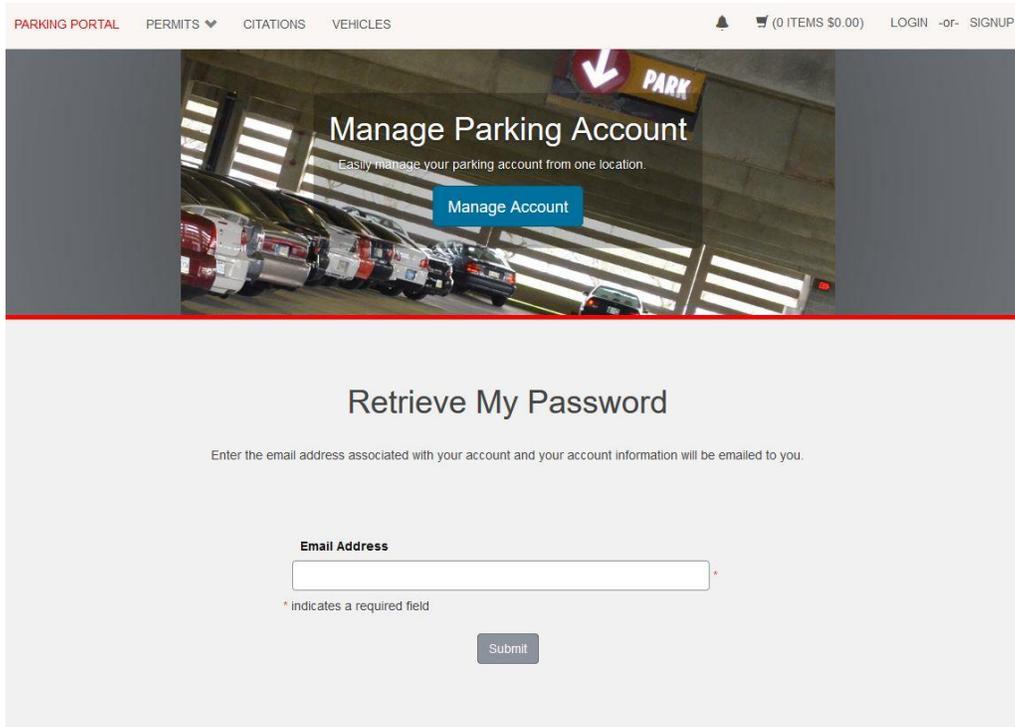
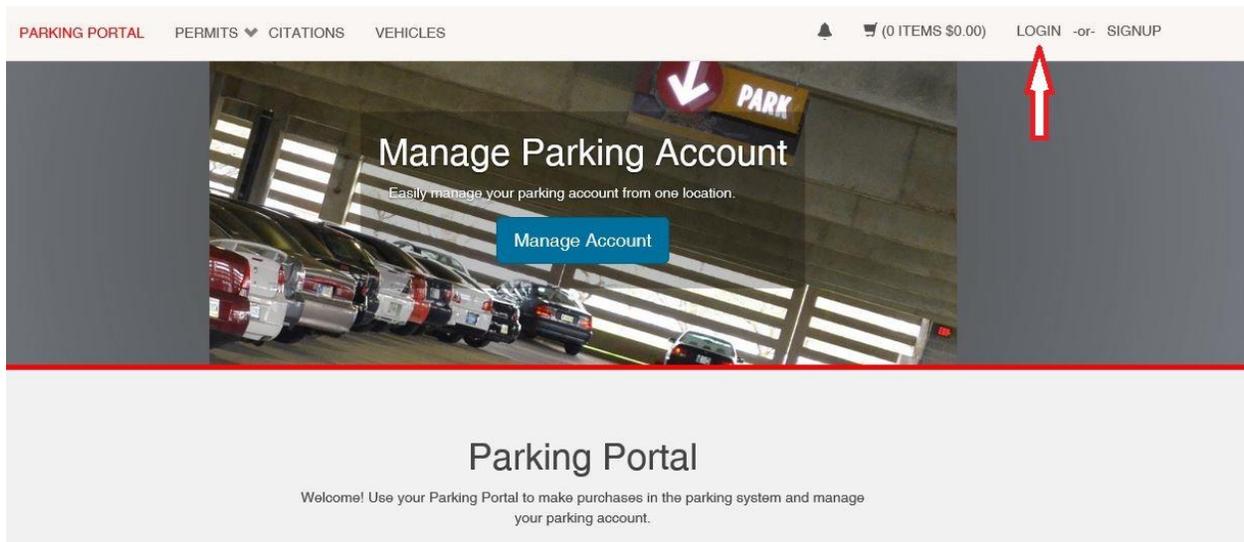


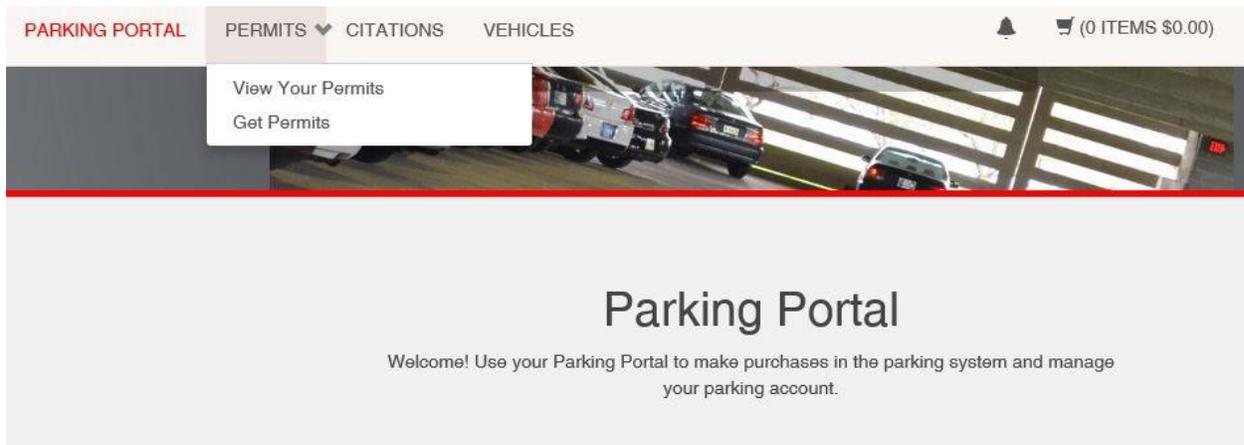
When you go to the parking portal for the first time as a student, faculty or staff member, your account already exists. You just need to create a login. Please go to [this link](#) and you will see the below image. Enter your campus email and click submit. You will be sent an email to the email account you just entered with a link to enter a password.



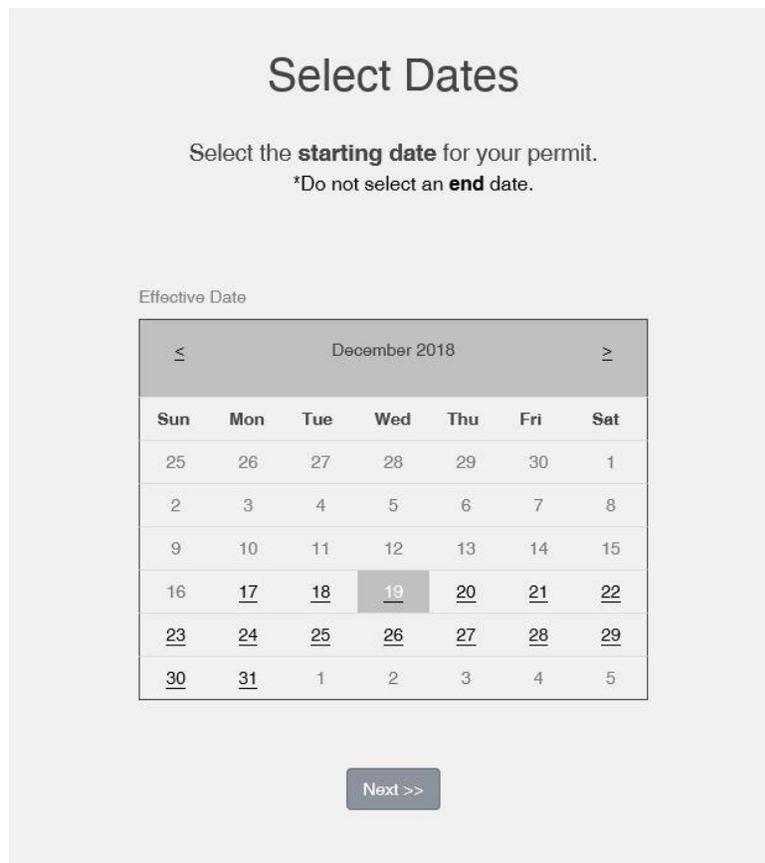
Once you have created a password, click on "Login". You will be asked for your red id and the password you just created. You can now manage purchase a permit online.



Click on the arrow next to “Permits” and a drop down will appear. Click on “Get Permits” and follow the prompts and select the permit you which to purchase.



If you are purchasing a weekly or monthly permit please be advised you only need to select the start date. The dates allowed are underlined. The system will know when the end date should be, based on the permit selected. **Do not select an end date.** Below 12/19 was selected in the screen prior, this is the start date being verified, so just hit “Next”.



Once you have hit next, you will be asked to add a vehicle to link to your permit. Click on "Add Vehicle".

 No vehicles were found in your account.

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.**

[Add Vehicle](#)

Enter the vehicle information requested to continue to purchase your permit and then click "Next".

You may only 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

State/Province

Year

Make

Model

Color

Style

[Next >>](#)

After you have entered the vehicle information and clicked next you will be asked to select your vehicle. If you have two vehicles you may add the second at this time. (Students may add only 2 vehicles). You may not add any vehicle that you do not drive. Once you have entered your vehicle(s) click "Next".

i You may select between 1 and 2 vehicles for this permit.

Select your Vehicles for Permit

You may only purchase a permit for your personal vehicle(s). Select the vehicle(s) that you want associated with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

[Edit this page](#)

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	2016	Mazda		Black

You now will verify your purchase and select "Pay Now".

View Cart

Review your order.
Select your method of payment.
Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	Monthly Student / Student Permit (12/19/2018 - 01/19/2019) view details	\$39.00	<input type="button" value="Remove"/>

Due Now: \$39.00

Checkout

Email Address

Your email will appear here

Once your transaction is complete you will be able to print your temporary permit. Please make sure you click on the "Print Permit" link shown as this is what will print your permit to display on the dash of your vehicle. By clicking "Print Page" on the bottom of the browser will only print our your receipt.

Payment Receipt

Your transaction is complete. Please print the page for your records.

If you purchased a permit, click the Print Permit button or link below to print your temporary permit. (Failure to display this permit in your vehicle will result in a citation.)

Purchased Items

Qty	Type	Description	Amount
1	Permit	Monthly Student / Student Permit [T3S1810178] (12/18/2018 - 01/18/2019) Permit view details	\$39.00

Print

Total Paid: \$39.00

Transaction Summary

CC Receipt Number [REDACTED]

Payment Method Credit Card

Payment Date 12/17/2018 02:53:11 PM

[Print Page](#)

[Logout](#)

Congratulations! You are done.