How To Setup Permits and Vehicles in the SDSU Parking Portal
Please contact Parking & Transportation Services with any questions: 619-594-6671

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.

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
4. Enter your SDSU email address. Click **Submit**.

![Retrieve My Password](image)

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

![Password Reset](image)

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.

8. Once logged in, the first step is to add your vehicle(s). From the homepage, click Vehicles.
9. Click **Add Vehicle**.
10. Enter your vehicle information. Click **Next**. *Please only add vehicles that you are the owner or regular driver of, and are not associated with any other parking permits.*

![Register Additional Vehicle](image)

11. Your vehicle will appear on your account. To add additional vehicles, follow steps 9-10.

![Manage your Account Vehicles](image)

12. Permits are now virtual and will be linked to your license plate(s). After you have added your vehicle, you will need to link it to your parking permit to avoid being ticketed. Click **Permits** at the top of the screen. Then click **View Your Permits**.
13. Click on the link below your **Permit Number**.

14. Click **Add Vehicles to Permit**.
15. Check the box for the vehicle you would like to add. Click **Add the selected vehicle**.