

## UCONN Staff Online Parking Registration Instructions

Science Center Garage | 250 Columbus Boulevard | Hartford, CT 06103

Welcome to the online parking registration process. Please follow these steps to complete your registration.

**New Registration:**

1. **Access the Registration Page:** Scan the QR Code or click on the link to start the registration process:

<https://propark.mgzephire.com/parkerportal/signupnew.aspx?operatorid=8&link=TCeRaUKpDDZ2sKzghf1Jnh3uW2yM8Plx5vTCajDR7T8%3d>



2. **Set Your Start Date:** Use the drop-down selections to set your start date for the first day of parking.
3. **Fill in Personal and Vehicle Information:** Complete all required fields with your personal and vehicle information accurately.
4. **Select Payment Type:** On the payment tab, choose “Invoiced” as your payment type.
5. **Agree to Terms & Conditions:** Read and agree to the Terms & Conditions, create a secure password, and confirm the creation of your account.
6. **Confirmation Email:** After registration, you will receive a confirmation email.

**TIBA Mobile App Instructions:**

Once you have registered online, follow these steps to download the TIBA Mobile Access App. **\*You must include your mobile phone number.\***

1. Download the TIBA Mobile Access App from the Apple App store or Google Play Store.
2. Open the TIBA Mobile Access App.
3. Select the barcode icon.
4. Present the barcode to the reader on the top right corner of the TIBA device. The gate will open.
5. The “tap to open gate” feature is not enabled. **Please allow 24-48 hours for monthly pass activation.**

**For Returning Parkers:**

If you are a returning staff, please:

- **Contact Our Office:** Email [wanda.ortiz@propark.com](mailto:wanda.ortiz@propark.com) or call 860.728.2598 to have your pass reinstated.
- **Verification Process:** A verification process will follow to ensure eligibility.

Follow these instructions carefully to ensure a smooth registration. Welcome to Propark!