



How to Register and Pay for Secure Bike Parking

Follow the steps below if you are a Humber Polytechnic student. The process is different for University of Guelph-Humber students.

Step 1: Login to My Humber

- a. Login to **My Humber**.
- b. Click on the **Services** tab.
- c. Click **Humber Parking and Locker**.

Step 2: Register on ParkAdmin

- a. Click *Vehicles* on the Toolbar
- b. Add vehicle information (if you don't have a vehicle, input your student number as the license plate).
** You must have a vehicle registered to be able to access the bike permit.*
- c. Click *Permits* on the Toolbar
- d. Read the Terms and Conditions for Parking at Humber and click **I Agree** to continue.
- e. Scroll to bottom to see Purchase Options
- f. Select "Secure Bike Storage - North Campus" or "Secure Bike Storage - Lakeshore Campus"

Step 3: Complete \$12 Payment

- a. Click **Proceed to Payment**.
- b. Select the payment method.
- c. Enter your payment details
- d. Click **Process Transaction** to complete the payment transaction

Step 4: Sign out

- a. Click Sign Out to log out of My Humber and close your browser.

Step 5: Access Secure Bike Room using the Avro Mobile App

- a. After registering for bike parking, your account will be granted access to the Secure Bike Room. Use the Avro Mobile App to open the bike room door.

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Content subject to change without notice.

This document is available in an alternative format upon request.