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 “Create Account” and fill in the necessary information. Select “VS” for Visitor as your person type and click “Register” in the upper right hand corner.
d. Once your account is created, scroll down to the bottom of the page, and use the guest login area pictured below.

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”. **Special Note:** If you are driving a loaner/rental vehicle or any vehicle that is not your vehicle, please notify the parking office by emailing parking@iastate.edu. When you add a vehicle to your account, you claim financial responsibility of any citations that vehicle receives while it is on your account. Notifying the parking office, ensures this vehicle gets removed when you are no longer driving it and that you won’t be billed for citations from another driver that may be using the vehicle after you.

i. **VIN is not required if you have a valid license plate.**

ii. **If you do not have a license plate, YOU MUST ENTER THE FULL VIN (found in the lower driver’s side corner of the front windshield) IN THE VIN SECTION and also enter VIN and the last 4 numbers of your VIN (example: VIN1234) in the plate section.**

iii. **Model is not required but if you have an error, select “VEH”. It should be the only option.**
4. **Add New Address**
   a. Click the Add New Address button below the vehicle area, fill in the information and click “Create”.

5. **Purchase your permit**
   a. **Select your permit** from the “Permit Selection” area on the left side of the screen. You have the option of a 1, 3 or 7 day permit. You may change the “Active Date” circled below to purchase future permits. The expiration date will adjust to the type of permit you purchased at check out.

   b. 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.**
c. Select your address: click the box next to the address you added. You must add an address in order to purchase a permit.
d. Scroll down and read the agreement and click “Accept Agreement”
e. 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.
f. Click the “Cart” icon at the top of the page.

g. Select payment type either “CC” for Credit Card.
h. Verify your email address.

i. Review your permit listed below the payment type and email address. Remember, if you are purchasing a permit for a future date, that will reflect after you purchase.
j. Read and accept the agreement by clicking “Accept Agreement”.
k. Check out- click the box labeled “Check Out” in the upper right-hand corner.

l. 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. Please review and notify the parking office immediately if you license plate or the permit dates are not correct so it can be edited.

6. Permits are valid only on the vehicle and date listed on your permit email letter.