

# Change Vehicle Guide

## Faculty/ Staff Annual Parking Permits Online

### St. George Campus, University of Toronto.

**IMPORTANT:** Starting in July 2020, the new virtual permit system allows only one (1) vehicle registered on each Faculty/ Staff permit at any time. However, a permit holder can change the vehicle on their account. It is the responsibility of the permit holder to ensure that correct vehicle is on their permit before parking it on University property. Limited changes are allowed within the last rolling 7 days period. Reaching the limit will prevent you from making any further changes, until enough time has lapsed. These changes are not intended for permit sharing, rather to facilitate convenience of bringing a different vehicle owned/ in use by the original permit holder. Please refer to parking regulations on our website.

## Login Instructions:

### STEP L1

Visit: <https://facilities.utoronto.ca/AIMSWeb9/>

Click on the Modify Account Vehicles tab marked in Red below.

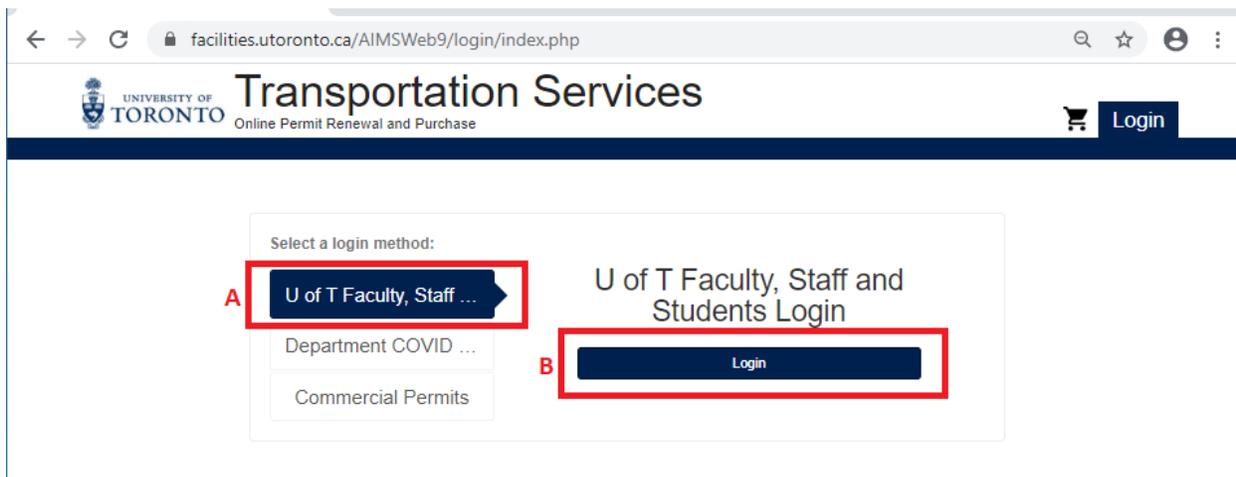
(Alternatively, by using one of the other marked links, your will have to follow through to the Vehicles Section).

The screenshot shows the website interface for Transportation Services. The URL in the browser is [facilities.utoronto.ca/AIMSWeb9/](https://facilities.utoronto.ca/AIMSWeb9/). The page features a navigation bar with the University of Toronto logo and the text 'Transportation Services Online Permit Renewal and Purchase'. A 'Login' button is highlighted with a red box. Below the navigation bar, there is a grid of service tiles. The 'Modify Account Vehicles' tile, which includes a car icon and the text 'Modify vehicles on your account', is highlighted with a red box. Other tiles include 'View/Manage Account', 'COVID - Temporary Permits', 'Faculty/Staff Renewal', 'Student Permit Purchase', 'Order Commercial Permits', 'After 4:00 PM Permits', 'Summer Resident/Conference', 'OISE - External', and 'DEPARTMENT TEMPORARY PERMITS & PASSES'.

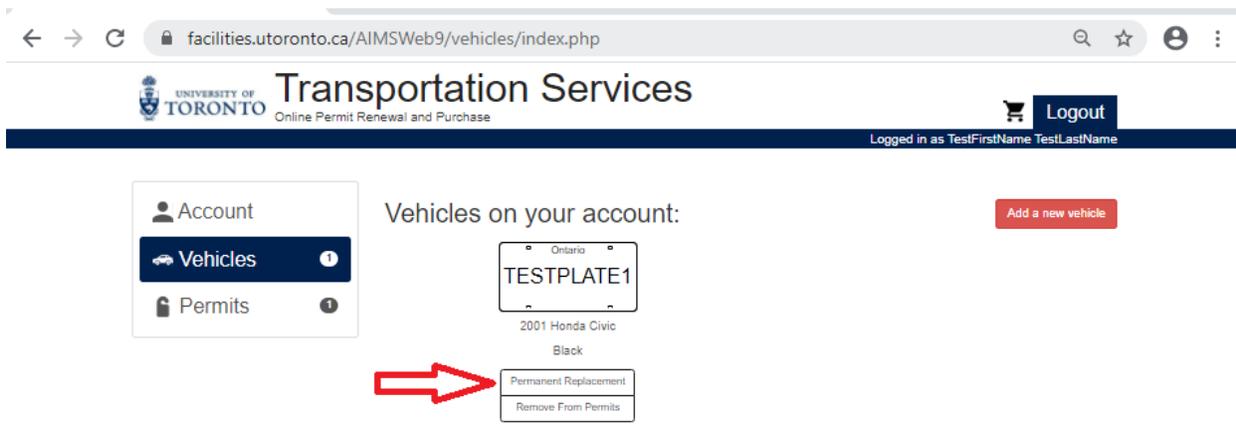
**STEP L2**

Ensure that the option marked A; 'U of T Faculty, Staff...', is selected.

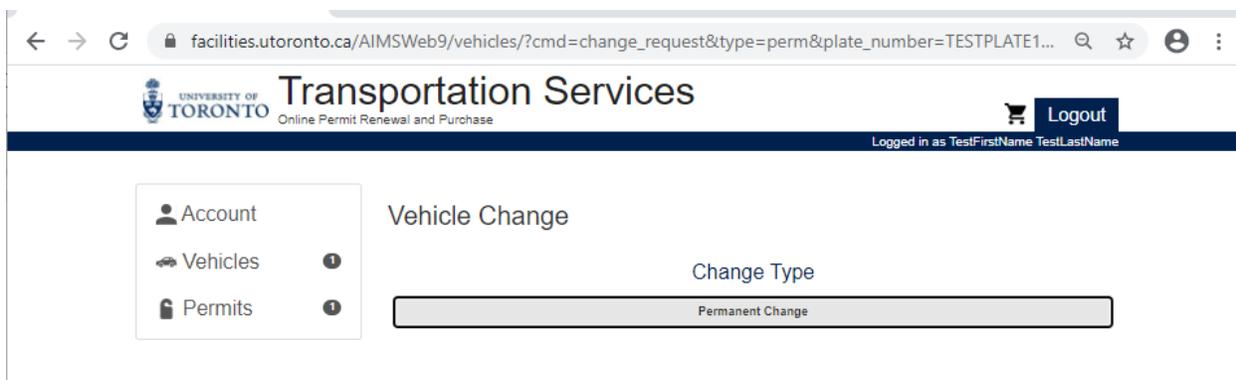
Press the login button marked with 'B'

**STEP C1:**

Depending on how you logged in, if you see popups for 'Collect Contact' or 'Agree to terms', follow through with those. Then access the section titled 'Vehicles'. You will see your currently registered vehicle in this section. Under the license plate, press 'Permanent Replacement'.



**STEP C2:** Press the long grey button titled 'Permanent Change'.



**STEP C3:** Press the long grey button with Vehicle information. (If you see more than one, please select the one that you need to change). This should be the vehicle that is currently registered to your permit.

facilities.utoronto.ca/AIMSWeb9/vehicles/?cmd=change\_request&type=perm&plate\_number=TESTPLATE1...

UNIVERSITY OF TORONTO **Transportation Services**  
Online Permit Renewal and Purchase

Logout  
Logged in as TestFirstName TestLastName

Account  
Vehicles 1  
Permits 1

Vehicle Change

Change Type

Permanent Change

Select Current Vehicle to Replace

ON TESTPLATE1 (Black 2001 Honda Civic)

**STEP C4:** Enter the new vehicle information in the fields that have opened, and press confirm.

facilities.utoronto.ca/AIMSWeb9/vehicles/?cmd=change\_request&type=perm&plate\_number=TESTPLATE1...

UNIVERSITY OF TORONTO **Transportation Services**  
Online Permit Renewal and Purchase

Logout  
Logged in as TestFirstName TestLastName

Account  
Vehicles 1  
Permits 1

Vehicle Change

Change Type

Permanent Change

Select Current Vehicle to Replace

ON TESTPLATE1 (Black 2001 Honda Civic)

New Vehicle

Plate #\* ABCD123

State/Prov.\* Ontario

Make\* Kia

Model\* FORTE

Color\* Red

Confirm

**STEP C5**

Verify the change made and press complete.

The screenshot shows a web browser window with the URL `facilities.utoronto.ca/AIMSWeb9/vehicles/?cmd=change_request&type=perm&plate_number=TESTPLATE1...`. The page header includes the University of Toronto logo and 'Transportation Services' with the tagline 'Online Permit Renewal and Purchase'. A 'Logout' button is in the top right. A navigation menu on the left contains 'Account', 'Vehicles', and 'Permits'. The main content area is titled 'Vehicle Change' and contains the following form elements:

- Change Type:** A dropdown menu with 'Permanent Change' selected.
- Select Current Vehicle to Replace:** A dropdown menu with 'ON TESTPLATE1 (Black 2001 Honda Civic)' selected.
- New Vehicle:** A dropdown menu with 'ON ABCD123 (Red Kia FORTE)' selected.
- Complete:** A red button at the bottom right of the form.

**You will be taken to the Vehicles section of your permit where you will see the changed vehicle now active on your account.**

**We highly suggest** that you click the 'Permits' Menu, and look for your permit info. At the end of the line, press 'view' button. It will show you detailed information regarding your permit, including the currently registered vehicle. This should reflect the change made. You should also receive an email regarding the change made. Please ensure that correct changes were made. Any errors (extra characters, missing characters, wrong province, etc) will result in the vehicle not appearing as a valid permit holder. As such, it may get ticketed.

**Note: When changing vehicles, please allow a few minutes time for the changes to reflect in the database used by the patrolling officers.**