

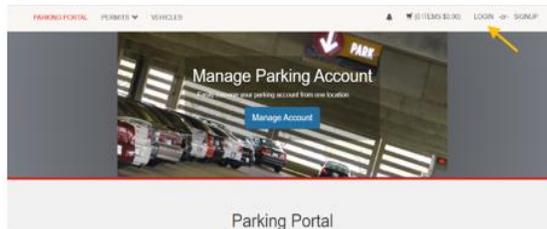
# Parking Portal - Login, Add Vehicles, and Purchase Permit

Please email [parking@sdsu.edu](mailto:parking@sdsu.edu) with any questions or issues.

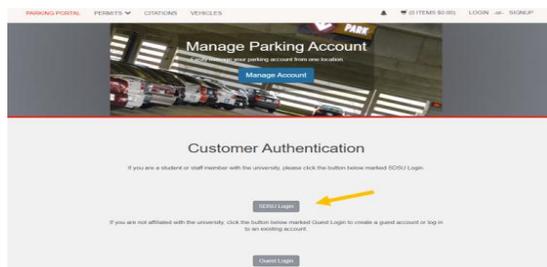
1. Go to <https://aztecs.t2hosted.com/Account/Portal> using Internet Explorer or Firefox , or click [here](#).



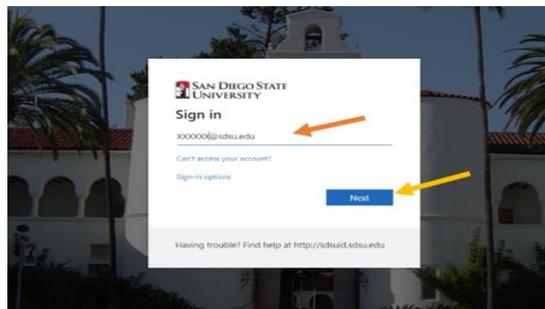
2. Click **LOGIN** in the upper right-hand corner.



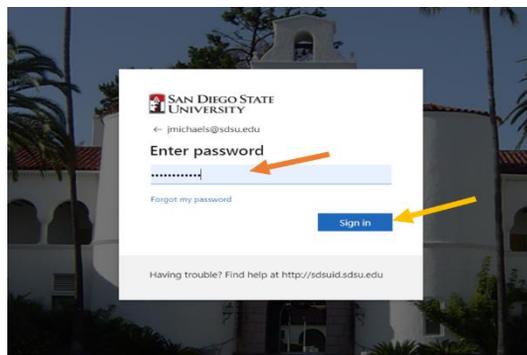
3. Click **SDSU Login**.



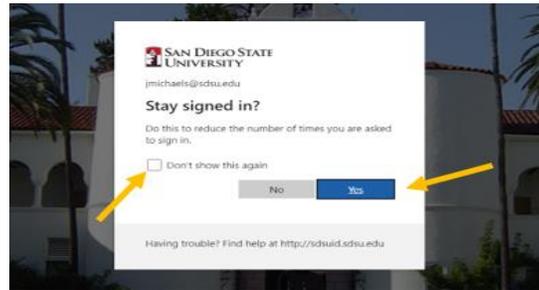
4. Enter/verify your SDSU email address is correct. Click **Next**.



5. Your password should automatically populate. If it is blank, enter your SDSU password. Click **Sign In**.



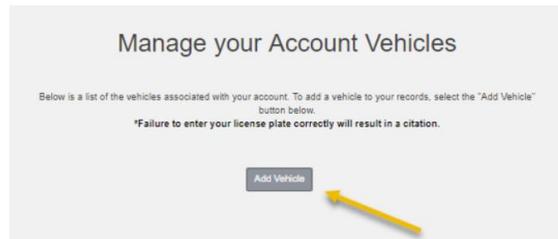
6. If you would like to automatically stay signed in under your SDSU user ID, check the box and Click **Yes**. If not, check the box and click **No**.



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



8. Click **Add Vehicle**.



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.*

Register Additional Vehicle  
You may only register a vehicle that you own or drive.  
Failure to enter your license plate correctly will result in a citation.  
Please contact Parking Services immediately to change your license plate number - or for assistance with temporary plates or rental cars.  
Plate Number  
Plate Number (confirm)  
State/Province  
Year  
Make  
Model  
Color  
Style  
Next >

10. Your vehicle will appear on your account. To add additional vehicles, follow steps 7-8.

**Manage your Account Vehicles**

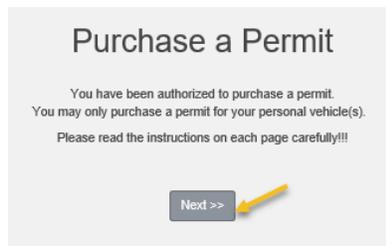
Below is a list of the vehicles associated with your account. To add a vehicle to your records, select the "Add Vehicle" button below.  
\*Failure to enter your license plate correctly will result in a citation.

Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Owner	123TEST	CALIFORNIA	2019	Honda	Accord	White	

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**.

**Parking Permits**

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$7.00 / day	Daily Faculty/Staff / F/S Permit	-select-	-select-
<input type="radio"/>	1	\$174.00	Faculty/Staff Fall 2020 / F/S Permit Semester	09/16/2020	01/02/2021
<input type="radio"/>	1	\$40.00 / month	Monthly Faculty/Staff / F/S Permit	-select-	-select-
<input type="radio"/>	1	\$37.00	Motorcycle Fall 2020 / F/S and Student	09/16/2020	01/02/2021
<input type="radio"/>	1	\$15.00 / week	Weekly Faculty/Staff / F/S Permit	-select-	-select-

I agree that my permit may not be shared or transferred to another user  
 I understand permits are virtual and must be linked to my license plate  
 I understand that I am responsible for knowing when my permits will expire  
 I agree to abide by parking rules and regulations, such as having only one of my vehicles on campus at a time  
 I agree that my parking rights may be revoked at any time

[Next >>](#)

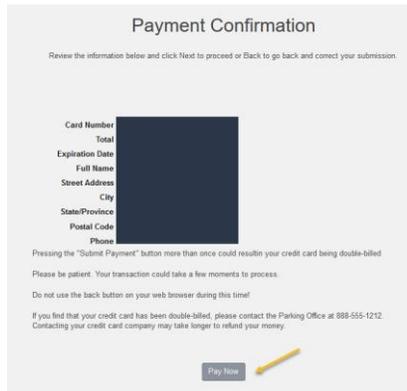
14. If you are purchasing a daily/weekly/monthly permit, select the date you would like the permit to start. Do not select an end date. Click **Next**.

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

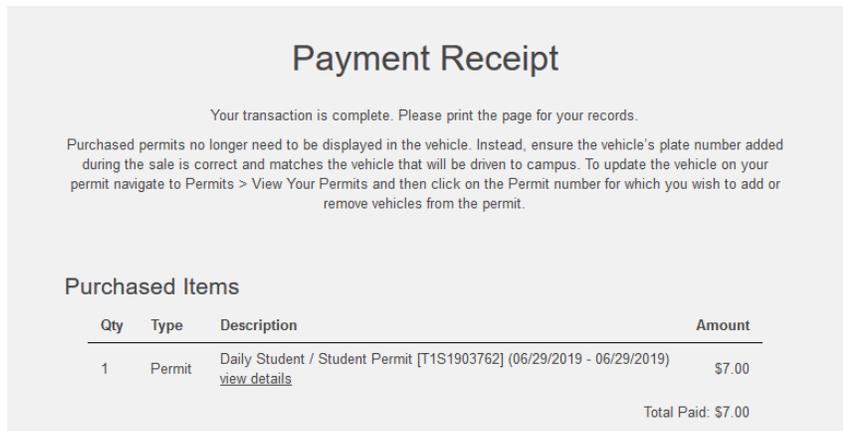
Review the information below and click Next to proceed or Back to go back and correct your submission.

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 888-655-1212. Contacting your credit card company may take longer to refund your money.

Pay Now

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



Payment Receipt

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

Purchased permits no longer need to be displayed in the vehicle. Instead, ensure the vehicle's plate number added during the sale is correct and matches the vehicle that will be driven to campus. To update the vehicle on your permit navigate to Permits > View Your Permits and then click on the Permit number for which you wish to add or remove vehicles from the permit.

Purchased Items

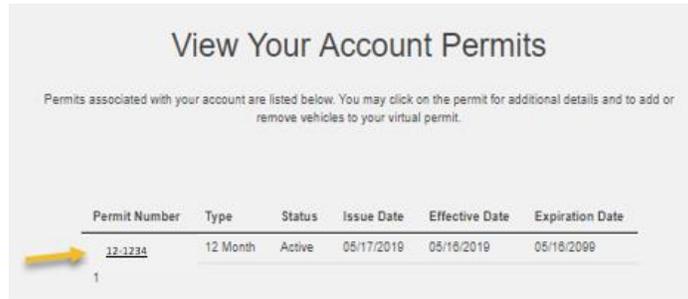
Qty	Type	Description	Amount
1	Permit	Daily Student / Student Permit [T1S1903762] (06/29/2019 - 06/29/2019) <a href="#">view details</a>	\$7.00

Total Paid: \$7.00

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**.



21. To ensure the permit is linked to your vehicle(s), click the link below your **Permit Number**.



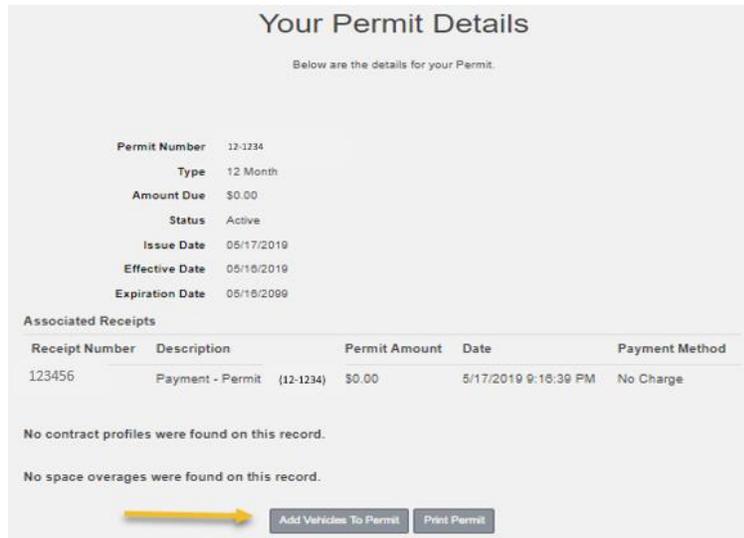
View Your Account Permits

Permits associated with your account are listed below. You may click on the permit for additional details and to add or remove vehicles to your virtual permit.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
<a href="#">12-1234</a>	12 Month	Active	05/17/2019	05/16/2019	05/16/2099

1

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



Your Permit Details

Below are the details for your Permit.

Permit Number: 12-1234  
Type: 12 Month  
Amount Due: \$0.00  
Status: Active  
Issue Date: 05/17/2019  
Effective Date: 05/16/2019  
Expiration Date: 05/16/2099

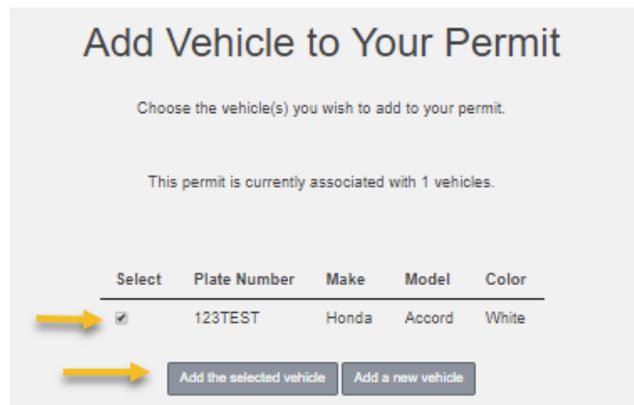
Associated Receipts

Receipt Number	Description	Permit Amount	Date	Payment Method
123456	Payment - Permit (12-1234)	\$0.00	5/17/2019 9:16:39 PM	No Charge

No contract profiles were found on this record.  
No space overages were found on this record.

[Add Vehicles To Permit](#) [Print Permit](#)

23. 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
<input checked="" type="checkbox"/>	123TEST	Honda	Accord	White

[Add the selected vehicle](#) [Add a new vehicle](#)