

BW Parking Permit Instructions

All BW employees and students are required to have a parking permit to park anywhere on campus.

Permits must be affixed to the lower, left-hand corner of the driver's side windshield.

To apply for your permit, go to:
bw.thepermitstore.com or scan the QR code.



Use your BW credentials (BW username and BW password) to sign in to iparq.
Do not use Internet Explorer.

The screenshot shows the iparq website interface. At the top left is the BW Baldwin Wallace University logo. At the top right is the iparq Intelligent Parking logo. Below the logos is a navigation menu with links: Home | Permits | Notices | Account | BW Home Page. Below the navigation menu is a sign-in form with fields for User Name and Password, and a Sign in button. A blue arrow points from a callout box labeled "Sign in here" to the Sign in button. Below the sign-in form is a "Forgot your password? Click Here" link. Below the sign-in form is a "READ FIRST" section with the text "ALWAYS USE YOUR BW EMAIL ADDRESS AS YOUR USERNAME". Below the "READ FIRST" section are two main sections: "BUY PERMITS" and "APPEAL NOTICE". The "BUY PERMITS" section has a "<Click Here>" button and a sample permit image. A blue arrow points from a callout box labeled "Start your order here after signing in" to the "<Click Here>" button. The "APPEAL NOTICE" section has a sub-section "Enforcement Services" with input fields for License Plate and Notice Number, each with a Search button.

You will need to know your current vehicle information (make, model, color, and year of your vehicle) if it is different since registering for your last permit. Follow the prompts to order your permit.

- After you have successfully registered for your permit, an automated message will be sent to your BW email that your application has been approved (check your clutter inbox).
- IF YOU DO NOT RECEIVE AN EMAIL INDICATING YOUR APPLICATION WAS APPROVED, YOU HAVE NOT SUCCESSFULLY COMPLETED THE PROCESS.
- Once your order has been processed, you will receive a second email when the permit is activated.

All permits must be picked up in the Campus Access Services office. You may pick up your permit AFTER you receive an email indicating your permit was ACTIVATED. Please visit our website for [current hours of operation](#).

Students and employees displaying State Issued Handicap Placards are required to provide to Campus Access Services a valid copy of your handicap registration form indicating you as the owner, issued by the BMV.

Details concerning parking, including violations, fines, etc., can be reviewed at:
[Parking Regulations](#) or scan the QR code.

