

## Alumni/Retiree & Non-Affiliate Parking Registration Instructions

Please be aware that those eligible for the parking pass are **alumni, retiree, and non-affiliates members of Kirmayer (e.g., sponsored members, St. Luke's, Bishop Spencer Place, medical referrals or non-assessed students)**, as these members have no other way of purchasing a KU parking pass.

This pass will be provided at no extra cost, and will allow the specified members access to the Kirmayer Zone 1 parking lot, during the following times:

- Monday-Friday 5pm-10pm
- Saturday-Sunday 8am- 8pm

### Creating a profile on the Parking Services webpage

- Go to, [www.kumc.edu/parking](http://www.kumc.edu/parking) or copy/paste this link into your webpage browser
- Under parking registration (top, right-hand side of the Parking Services' webpage) click the "Register your vehicle here" button
- On the Online Parking System page, under the wording, "If you are a NEW Employee or Student that has not yet received a campus login to register" select the employee option
- On the Online Parking System - Create New Account page, input all of your general information. Once you get to the second column, input the following information:
  - **Classification:** Employee- Main Campus
  - **Entity:** Kirmayer- Non-Affiliate
  - **Job Title:** Kirmayer Non-Affiliate Member
  - **Department:** Kirmayer Fitness Center
  - **BADGE ID:** Enter Kirmayer key tag number or random number
- Select the "Create My Account" button and continue to add information, as prompted
- When asked for your parking zone preference, select or input Kirmayer Zone 1

Once you have completed parking registration on the Parking Services webpage, call Parking Services, at 913-588-5175, to inform them you have done so.

If you experience issues, please email Corie Cutshall at [ccutshall@kumc.edu](mailto:ccutshall@kumc.edu).