ISU Parking Portal

1. Have your current license plate number/state and vehicle information (vehicle make, color, type) ready.

2. Log in to the Portal
   a. Visit the ISU parking website parking.iastate.edu
   b. Click on the “Parking Portal” tab in the top menu. If using a mobile browser on your phone, you will need to click the menu icon in the upper right-hand corner.
   c. Click the login link labeled “Click Here to Login with ISU Net ID”
   d. Login through Okta ISU with your NetID and password. You NetID is the first part of your email address be the @iastate.edu.
3. Add Vehicle(s)
   a. Click the “Permit” icon at the top of the page.
   b. On the right-hand side of the page. **Click the box for “Add New Vehicle”**.
   c. Fill in the information for license plate number, state, color, make of your vehicle and model year. Then click “update”.
      i. **VIN is not required if you have a valid license plate.**
      ii. **If you don’t have a license plate, enter VIN and the last 4 numbers of your VIN (example: VIN1234) in the plate section. You must also enter your VIN (found in the lower driver’s side corner of the front windshield) in the VIN section.**
      iii. **Model is not required but if you have an error, select “VEH”. It should be the only option.**
g. **Students are only allowed 1 vehicle.** Please contact the parking office if you have a motorcycle and we can get that added for you. Motorcycles do require a separate permit.
   i. **SUV residents:** You may have 2 vehicles and purchase 2 permits. You will need to complete a purchase your first permit for 1 vehicle, then return to your account to complete the additional permit purchase for your second vehicle. Each vehicle will have its own permit. Contact the parking office if you have issues. **IMPORTANT!: You can only have 1 vehicle on campus at a time using the parking privileges of 1 permit.**

4. **Purchase your permit**
   a. **Select your permit** from the “Permit Selection” area on the left side of the screen. If your permit you should be eligible isn’t appearing and there is not a notice that it is sold out, please email the parking office parking@iastate.edu

   ![Permit Selection Table]

   b. i. The active date will auto fill and delivery method will default to email, as it is a virtual permit.
   c. Select your vehicle to add to your permit before checking out. **If you need to edit or change a vehicle, contact the parking office and they can assist with the change.**

   ![Vehicles Table]

   d. e. **Select your address**

   i. Addresses are imported from AccessPlus. If the address listed is incorrect, please update that in AccessPlus.

   1. **Login to AccessPlus, click “Student” tab, click “Address Change” on the left side, fill in the in-session address. (students living in residence halls will be update automatically)**
   f. Read the agreement and click “Accept Agreement”
   g. At the top right corner of the screen, click the box that read “Add to Cart” and click “Ok” on the notification that pops up.
   h. Click the “Cart” icon at the top of the page.

![Iowa State University Public Safety]

   i. j. Select payment type either “CC” for Credit Card. UBILL is no longer an option to purchase permits.
k. Verify your email address.

m. Review your permit listed below the payment type and email address.

n. Read and accept the agreement by clicking “Accept Agreement”.

o. Check out - click the box labeled “Check Out” in the upper right-hand corner.

p.

q. You should be rerouted to the receipt page and you should also receive a confirmation email to the email on your account that you verified.

5. Permits are valid on the first day of classes or whatever the active date indicates.