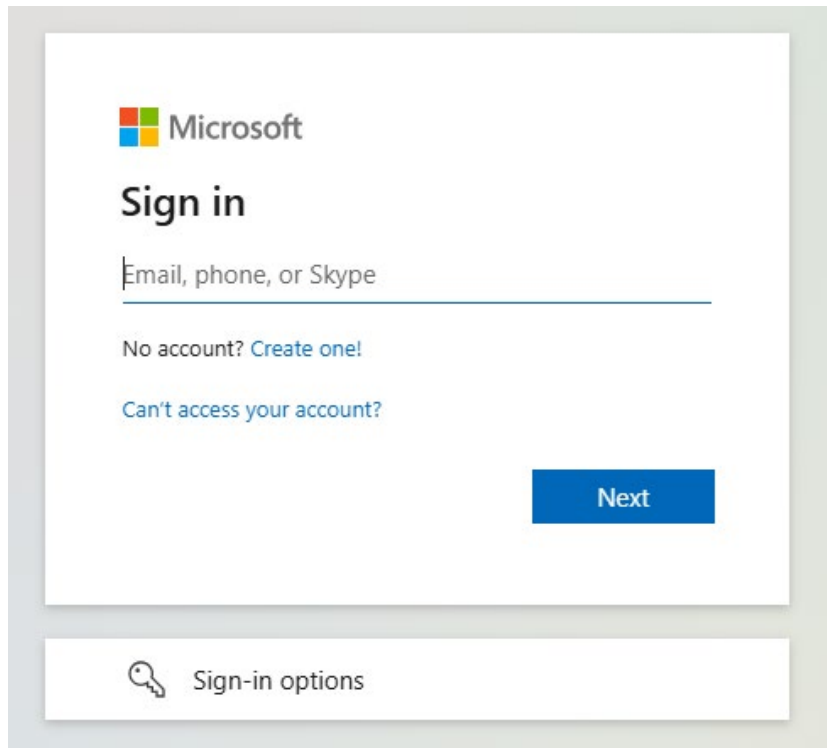
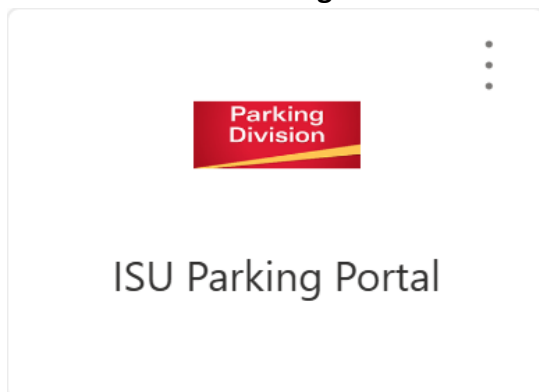


ISU Parking Portal

1. Have your current license plate number/state and vehicle information (vehicle make, color, type) ready.
2. Log in to the ISU Portal
 - a. Visit the ISU Microsoft Dashboard <https://myapps.microsoft.com/>
 - b. Login through Microsoft with your ISU email and password. Your NetID is the first part of your email address before the @iastate.edu.

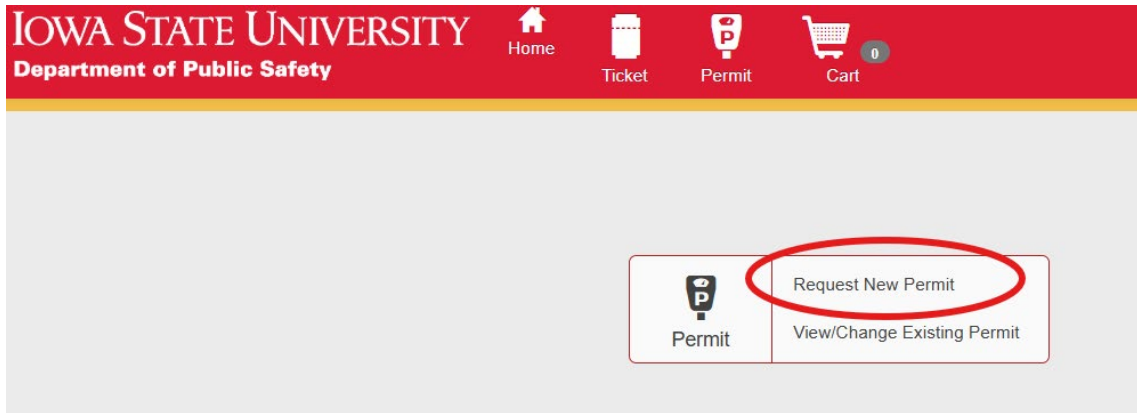


- c. Select "Work or School account"
- d. Enter your ISU login password
- e. Use your preferred authentication method to complete login. This will take you to the ISU Microsoft dashboard.
- f. Click on the "ISU Parking Portal" icon.



3. Add Vehicle(s)

- a. Click the “Request New Permit” button 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 when you are no longer driving it 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 (vehicle identification number) is NOT required IF you have a valid license plate
- ii. If you DO NOT have a license plate, enter the word “VIN” and the last 4 numbers of your VIN (example: VIN1234) in the PLATE section. YOU MUST ENTER THE FULL 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.

Add New Vehicle

License Plate*
TESTPLATE

License State*
IA

Primary Color*
BLUE

Make*
HOND

Model

Model Year
2012

Body*
CAR

VIN

Create Cancel

- d. **Add any vehicle** you will be driving regularly (*cannot be linked to student*), including a motorcycle if you have one. Motorcycles are included on Reserved or General Staff permits.
!IMPORTANT!: You can only have 1 vehicle, including motorcycles, on campus at a time using your parking permit.

4. Purchase your permit

- a. **Select your permit** from the “Permit Selection” area on the left side of the screen. The General Staff permit is available for all Faculty/Staff.
 - i. **Reserve permit holders:** the permit you are currently registered for will appear for renewal. *You must renew your permit before **July 15th** to keep your reserved status. After this time, your reserved permit will be revoked and offered to the next person on the waiting list.*
- b. If your permit isn’t appearing or you want to change the permit selection shown, please log out and email the parking office parking@iastate.edu

Permit Selection							
Offer Expires	Type	Lot	Expiration	Amount	Active Days	Valid Times	
	GENERAL STAFF	GENERAL STAFF	6/30/2024	\$199.00			<input type="checkbox"/>

- i. The active date will auto fill and delivery method will default to email, as it is a virtual permit.
- c. Select **ALL vehicles** you would like to add to your permit before checking out. **If you need to remove a vehicle from your permit, please submit a [Vehicle Update Form](#) and the parking office can assist with the removal.**

Add New Vehicle					
	Plate	State	Make	Body	Color
<input checked="" type="checkbox"/>	TESTPLATE	IA	CADI	CR	BLU
<input checked="" type="checkbox"/>	TEST01	IA	FORD	SU	BLK

- d. **Select your address**
 - i. Addresses are imported from Workday. If the address listed is incorrect, please update that in Workday. [Click Here for Workday help Article](#)
- 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 or PAYROLL for Payroll Deduction.**
 - i. *Payroll deduction is only for employees paid directly by the University. The monthly deduction (divided by 12 months) for your permit type will be removed from your paycheck each month until you cancel your permit or it expires.*

- h. Review your permit listed below the payment type and email address. This should be your ISU email.
- i. Read and accept the agreement by clicking “Accept Agreement”. You will be held responsible for any actions that violate this agreement.
- j. **Check out**- click the box labeled “Check Out” in the upper right-hand corner.



- k. 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 beginning July 1 or whatever the active date indicates on your permit letter. If your vehicle changes at any time, please use the “View/Change Existing Permit” feature in the ISU Parking Portal to add new vehicle information to your permit prior to parking on campus.**

