

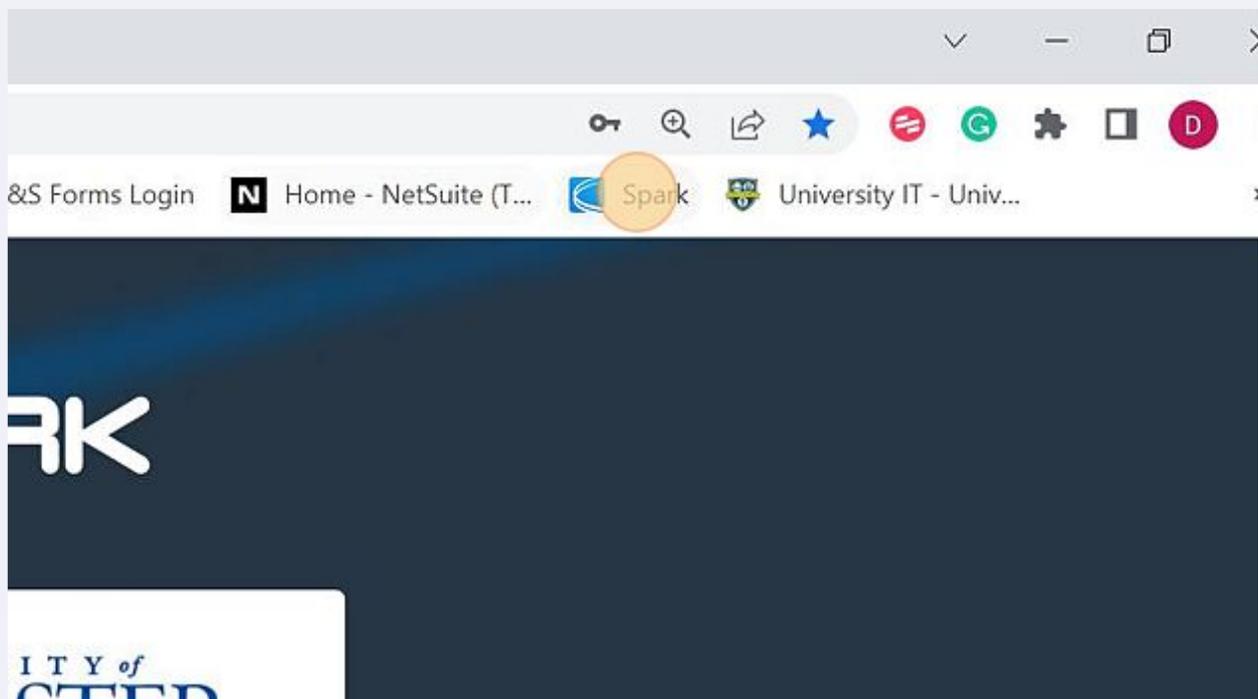
Change Date & Time Format in TIBA Spark

A user-configurable date & time format change is needed to omit any errors that may be received while creating validation stickers.

1

Open TIBA Spark in your choice of web browser.

spark-cloud.tibaparking.net/university-of-roche...



2

Enter your email address that was previously set up for Spark.

If you need credentials, complete the Validation Access Request Form.
(https://www.facilities.rochester.edu/_forms/parking_validation_access/index.php)



Log Into Your Account

Email

dgrotke@parking.rochester.edu

Password

.....

Forgot Password? [Reset Here](#)

3

Enter your password.

* Email

Manage passwords...

dgrotke@parking.rochester.edu

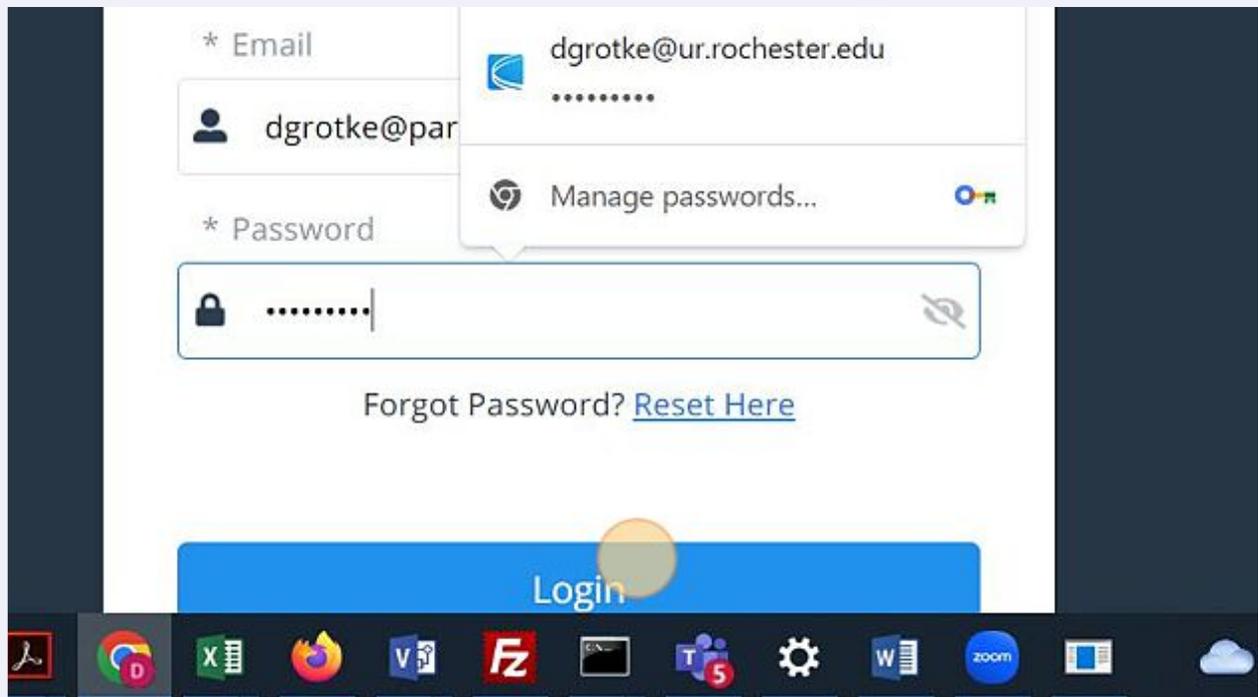
* Password

.....

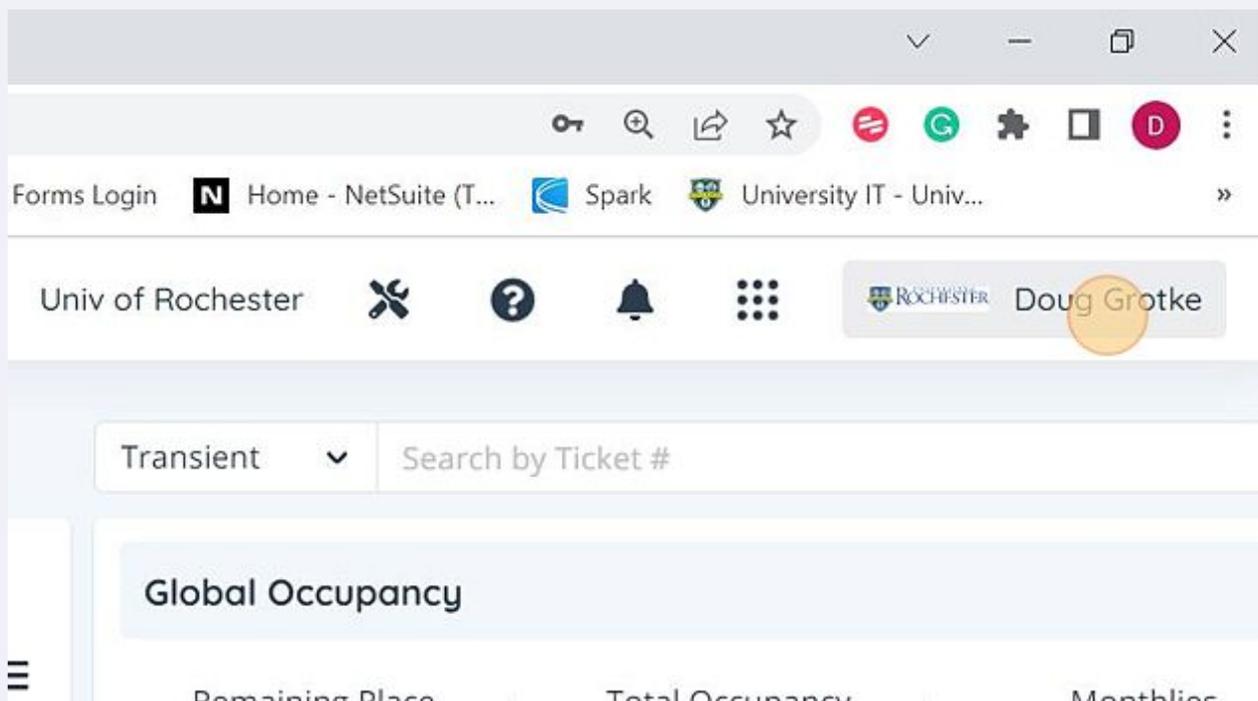
Forgot Password? [Reset Here](#)

Login

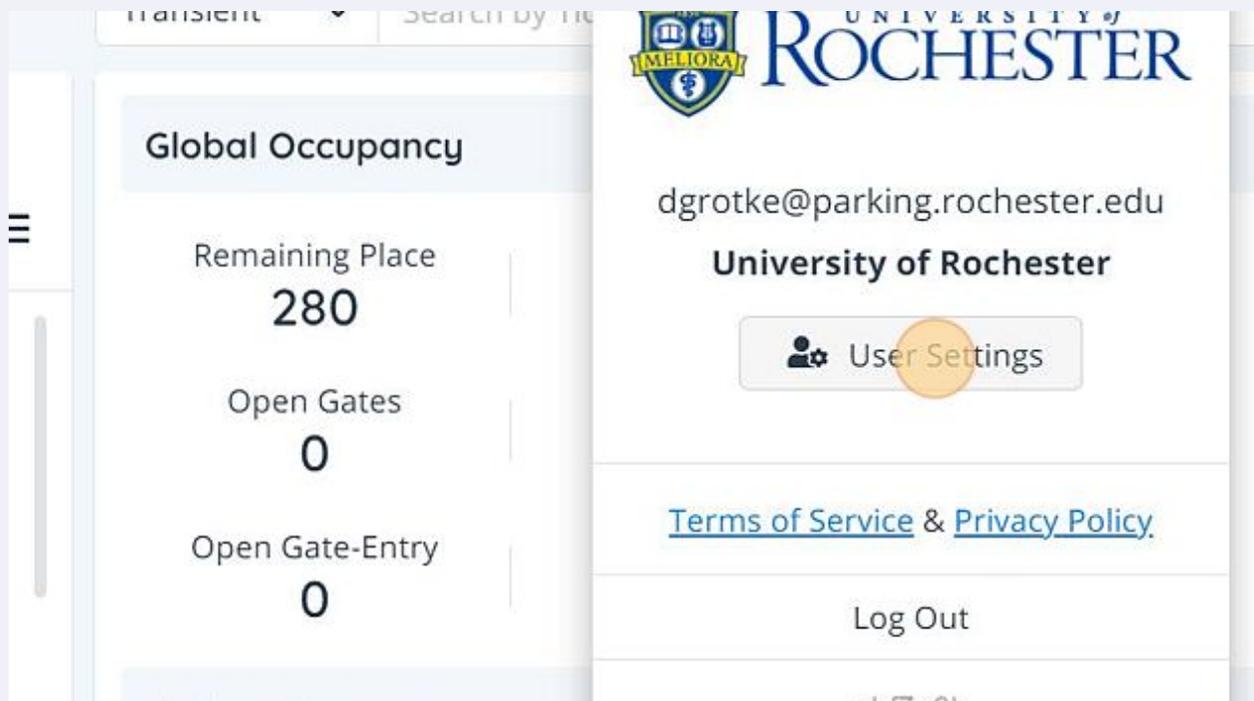
4 Click "Login".



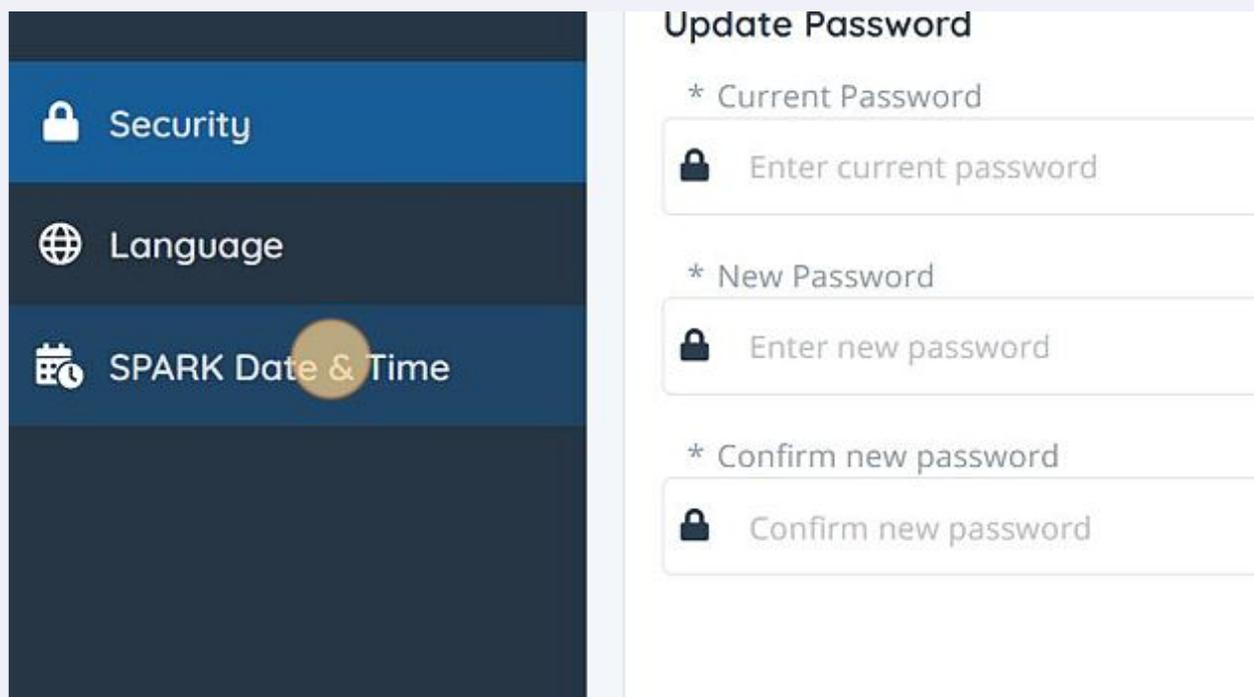
5 In the top, right hand corner of the Spark webpage, click on your name.



6 Click "User Settings".



7 Click "SPARK Date & Time".



- 8 Click the drop down menu under "Main Date Format".

Format

Mark Activity, Device Events/Activity/LPR Transactions

HH:mm



19/23 11:36

Date Format

for non transients

- 9 Select the MM/dd/yy HH:mm format.

& Time

MMM. dd, yyyy HH:mm:ss

MMM. dd, yyyy HH:mm

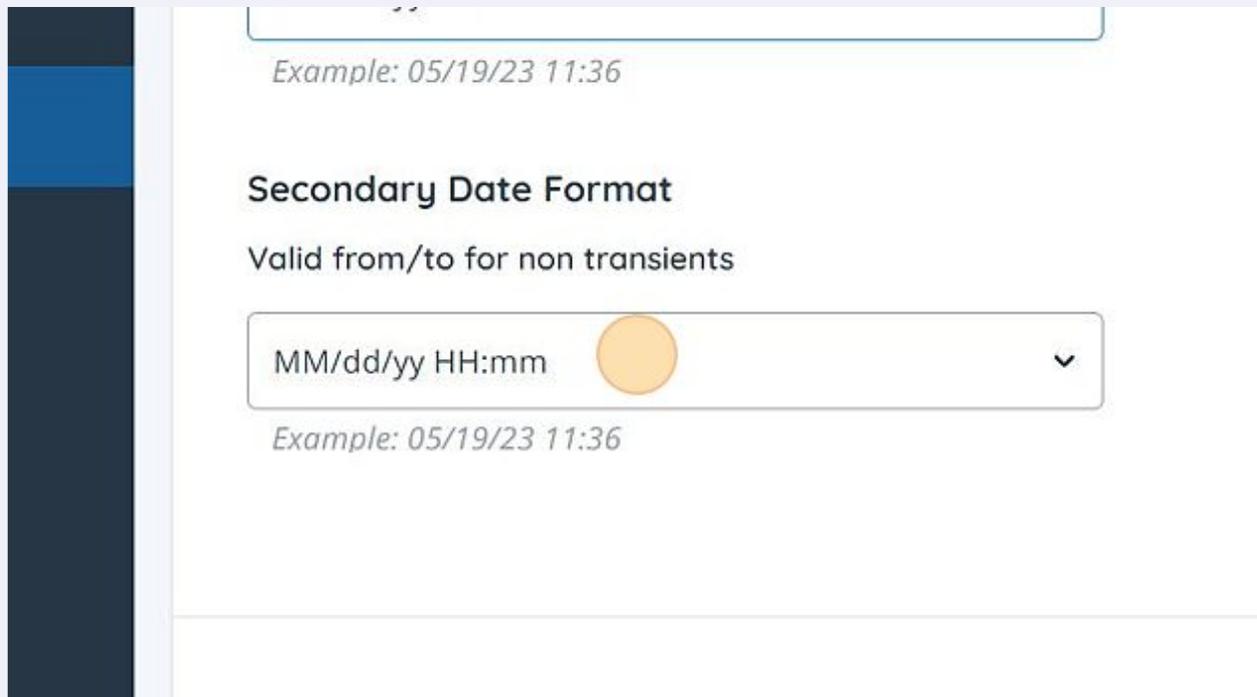
MM/dd/yy HH:mm:ss

MM/dd/yy HH:mm

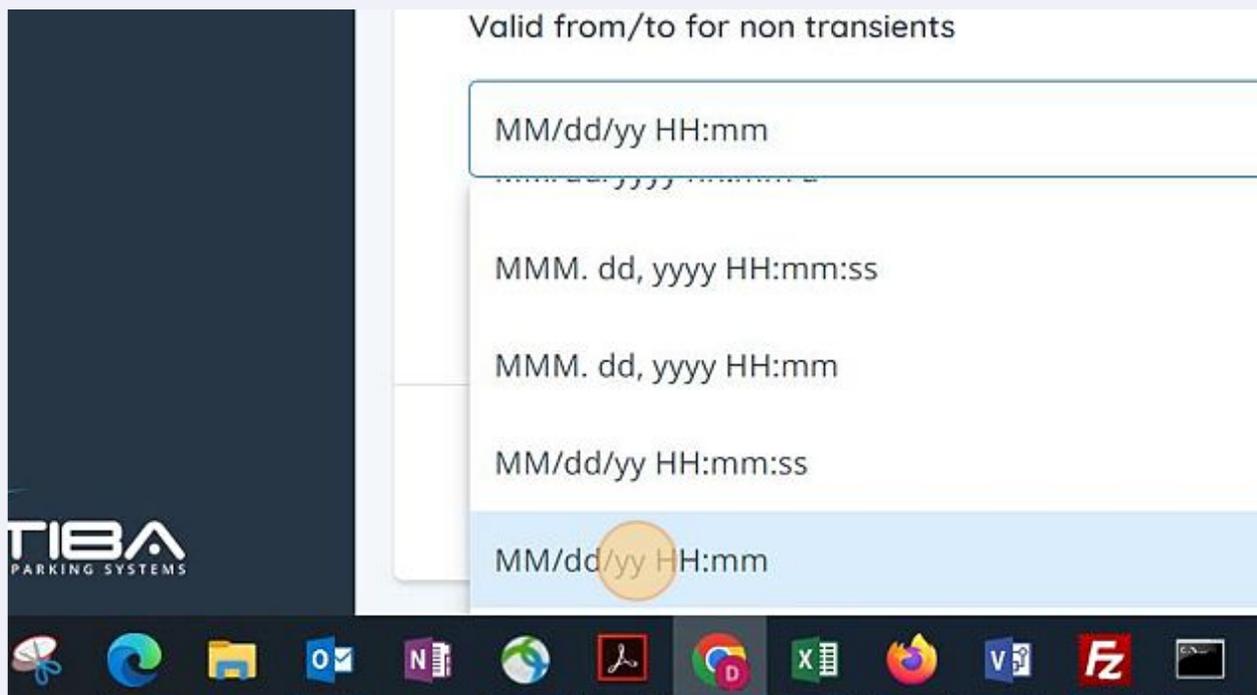
dd/MM/yyyy HH:mm:ss

dd/MM/yyyy HH:mm

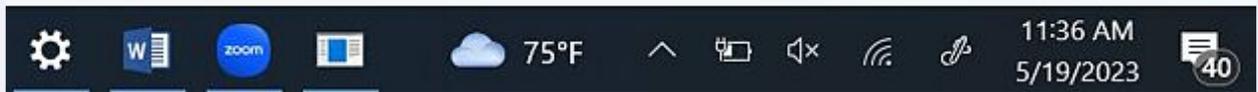
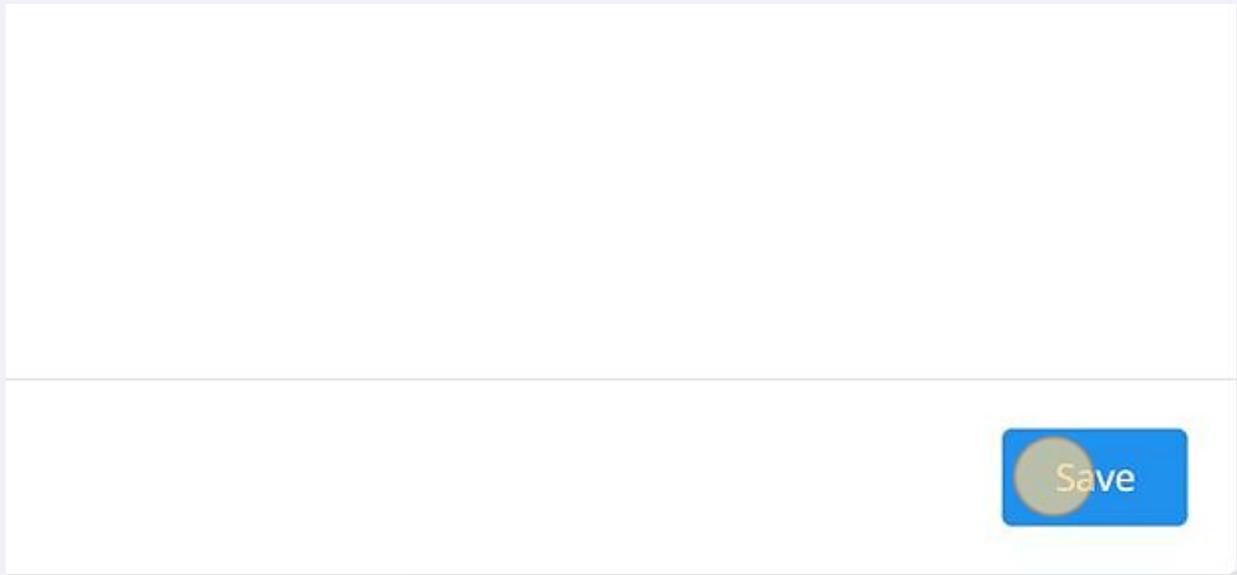
- 10 Click the drop down menu under "Secondary Date Format".



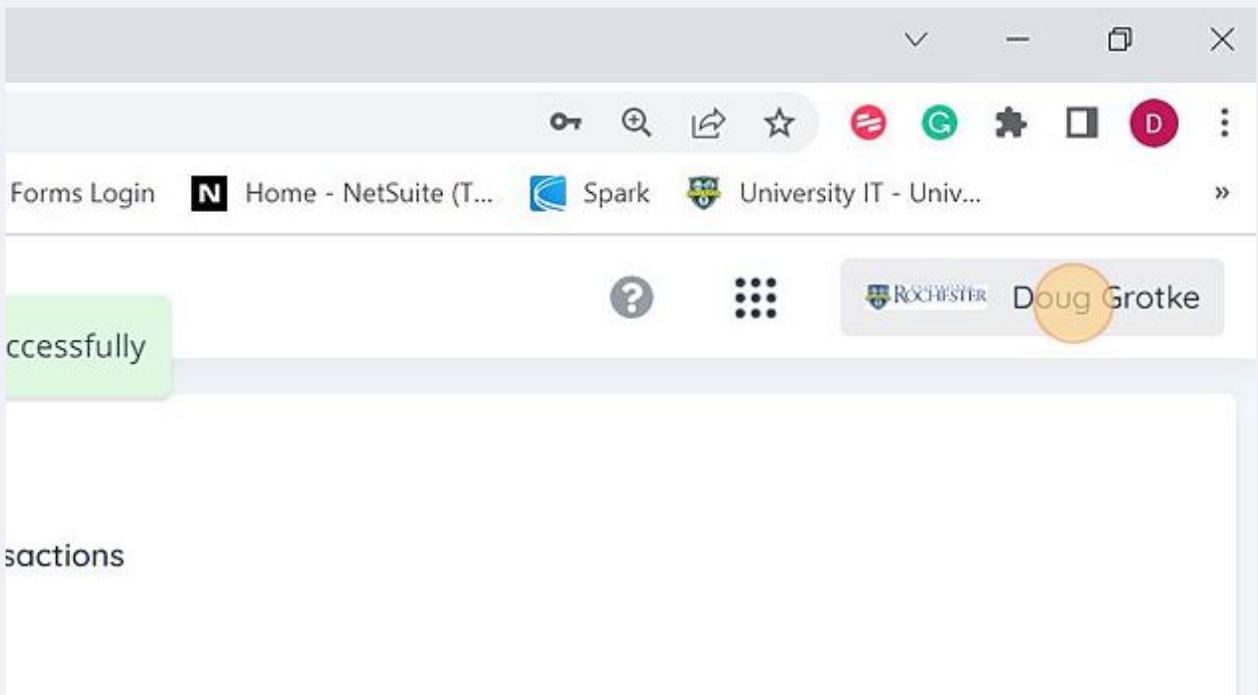
- 11 Select the MM/dd/yy HH:mm format.



12 Click "Save".



13 Click on your name again.



14 Click "Log Out".

