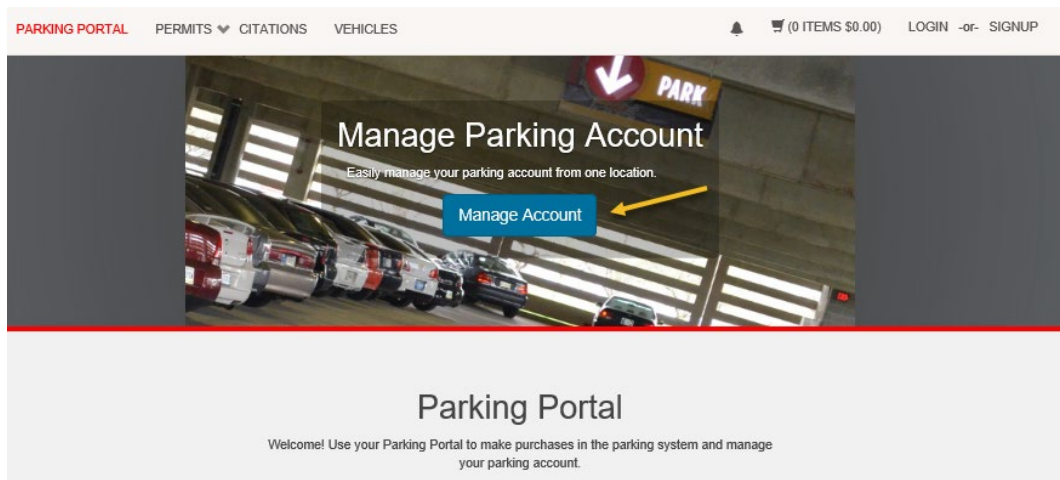# How to Enroll in the MTS App through the Parking Portal

Please email transportation@sdsu.edu with any questions.
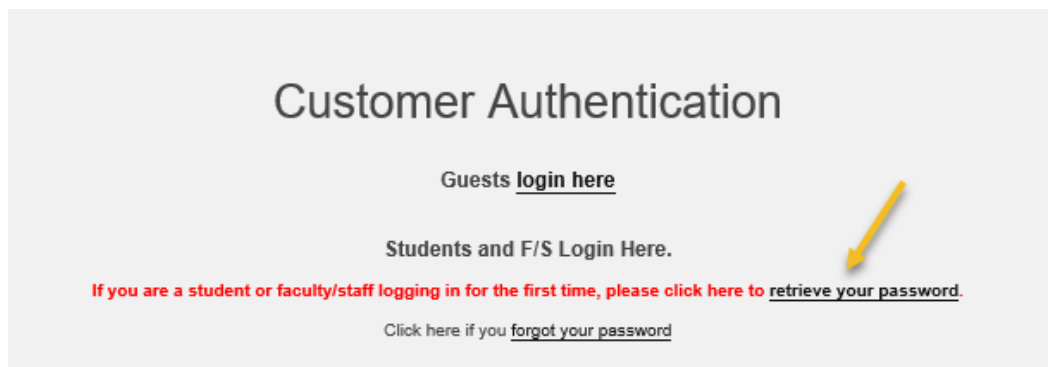
1. Open Internet Explorer or Mozilla Firefox. Go to https://aztecs.t2hosted.com/Account/Portal.
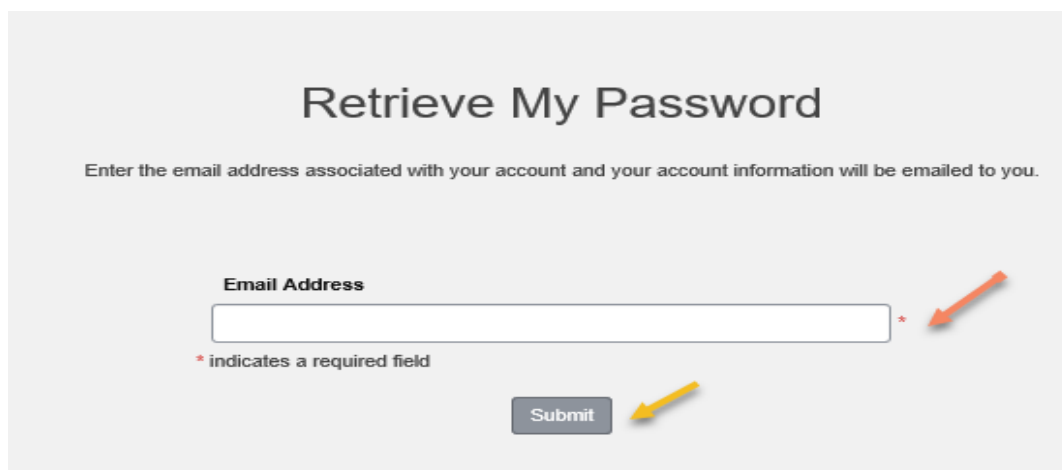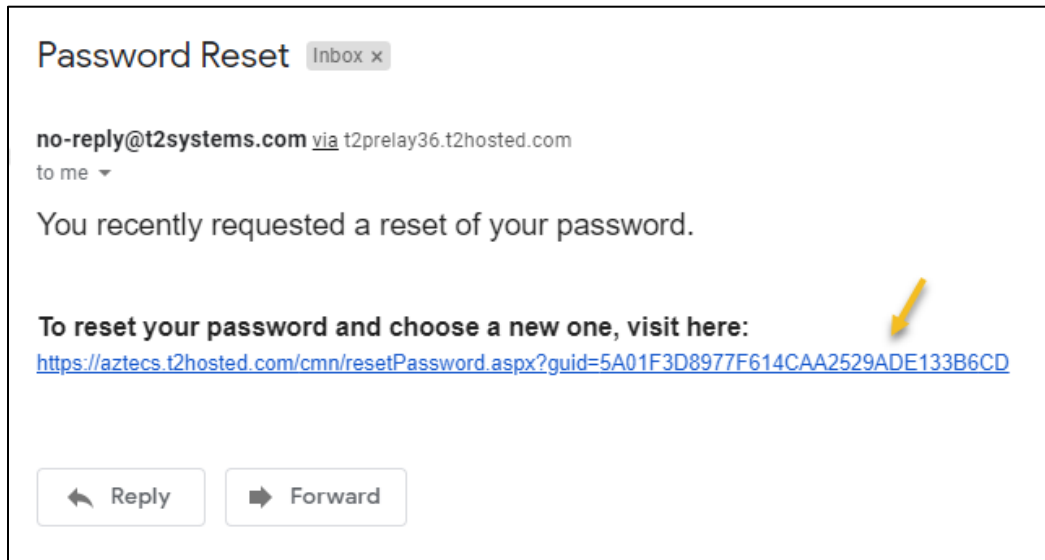

2. Click on **Manage Account**.

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**.

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

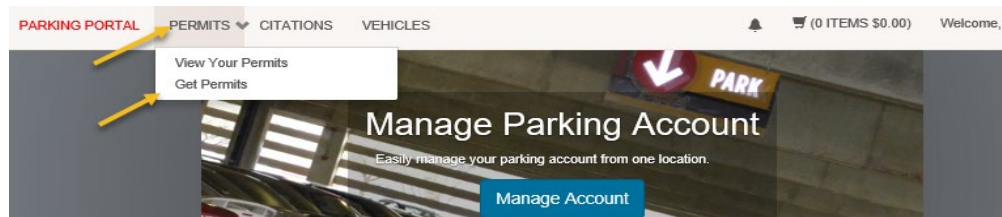Required Field

Password

....

* indicates a required field

Log In

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

PARKING PORTAL   PERMITS ∨ CITATIONS   VEHICLES   (0 ITEMS $0.00)   Welcome,

View Your Permits
Get Permits

Manage Parking Account
Easily manage your parking account from one location.
Manage Account

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
●	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
○	1	$7.00 / day	Daily Student/Visitor / Student/Visitor	-select-	-select-
○	1	$40.00 / month	Monthly Student / Monthly Student	-select-	-select-

11. Review your cart. Click **Pay Now**.

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

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