Parking Portal - Login, Add Vehicles, and Purchase Permit
Please email parking@sdsu.edu with any questions or issues.

1. Go to https://aztecs.t2hosted.com/Account/Portal using Internet Explorer or Firefox, or click here.

2. Click LOGIN in the upper right-hand corner.

3. Click SDSU Login.

4. Enter/verify your SDSU email address is correct. Click Next.

5. Your password should automatically populate. If it is blank, enter your SDSU password. Click Sign In.
6. If you would like to automatically stay signed in under your SDSU user ID, check the box and Click **Yes**. If not, check the box and click **No**.

![Sign-in option](image)

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

![Vehicles section](image)

8. Click **Add Vehicle**.

![Add Vehicle](image)

9. Enter your vehicle information. **Email Parking Services if you do not have permanent license plates or if you have a rental car.** Click **Next**. **Please only add vehicles that you are the owner or regular driver of, and vehicles that are not associated with any other parking permits.**

![Add Vehicle form](image)
10. Your vehicle will appear on your account. To add additional vehicles, follow steps 7-8.

11. Next, click **Permits**, and then click **Get Permits** to purchase a permit.

12. Click **Next**.

13. Select the bubble next to the permit you would like to purchase. Check the boxes agreeing to the terms. Click **Next**.
14. If you are purchasing a daily/weekly/monthly permit, select the date you would like the permit to start. Do not select an end date. Click Next.

15. Check the box(es) for any vehicles you wish to add to the permit. Click Next.

16. Review your cart and email address that you would like your receipt sent to. Click Pay Now.

17. Fill in all required fields. Click Pay Now.
18. Review your payment information. Click Pay Now.

![Payment Confirmation Image]

19. You will see a receipt when the payment was successful.

![Payment Receipt Image]

20. Permits are now virtual and will only be linked to your license plate(s). Please make sure that your permits are linked to all of your current vehicles. You may only park one car on campus at a time. To verify, click Permits at the top of the screen. Then click View Your Permits.

![Parking Portal Image]
21. To ensure the permit is linked to your vehicle(s), click the link below your Permit Number.

22. You should see any previously added vehicles. To add more, click Add Vehicles To Permit.

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