ARMS ONLINE PARKING REGISTRATION
STEP BY STEP INSTRUCTIONS

Go to parking.arms.app

NEW EMPLOYEES If you cannot logon on, it is most likely because you need to be set up in the parking application. Email kirving@bowdoin.edu with FIRST AND LAST NAME, BOWDOIN ID#, and DATE OF BIRTH, then I will set you up and confirm when ready.

1. Login with your Bowdoin email account

2. Select PASSWORD AUTHENTICATOR option
3. Click PROFILE

4. Verify your information, edit if needed.
5. IMPORTANT - ADDRESS: click on the 3 dots
4. Edit the Address Type select EMPLOYEE DEPARTMENT, for STREET number: enter 00, for Street NAME: – type your DEPARTMENT NAME, Suite #: ROOM NUMBER, City enter BRUNSWICK, State ME, Zip 04011

5. IMPORTANT STEP -Make sure the check boxes at the bottom are checked for ✔ IS MAILING and ✔ IS PRIMARY

6. Click the HOME icon

7. Select VEHICLE

8. If your vehicle is listed click on the box, if you need to ADD a vehicle click the +NEW button
   a. If you get this message "vehicle already in system" email PLATE # to mailto:kirving@bowdoin.edu.
   b. If vehicle model is not listed, select one of the options and email correct info to mailto:kirving@bowdoin.edu

9. Enter all the yellow highlighted fields below
10. Click the HOME icon
11. Select PERMIT REQUEST

12. Verify Address, hit NEXT

13. Select the vehicle you are registering by clinking the corresponding box

14. Select permit type: **EMPLOYEE 2023-24**
15. Hit NEXT
16. VERIFY the next screen

17. Hit SUBMIT
18. You should receive confirmation with the Permit number.

Person: TEST, STUDENT
Permit Type: PUR-PURPLE PERMIT YR
Permit number: 22PUR0008
Valid from: 08/21/2023
to:
Vehicle: 555678

If you have any problems, contact Kelly Irving 725-3458 or by email kirving@bowdoin.edu