

Step 1: Log In to ParkAdmin

Go to carleton.parkadmin.com/login and either log in or create an account.

Carleton University Staff, Faculty, and Students

- Select the **Carleton Student/Staff Sign In** option.
- Log in using your **MC1 credentials**.

Public Users

- If you are not a Carleton staff member, faculty member, or student, create a **Public User** account.

Welcome

Carleton Student/Staff Sign In

OR

 Username or Email

 Password

[Forgot Password?](#)

Login

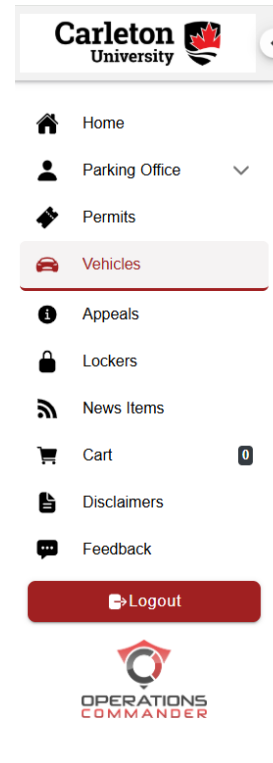
Create Account

Pay Ticket

 Get App

Step 2: Add Your Vehicle

1. After logging in, navigate to the **Vehicles** tab in your profile



Step 2: Add Your Vehicle (Cont.)

2. Click **Add New Vehicle** and enter your vehicle information

Vehicles

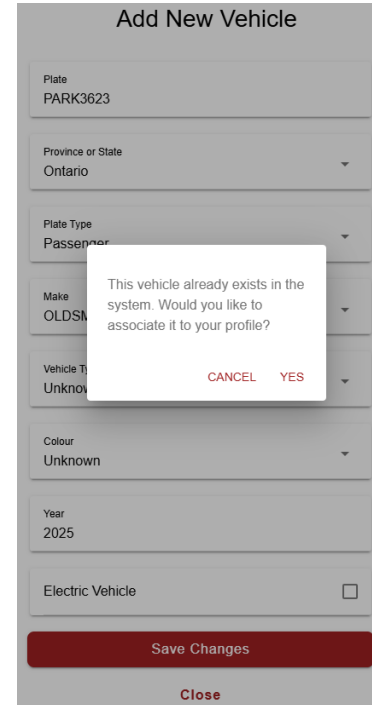


User has no associated vehicles.

+ Add New Vehicle

Step 2: Add Your Vehicle (Cont.)

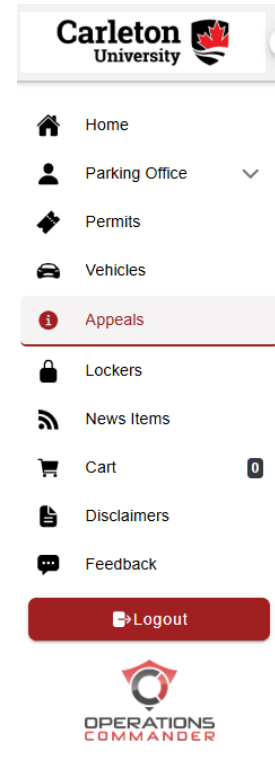
3. Because the vehicle has received a ticket, you will see a message indicating that it already exists in the system.
 - Click **Yes** to add the vehicle to your profile



The screenshot shows a mobile application interface for adding a new vehicle. The form is titled "Add New Vehicle" and contains several input fields: "Plate" (PARK3623), "Province or State" (Ontario), "Plate Type" (Passenger), "Make" (OLDSM), "Vehicle Type" (Unknown), "Colour" (Unknown), "Year" (2025), and "Electric Vehicle" (checkbox). A white confirmation dialog box is overlaid on the form, displaying the message: "This vehicle already exists in the system. Would you like to associate it to your profile?". The dialog has two buttons: "CANCEL" and "YES". At the bottom of the form, there is a red "Save Changes" button and a "Close" link.

Step 3: Submit an Appeal

1. Once your vehicle has been added, select the **Appeals** tab



Step 3: Submit an Appeal (Cont.)

2. Locate the ticket you wish to appeal and click **Details**

Ticket #TT-13339

29 Days Left

Plate	PARK3623
Issued	2025-10-29
Due	2025-11-28
Total	\$55.00

Details

Step 3: Submit an Appeal (Cont.)

3. Review the ticket information and select **More Info**

Ticket #TT-13339

29 Days Left

Plate	PARK3623
Issued	2025-10-29
Due	2025-11-28
Total	\$55.00

Details

^

Parked - No Record of Payment / No Permit Registered

\$75.00

Adjustment

\$20.00

Total

\$55.00

More Info

Step 3: Submit an Appeal (Cont.)

4. Click **Request Appeal**

TT-13339

29 Days Left

Plate	PARK3623
Province or State	Ontario
Writer	798
Issued	2025-10-29
Due	2025-11-28
Ticket Type	Private Property - University
Location	Lot 7

Parked - No Record of Payment / No Permit Registered	\$75.00
Adjustment	\$20.00
Total	\$55.00

[Request Appeal](#)

Step 3: Submit an Appeal (Cont.)

5. Enter the **Reason for Appeal**, attach any supporting documentation (if applicable), and click **Submit Appeal**

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TT-13339

Reason for Appeal:

Note: The reason must be at least 20 characters.

 Select Files to Upload

Only filetypes JPG, PNG, and PDF up to 12MB accepted.

Submit Appeal

Once you have submitted your appeal, no further action is required until you receive a decision from an Appeals Officer. You will receive a decision via email within four (4) weeks of submitting your appeal. Please ensure that your [ParkAdmin](#) profile contains a valid/correct email address, as Parking Services will not be responsible for any misdirected communications from the ParkAdmin system.

Appeals must be filed within 14 days of the issue date of the Infraction Notice – late appeals will NOT be accepted. Ticket numbers that have passed appeal date eligibility will not return when/if queried in the ParkAdmin system. This is the only avenue of Appeal. No fine reduction is possible upon expiry of the Appeal period.

Thank You!