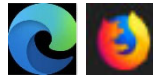
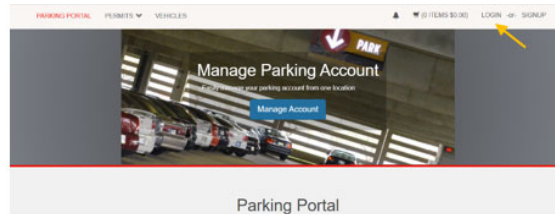


## How to Link Vehicles to Permits in the SDSU Parking Portal

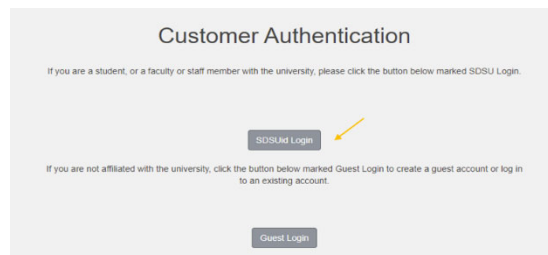
1. Go to <https://aztecs.t2hosted.com/Account/Portal> using Microsoft Edge or Firefox.



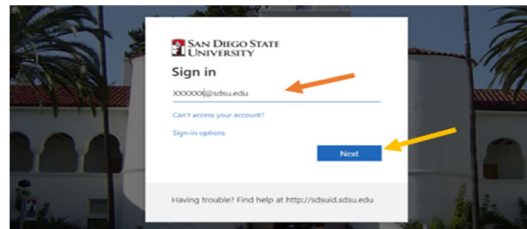
2. Click **LOGIN** in the upper right-hand corner.



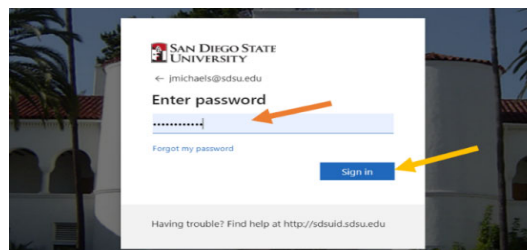
3. Click **SDSUid Login**.



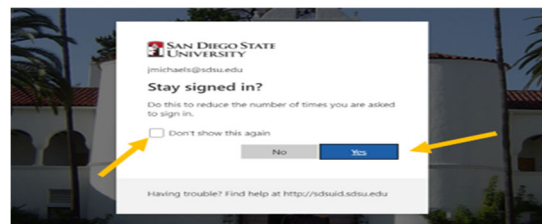
4. Enter/verify your SDSU email address is correct. Click **Next**.



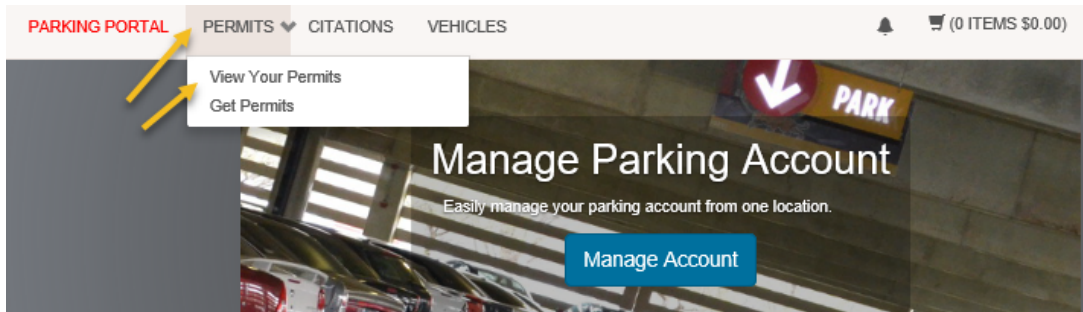
5. Your password should automatically populate. If it is blank, enter your SDSUid password. Click **Sign in**.



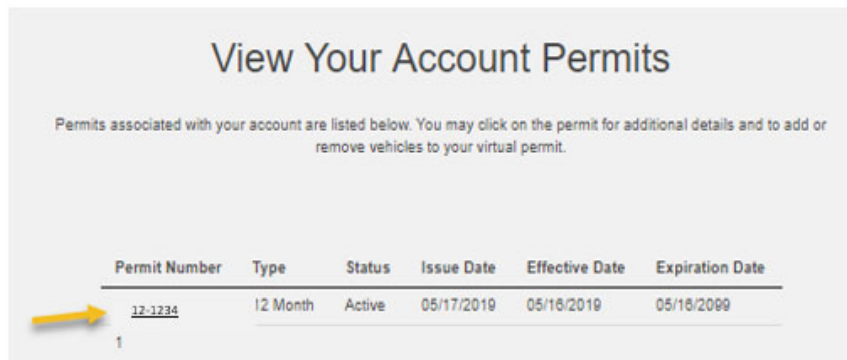
6. If you would like to automatically stay signed in under your SDSU user ID, check the box and Click **Yes**. If not, check the box and click **No**.



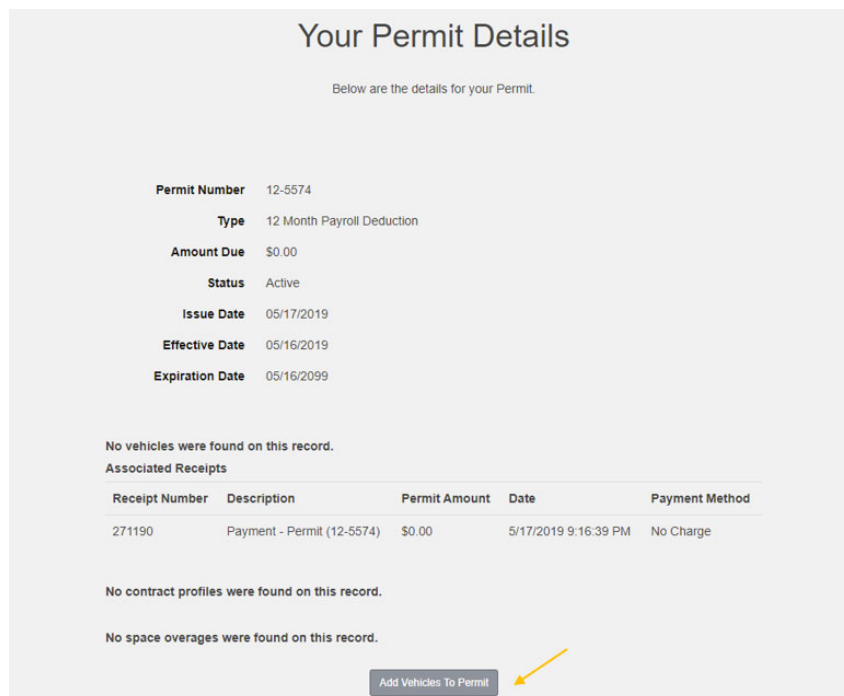
7. **Permits are now virtual and must be linked to your license plate(s).** Make sure to enter your license plate number correctly to avoid citations. Once logged in, click **PERMITS** at the top of the screen. Then click **View Your Permits**.



8. Click on the link below your **Permit Number**.

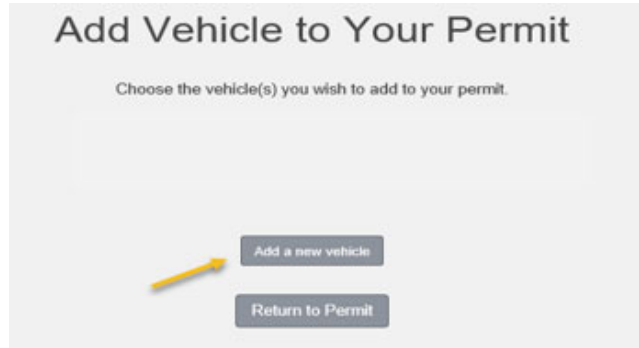


9. Click **Add Vehicles To Permit**.

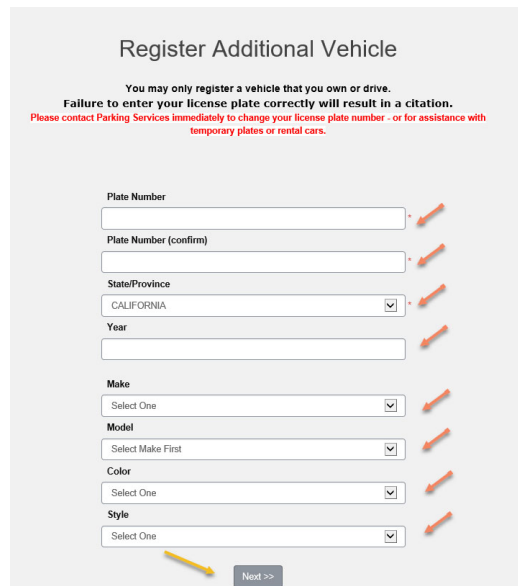


10. If you have not added any vehicles to your account or need to add an additional vehicle, click **Add a new vehicle**.

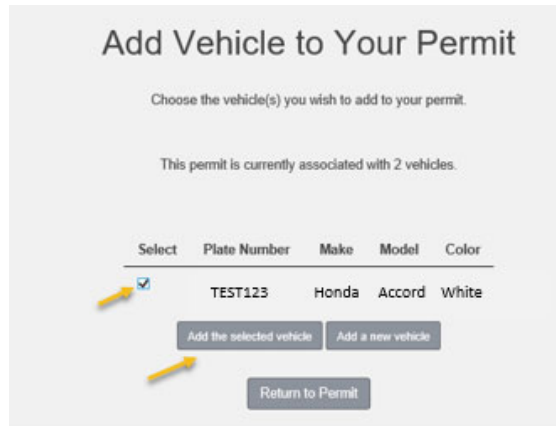
If you have already added the vehicle to your account but need to link it to your permit, please *skip to Step 12*.



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



12. Check the box(es) for the vehicle(s) that you would like to link. Then click **Add the selected vehicle**.



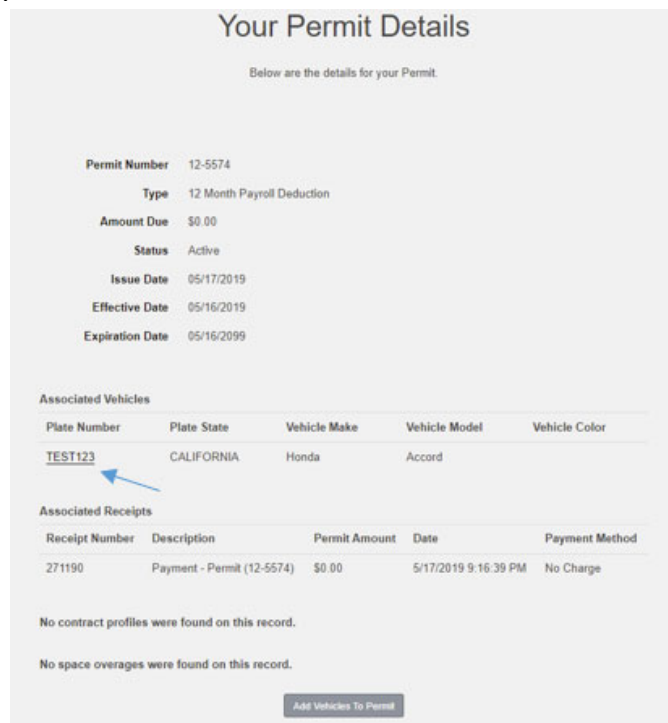
**Add Vehicle to Your Permit**

Choose the vehicle(s) you wish to add to your permit.

This permit is currently associated with 2 vehicles.

Select	Plate Number	Make	Model	Color
<input checked="" type="checkbox"/>	TEST123	Honda	Accord	White

13. You should now see the license plate number(s) listed on *Your Permit Details* page under *Associated Vehicles*.



**Your Permit Details**

Below are the details for your Permit.

**Permit Number** 12-5574  
**Type** 12 Month Payroll Deduction  
**Amount Due** \$0.00  
**Status** Active  
**Issue Date** 05/17/2019  
**Effective Date** 05/16/2019  
**Expiration Date** 05/16/2099

**Associated Vehicles**

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color
<u>TEST123</u>	CALIFORNIA	Honda	Accord	

**Associated Receipts**

Receipt Number	Description	Permit Amount	Date	Payment Method
271190	Payment - Permit (12-5574)	\$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.

14. **MAKE SURE THAT YOUR VEHICLE IS CORRECTLY LINKED TO YOUR PERMIT OR YOU WILL BE TICKETED!** Click on **PERMITS** in the upper left corner of the portal. Then click **View Your Permits**. Finally, click on the link below your **Permit Number**, and all of your vehicle information should be listed completely and correctly. Please make sure to verify this every time you add a vehicle.

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