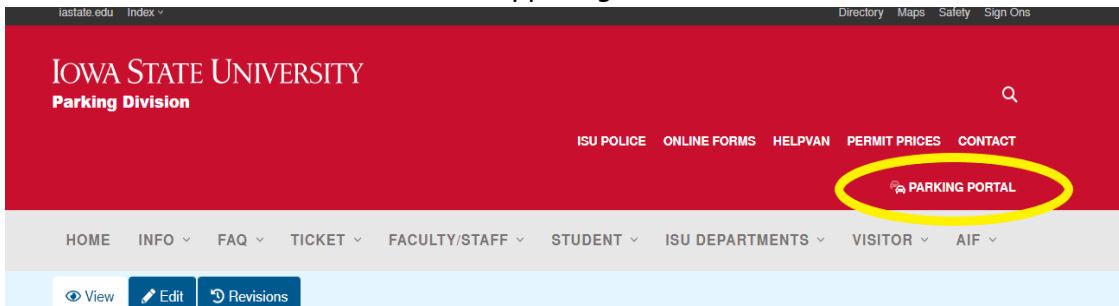
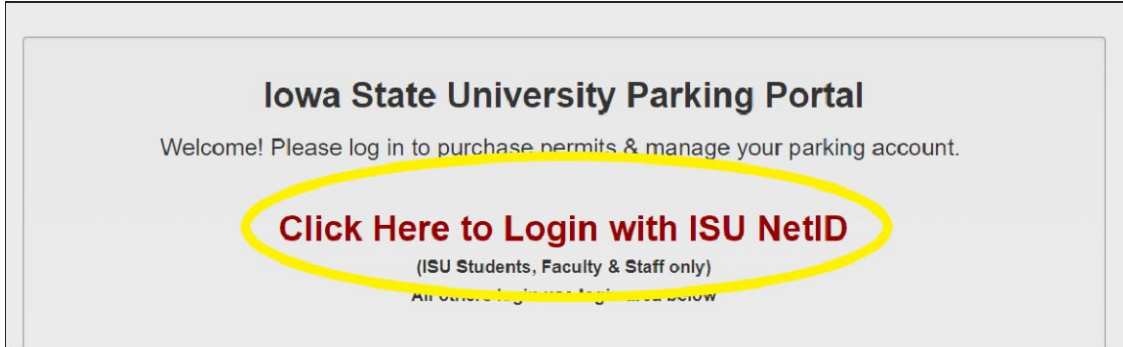


ISU Parking Portal

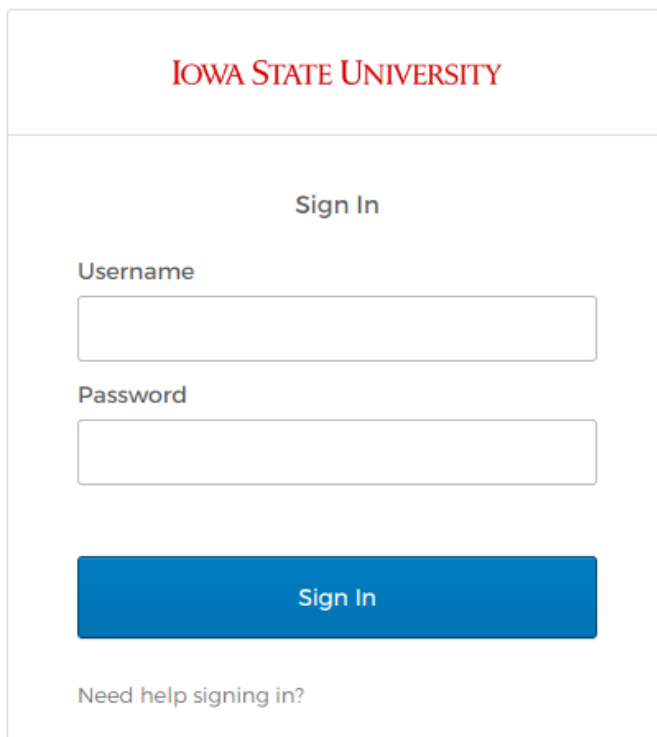
1. Have your current license plate number/state and vehicle information (vehicle make, color, type) ready.
2. Log in to the Portal
 - a. Visit the ISU parking website parking.iastate.edu
 - b. Click on the "Parking Portal" tab in the top menu. *If using a mobile browser on your phone, you will need to click the menu icon in the upper right-hand corner.*



- c.   
- d. Click the login link labeled "Click Here to Login with ISU Net ID"



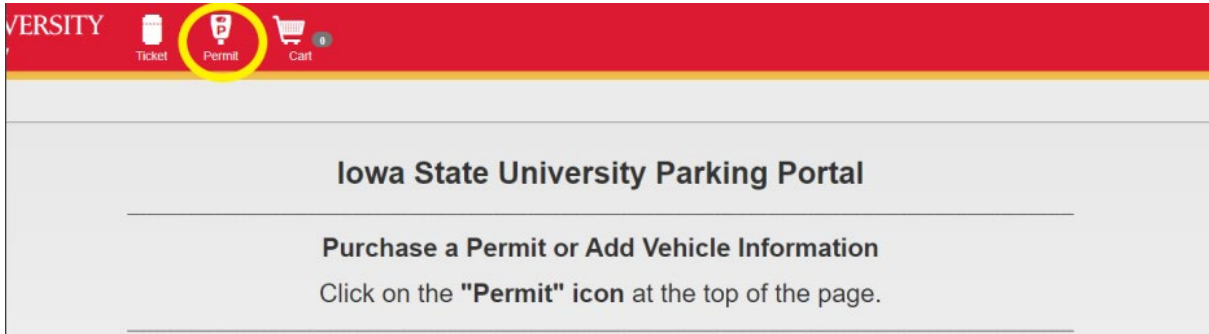
- e.
- f. Login through Okta ISU with your NetID and password. Your NetID is the first part of your email address be the @iastate.edu.

A screenshot of the Iowa State University Sign In form. The form has a white background with the "IOWA STATE UNIVERSITY" logo at the top. Below the logo is the text "Sign In". There are two input fields: "Username" and "Password". Below the input fields is a blue "Sign In" button. At the bottom of the form, there is a link that says "Need help signing in?".

- g.

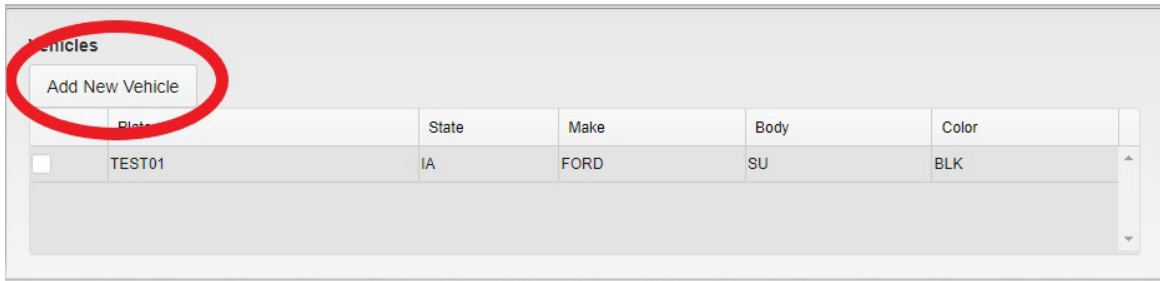
3. Add Vehicle(s)

- a. Click the "Permit" icon at the top of the page.



b.

- c. On the right-hand side of the page. Click the box for "Add New Vehicle".



d.

- e. 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.

The screenshot shows an 'Edit' form with the following fields:

- License Plate: TESTPLATE
- License State: IA
- Primary Color: BLUE
- Make: HOND
- Model: VEH
- Model Year: 2012
- Body: CAR
- VIN: (empty field)

At the bottom of the form, there are two buttons: 'Update' and 'Cancel'.

f.

- 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

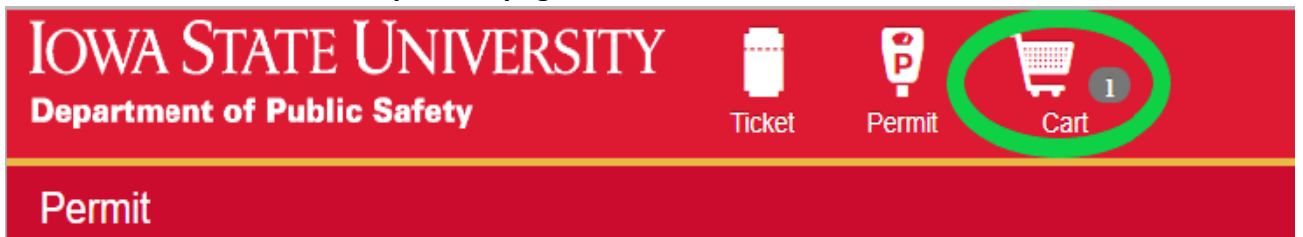
- a. **Select your permit** from the “Permit Selection” area on the left side of the screen. If your permit you should be eligible isn’t appearing and there is not a notice that it is sold out, please email the parking office parking@iastate.edu

Permit Selection						
	Offer Expires	Type	Lot	Expiration	Amount	Active Day
<input checked="" type="checkbox"/>		LOT 63 RCA	LOT 63 RCA	5/10/2024	\$171.00	

- 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						
<input type="text" value="Add New Vehicle"/>						
	Plate	State	Make	Body	Color	
<input checked="" type="checkbox"/>	TEST01	IA	FORD	SU	BLK	

- 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.**



- i.
- j. **Select payment type either “CC” for Credit Card. UBILL is no longer an option to purchase permits.**

k. Verify your email address.



The screenshot shows a web form with two input fields. The first field is labeled "Payment Type" and is a dropdown menu. The second field is labeled "Email Address For Receipt" and contains the text "SJSPRECH@IASTATE.EDU".

l.

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.