How to Purchase a Virtual Permit 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. If you need to add any cars to your account, click VEHICLES. If not, skip to Step 11.

8. Click Add Vehicle.
9. Enter your vehicle information. 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. 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.

10. Your vehicle will appear on your account. To add additional vehicles, follow steps 7-9.

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.

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. Your permit number and total will be displayed again. Click Checkout.

19. Fill in all required fields. Click **Pay Now**.

![Payment Options](image1)

20. Review your payment information. Click **Pay Now**.

![Payment Confirmation](image2)

21. Fill in all required fields. Click **Continue Checkout**.

![Check Information](image3)
22. Check I agree and click Submit Payment.

23. You will see a receipt when the payment was successful. You will also receive a confirmation email.

24. **Permits are virtual and must be linked to your license plate(s).** Please make sure that your permits are linked to all of the vehicles needed. You may link multiple cars, but may park only one car on campus at a time. To review, click PERMITS at the top of the screen. Then click View Your Permits.

25. To ensure the permit is linked to your vehicle(s), click the link below your Permit Number.
26. You should see any previously added vehicles. To add more, click **Add Vehicles To Permit**.

![Add Vehicles To Permit](image1.png)

27. Check the box for the vehicle you would like to add. Click **Add the selected vehicle**.

![Add Vehicle to Your Permit](image2.png)

Please email parking@sdsu.edu with any questions or issues.