How To Setup Permits and Vehicles in the SDSU Parking Portal

Please contact Parking & Transportation Services with any questions: 619-594-6671

1. Open Internet Explorer or Mozilla Firefox. Go to <u>https://aztecs.t2hosted.com/Account/Portal</u>.





3. If this is your first time logging in, click on **retrieve your password**. If you are not a first-time user, skip to step 7.





4. Enter your SDSU email address. Click Submit.



5. You will receive a Password Reset email. Click the link at the bottom of the email.

Password Reset Inbox ×
no-reply@t2systems.com <u>via</u> t2prelay36.t2hosted.com to me 👻
You recently requested a reset of your password.
To reset your password and choose a new one, visit here: https://aztecs.t2hosted.com/cmn/resetPassword.aspx?guid=5A01F3D8977F614CAA2529ADE133B6CD
Reply Forward

 Create your password for the Parking Portal. Passwords must be 9-20 characters - and contain at least one uppercase letter, one lowercase letter, one numeric value and one special character. Enter your password a second time to confirm. Click **Update**.



Change Your Password
Please enter your new password below and click Update. If your account does not have an active email address associated with it you will be asked to provide one.
Password
Password (confirm)
* indicates a required field Update

7. Enter your Red ID. Click Log In.

Customer Authentication	
Guests login here	
Students and F/S Login Here. If you are a student or faculty/staff logging in for the first time, please click here to <u>retrieve your password</u> Click here if you <u>forgot your password</u>	
Red ID Required Field	
Password	
* indicates a required field	
	logged in, the first

8. Once

step is to add your vehicle(s). From the homepage, click **Vehicles**.





9. Click Add Vehicle.





10. Enter your vehicle information. Click **Next.** *Please only add vehicles that you are the owner or regular driver of, and are not associated with any other parking permits.*

You may onl	y register a vehicle that you own or drive. Please enter the details for your new vehicle and then click Next. *Failure to enter your license plate correctly will result in a citation.
	Plate Number (Use last 7 of VIN if no plates)
	Plate Number (Use last 7 of VIN if no plates) (confirm)
	Relationship to Vehicle
	Select One
	State/Province
	CALIFORNIA
	Year 🖉
	Make
	Select One
	Model
	Select Make First
	Color
	Select One
	Style
	Select One
	Next >>

11. Your vehicle will appear on your account. To add additional vehicles, follow steps 9-10.

Manage your Account Vehicles							
Below is a list of the vehicles associated with your account. To add a vehicle to your records, select the "Add Vehicle button below. *Failure to enter your license plate correctly will result in a citation.							
Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Owner	123TEST	CALIFORNIA	2019	Honda	Accord	White	

12. <u>Permits are now virtual and will be linked to your license plate(s)</u>. After you have added your vehicle, you will need to link it to your parking permit to avoid being ticketed. Click **Permits** at the top of the screen. Then click **View Your Permits**.





13. Click on the link below your **Permit Number**.

	v	ICW I	our r	Accour	пгени	15
Permit	s associated with you	ir account are re	listed belov move vehic	v. You may click les to your virtua	on the permit for ad al permit.	ditional details and to add
	Permit Number	Туре	Status	Issue Date	Effective Date	Expiration Date

14. Click Add Vehicles to Permit.

	Your	Permit D	etails	
	Below	are the details for you	r Permit.	
Permit Nun	2-1234			
Тур	12 Month			
Amount Du	\$0.00			
Statu	Active			
Issue Dat	05/17/2019			
Effective Dat	05/16/2019			
Expiration Dat	05/15/2099			
Associated Receipts				
Receipt Number Descri	ntion	Permit Amount	Date	Payment Method
123456 Payme	rt - Permit (12-1234)	\$0.00	5/17/2019 9:16:39 PM	No Charge
No contract profiles were fo	und on this record.			
No space overages were fo	and on this record.			
_	-	-		
	Add Vehic	ies To Permit. Print	Permit	



15. Check the box for the vehicle you would like to add. Click **Add the selected vehicle**.

Add Vehicle to Your Permit								
Choose the vehicle(s) you wish to add to your permit.								
	This permit is currently associated with 1 vehicles.							
	Select Plate Number Make Model Color							
R 123TEST Honda Accord White								
Add the selected vehicle Add a new vehicle								

