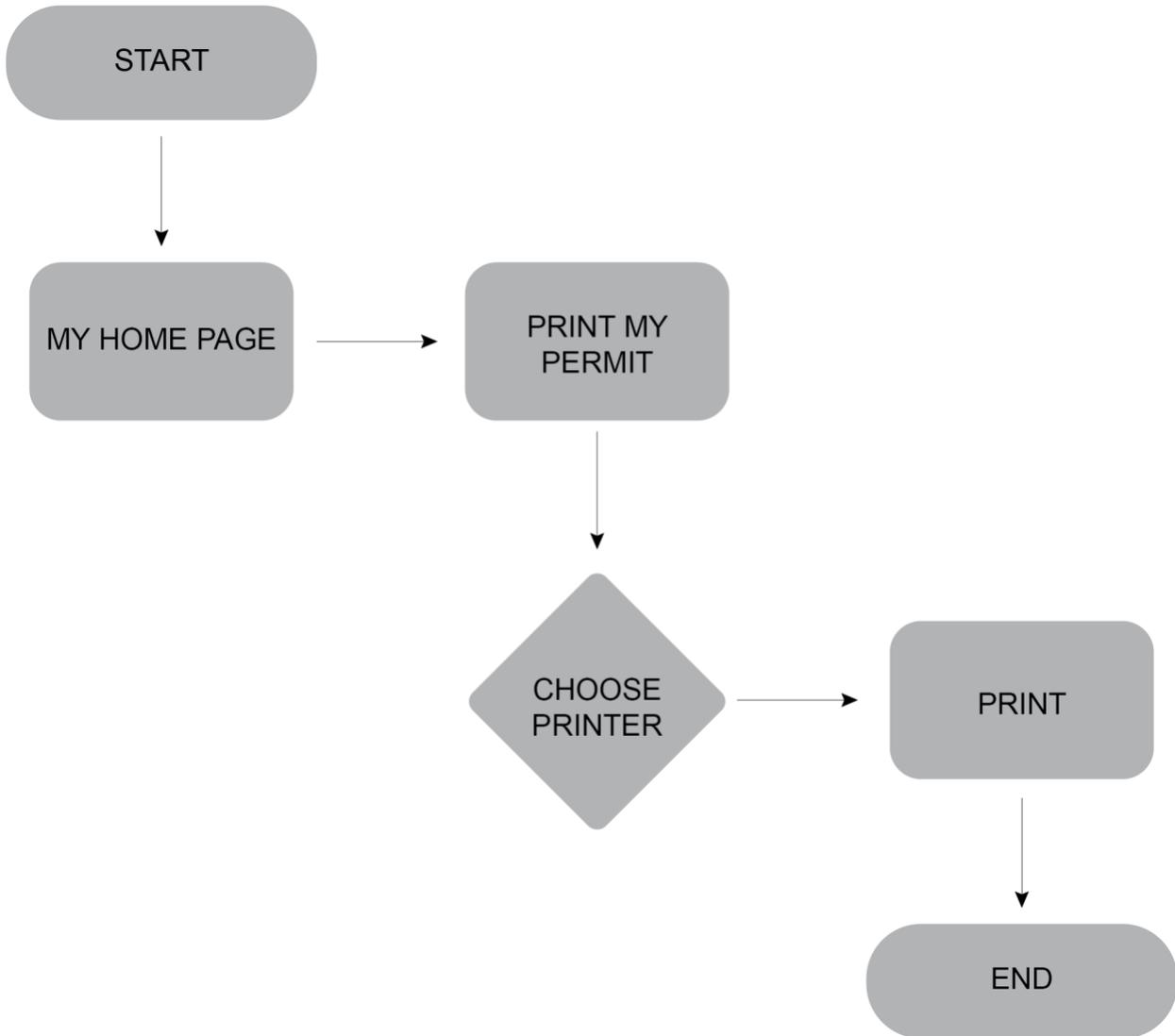


4. You have successfully purchased your staff permit and submitted the request to park!

## 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.

# SCHOOL STAFF MEMBER – PRINT YOUR PERMIT



1. To print a permit, click “Print My Permit” on My Home Page. Select 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



2. Choose the printer and click “Print”.

### Print

Total: 1 sheet of paper

**Printer**

iR-ADV C356 III

**Copies**

1

**Pages**

All

e.g. 1-5, 8, 11-13

**Color**

Color

**Print on both sides**

Print on one side

[More settings](#)

[Print using system dialog \(Ctrl+Shift+P\)](#)

[Troubleshoot printer issues](#)

**Print** **Cancel**



3. Here is your staff parking permit! Display this permit on the dashboard of your vehicle



**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 times/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 \$300 fine (DC Law 16-186)
- This permit must be clearly displayed on the dashboard, visible from the curbside 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.