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 https://aztecs.t2hosted.com/Account/Portal.

2. Click on **Manage Account**.
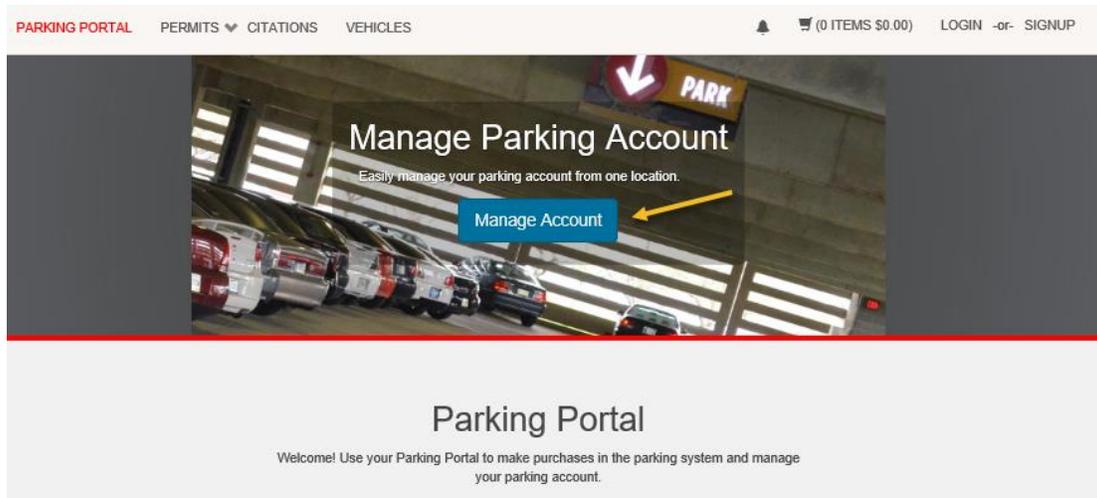
3. If this is your first time logging in, click on **retrieve your password**.
   If you are not a first-time user, skip to step 7.
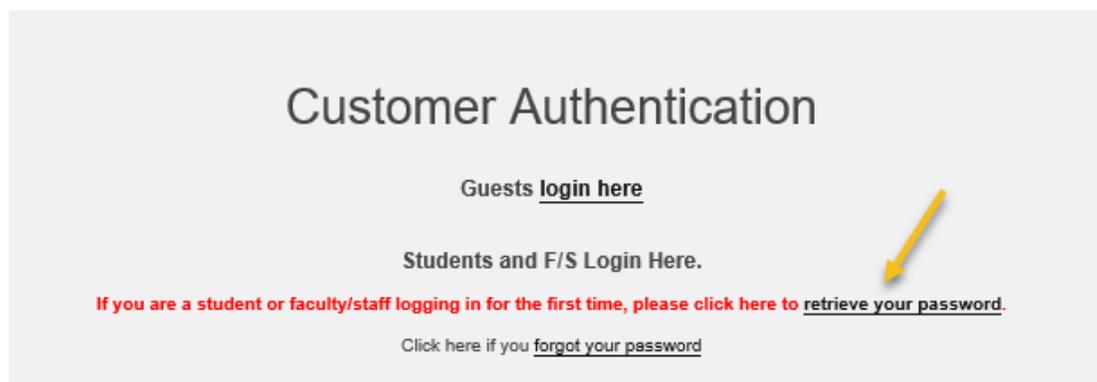
4. Enter your SDSU email address. Click **Submit**.

Retrieve My Password

Enter the email address associated with your account and your account information will be emailed to you.

Email Address

[   ] *

* indicates a required field

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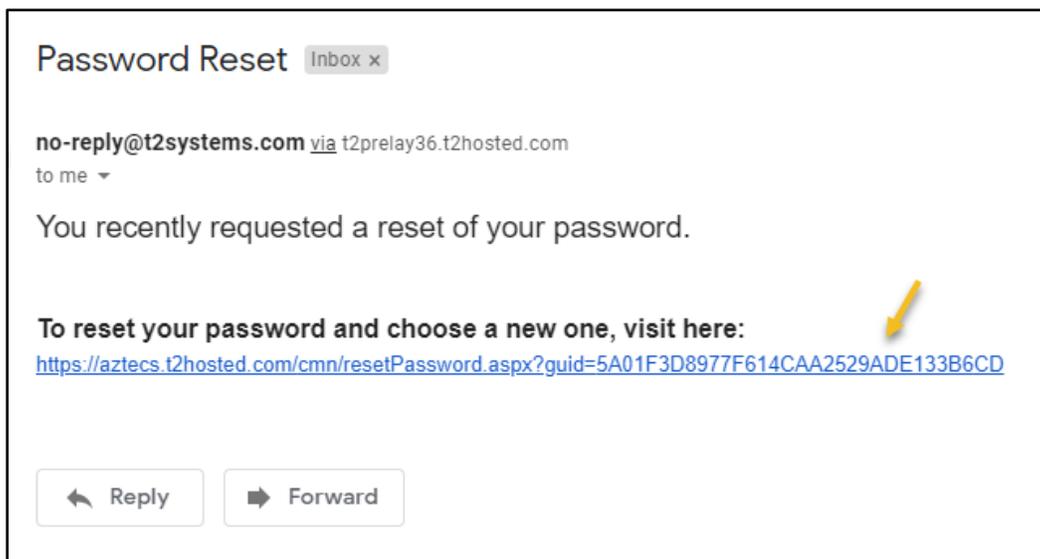
6. Create your password for the Parking Portal. Passwords must be 9-20 characters - and contain at least one uppercase letter, one lowercase letter, one numeric value and one special character. Enter your password a second time to confirm. Click **Update**.

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 retrieve your password.

Click here if you forgot your password

Red ID

[   ] *

Required Field

Password

[••••••••••] *

* indicates a required field

[Log In]

8. Once logged in, the first step is to add your vehicle(s). From the homepage, click **Vehicles**.

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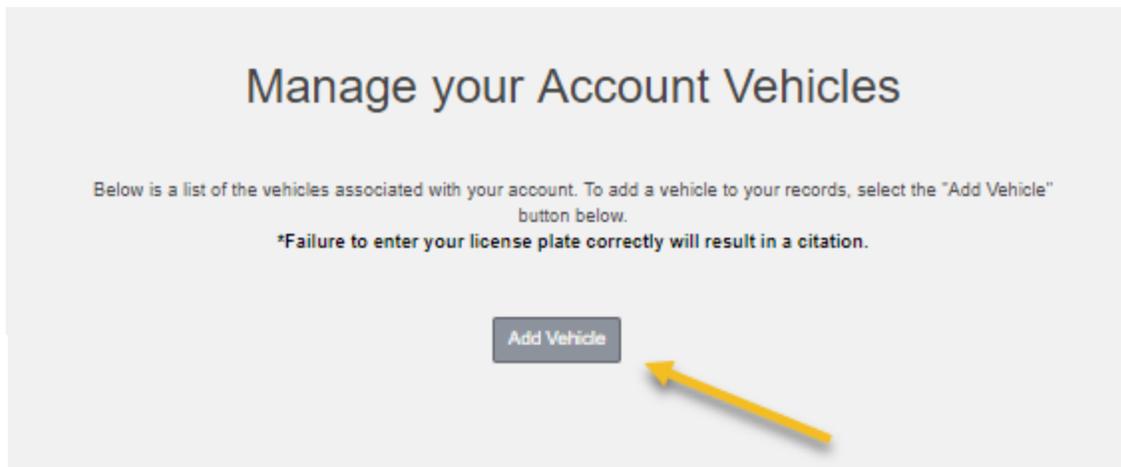
10. Enter your vehicle information. Click **Next.** *Please only add vehicles that you are the owner or regular driver of, and are not associated with any other parking permits.*

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

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**.
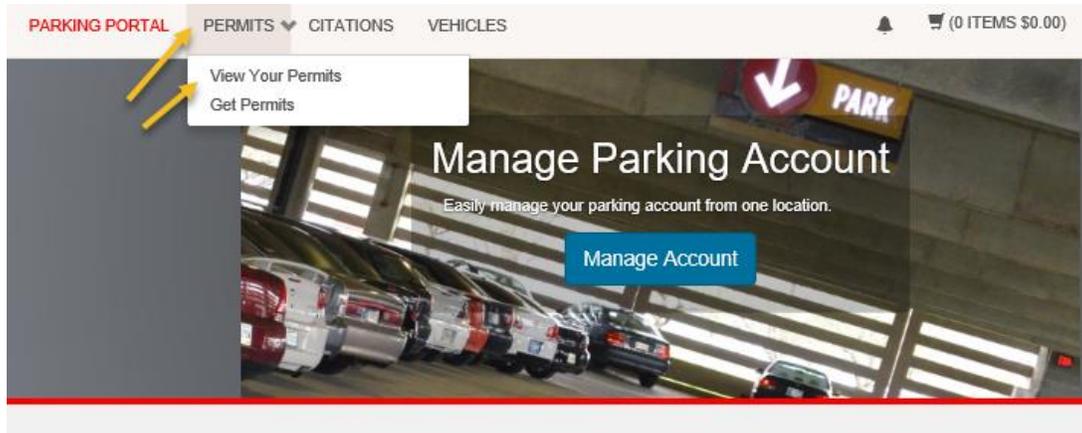
13. Click on the link below your **Permit Number**.
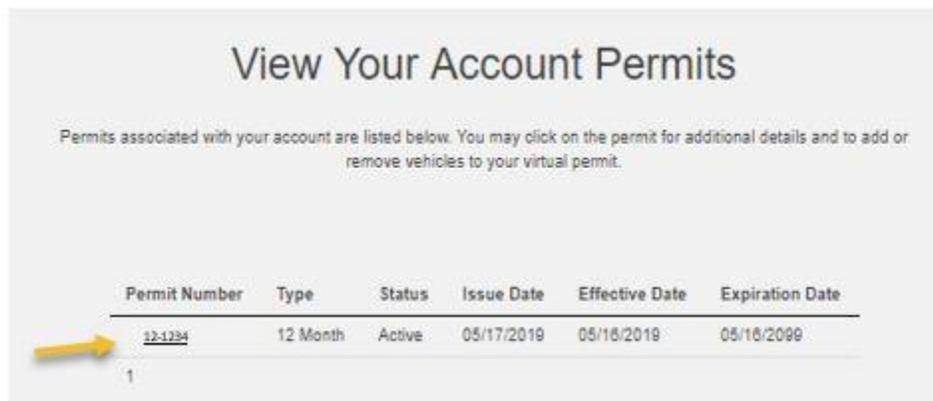
14. Click Add **Vehicles to Permit**.
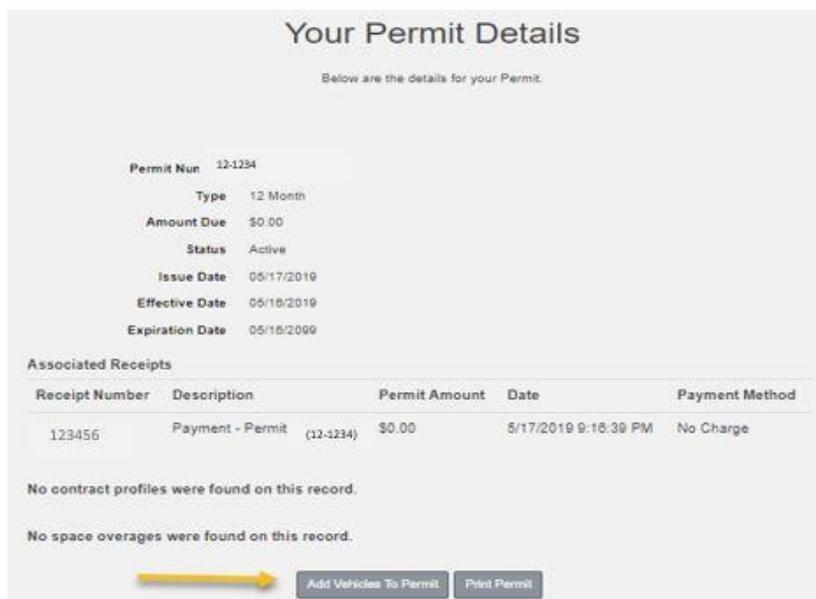
15. Check the box for the vehicle you would like to add. Click **Add the selected vehicle**.

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
☑	123TEST	Honda	Accord	White

Add the selected vehicle   Add a new vehicle