How to Link Vehicles to Permits in the SDSU Aztec 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**.

![Your Permit Details]

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**.

![Add Vehicle to Your Permit]
11. Enter your vehicle information. Click **Next**. Email parking@sdsu.edu if you have a rental car. If you've added a temporary license plate and your permanent plate has been issued, please complete the **License Plate Change Request Form**. 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](image1)

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](image2)
13. You should now see the license plate number(s) listed on Your Permit Details page under Associated Vehicles.

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 with any questions or issues.