

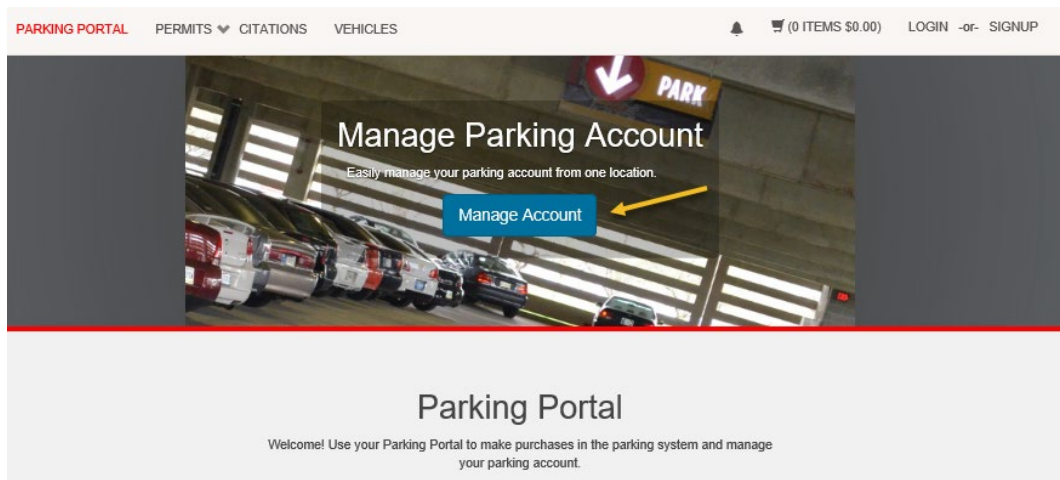
How to Enroll in the MTS App through the Parking Portal

Please email transportation@sdsu.edu with any questions.

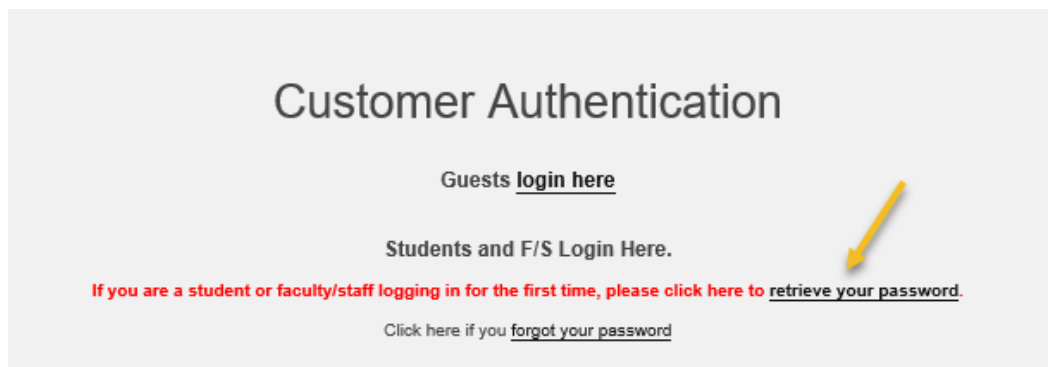
1. Open Internet Explorer or Mozilla Firefox. Go to <https://aztecs.t2hosted.com/Account/Portal>.



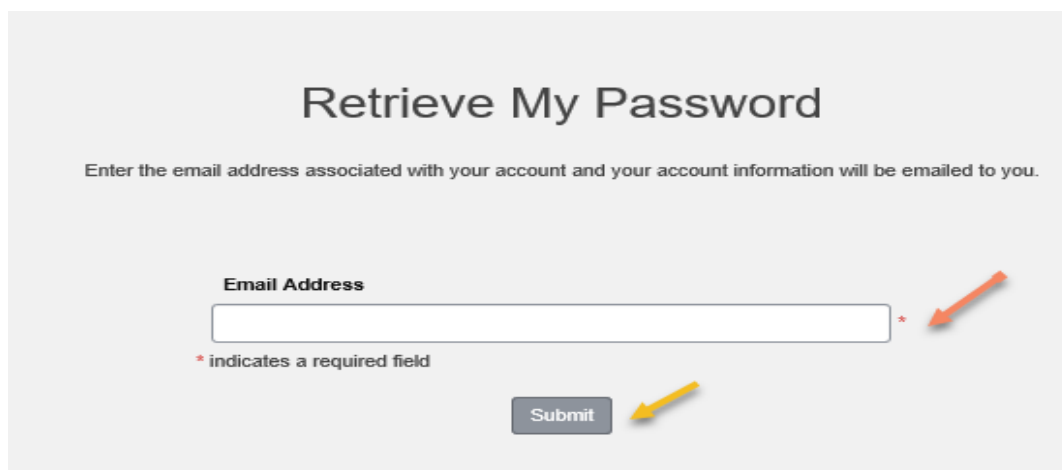
2. Click on **Manage Account**.



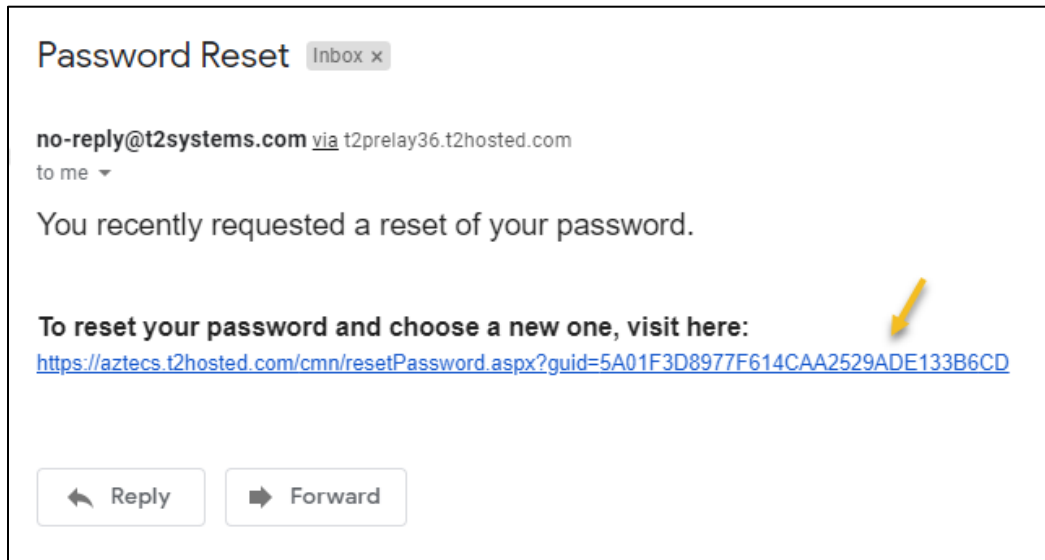
3. If this is your first time logging in, click on **retrieve your password**.
If you are not a first-time user, skip to step 7.



4. Enter your personal email address. If you receive an error message that it does not exist in the database, enter your SDSU email address. Click **Submit**.



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



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**.

The screenshot shows a web form titled "Change Your Password". Below the title is a note: "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." There are two input fields: "Password" and "Password (confirm)". Both fields have a red asterisk at the end, indicating they are required. Red arrows point to these asterisks. Below the fields is a legend: "* indicates a required field". At the bottom right is an "Update" button, with a yellow arrow pointing to it.

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

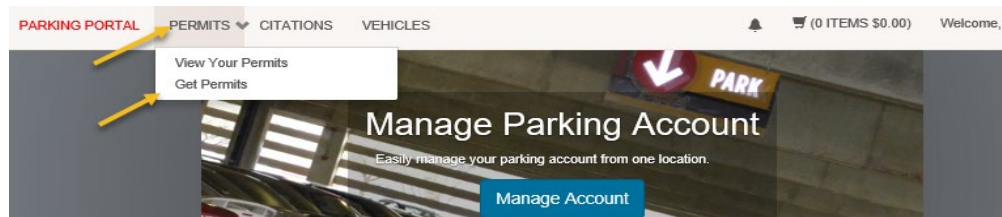
Required Field

Password

* Indicates a required field

Log In

8. Once logged in, click **Permits** and then **Get Permits**.



9. Click **Next**.

Purchase a Permit

You have been authorized to purchase a permit.
You may only purchase a permit for your personal vehicle(s).
Please read the instructions on each page carefully!!!

Next >>

10. Select the bubble in the MTS Transit App Enrollment section. Check all of the agreement boxes (please note these refer to parking permits, and not trolley passes). Click **Next**.

Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading and agreeing to the permit agreements click Next >>

** Students Only: MTS Transit Passes will opt-in by selecting "MTS Transit App Enrollment" below. Information will be emailed to you once you complete the transaction.**

☐ [Edit this page](#)

MTS Transit App Enrollment					
Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$4.00	MTS App Enrollment - Student / MTS App Enrollment - Student	08/17/2020	05/31/2021

Parking Permits					
Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$7.00 / day	Daily Student/Visitor / Student/Visitor	-select-	-select-
<input type="radio"/>	1	\$40.00 / month	Monthly Student / Monthly Student	-select-	-select-

11. Review your cart. Click **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	Daily Student / Student Permit (06/29/2019 - 06/29/2019) View Details	\$7.00	Remove

Due Now: \$7.00

[Cancel Purchase](#)

Checkout

Email Address

[Pay Now](#)

12. Fill in all required fields. Click **Pay Now**.

Card Number

CVC/CVC

Required Field

Expiration Date
Select C Select C *Required Field Required Field

Be sure to enter the following exactly as it appears on your credit card statement

Full Name

Required Field

Street Address

Required Field

City

Required Field

State/Province

Postal Code

Required Field

Phone

Required Field

* indicates a required field

[Pay Now](#)

13. Review your payment information. Click **Pay Now**.

Payment Confirmation

Review the information below and click Next to proceed or Back to go back and correct your submission.

Card Number	
Total	
Expiration Date	
Full Name	
Street Address	
City	
State/Province	
Postal Code	
Phone	

Pressing the "Submit Payment" button more than once could result in your credit card being double-billed.
Please be patient. Your transaction could take a few moments to process.
Do not use the back button on your web browser during this time!
If you find that your credit card has been double-billed, please contact the Parking Office at 888-555-1212.
Contacting your credit card company may take longer to refund your money.

[Pay Now](#)