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

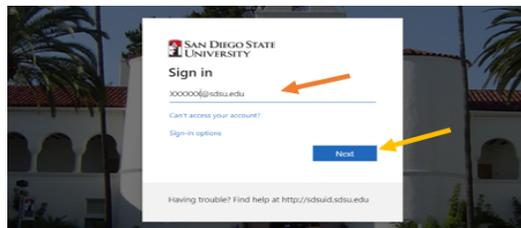1. Go to https://aztecs.t2hosted.com/Account/Portal using Microsoft Edge or Firefox.
2. Click **LOGIN** in the upper right-hand corner.
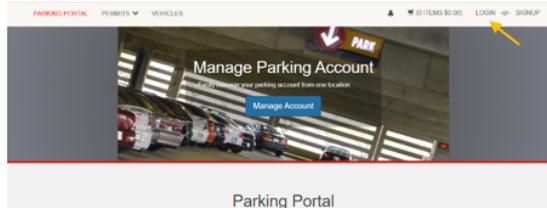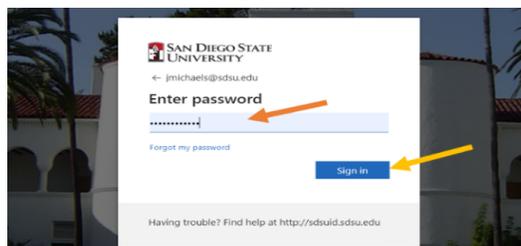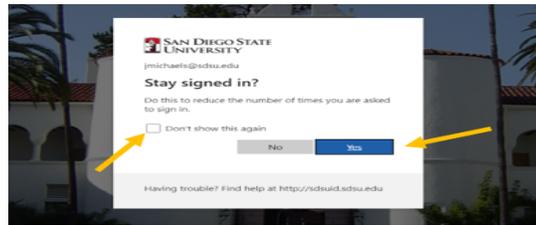

3. Click **SDSUid Login**.
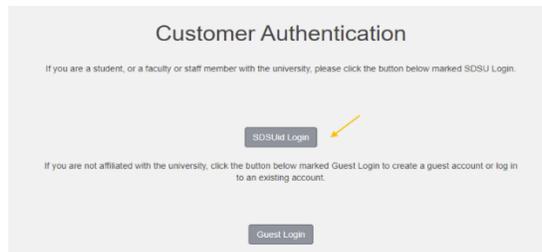
4. Enter/verify your SDSU email address is correct. Click **Next**.

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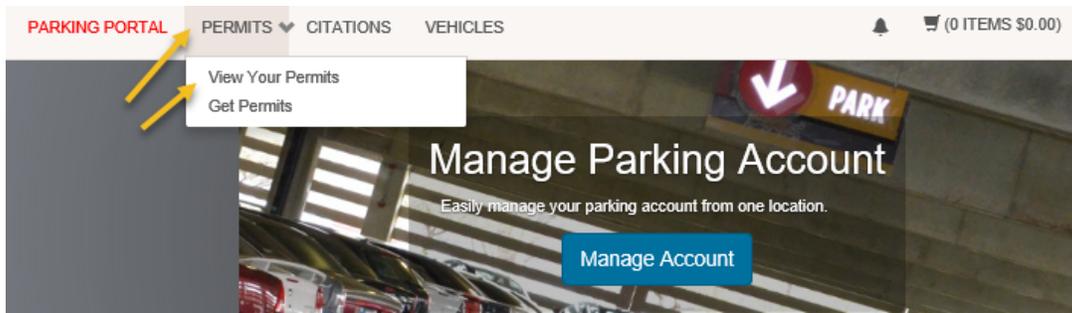
8. Click on the link below your **Permit Number.**

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

Your Permit Details

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

No vehicles were found on this record.
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.

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*.

Add Vehicle to Your Permit

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

Add a new vehicle

Return to 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.*

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

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.