How To Purchase Permits as a Visitor in the SDSU Parking Portal

Please email Parking & Transportation Services at parking@sdsu.edu with any questions or issues.

1. Open Internet Explorer or Mozilla Firefox. Go to https://aztecs.t2hosted.com/Account/Portal.

2. Click on SIGNUP.

3. Enter your email address twice, first and last name, phone number, and password twice. Passwords must be 9-20 characters - and contain at least one uppercase letter, one lowercase letter, one numeric value and one special character. Click Create Account.

4. After successfully creating your account, click Proceed to log in to your new account.
5. Enter your email address and password that you created. Click **Log In**.

![Guest Login](image)

6. To purchase a permit, click **Permits** and then **Get Permits**.

![Manage Parking Account](image)

7. Click **Next**.

![Purchase a Permit](image)

8. Select the bubble next to the permit you would like to purchase. Check the box agreeing to the terms. Click **Next**.

![Select Permit and Permit Agreement](image)
9. Select the date you would like the permit to start. Do not select an end date. Click **Next**.

10. Permits are now virtual and will be linked to your license plate(s). Please make sure to enter your license plate correctly, and only add vehicles that you are the owner or regular driver of. Click **Add Vehicle**.

11. Enter your vehicle information. Click **Next**. Click **Next**. Email Parking Services if you do not have permanent license plates. Please only add vehicles that you are the owner or regular driver of, and are not associated with any other parking permits.
12. Check the box(es) for any vehicles you wish to add to the permit. Click **Next**.

13. Review your cart. Click **Pay Now**.

14. Fill in all required fields. Click **Pay Now**.
15. Review your payment information. Click **Pay Now**.

![Payment Confirmation](image)

16. You will see a receipt when the payment was successful.

![Payment Receipt](image)