How to Purchase a Virtual Permit 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. 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 Services if you have temporary license plates or if you have a rental car. 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.**

![Select Dates](image)

15. Check the box(es) for any vehicles you wish to add to the permit. Click **Next.**

![Select your Vehicles for Permit](image)

16. Review your cart and email address that you would like your receipt sent to. Click **Pay Now.**

![View Cart](image)

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

![Payment Information](image)
18. Select your Method of Payment. Click **Continue Checkout**. For electronic checks, *skip to step 21*.

Select Method of Payment

![Select Method of Payment](image)

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

![Pay Now](image)

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

![Payment Confirmation](image)
21. Fill in all required fields. Click **Continue Checkout**.

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.

![View Your Account Permits](image1)

26. You should see any previously added vehicles. To add more, click Add Vehicles To Permit.

![Your Permit Details](image2)

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

![Add Vehicle to Your Permit](image3)

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