

Alumni, Retirees and Non-Affiliates Car Registration

To request a parking pass, you must create a profile with [Parking Services](#).

- Sign up as Employee without KUMC email.
- Input your contact information and click "Next".
- Enter your email and password information and click "Next".
- Enter your vehicle information and click "Next".
- Complete the employee information as noted below:
 - Classification: Employee - KUMC Main Campus
 - Job Title: Kirmayer Non-Affiliate Member
 - Employee ID: Enter your email address
 - Badge ID: Enter Kirmayer key tag number or random 6-digit number
 - Hire date: Select today's date
- Check the box next to "Accept the Terms and Policy"
- Click "Sign Up"

You will then be logged into the Parking Services Portal.

- Click "My Permits Priority" and find Zone 1. Update priority from 0 to 1.
- You are then placed on the waitlist.

Once you have completed parking registration, 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.