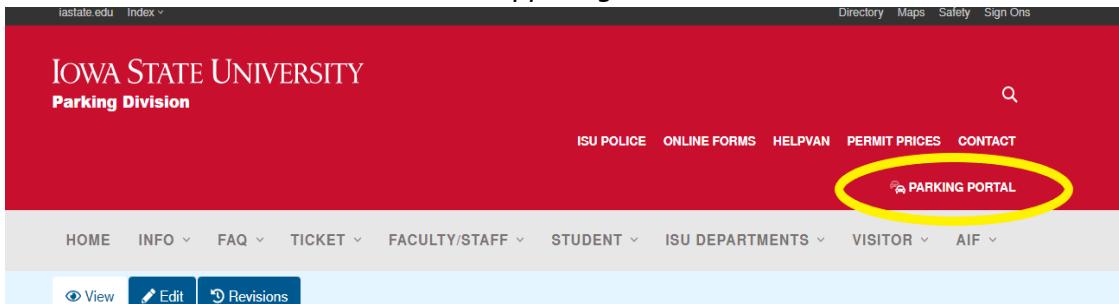
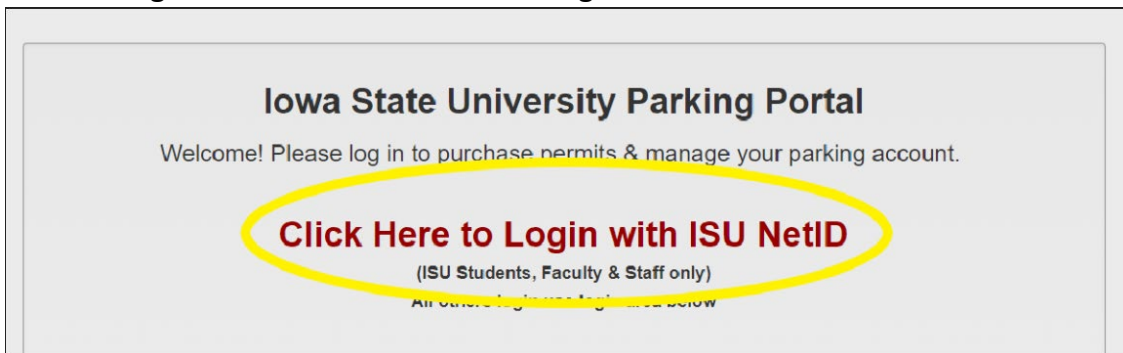


ISU Parking Portal

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"



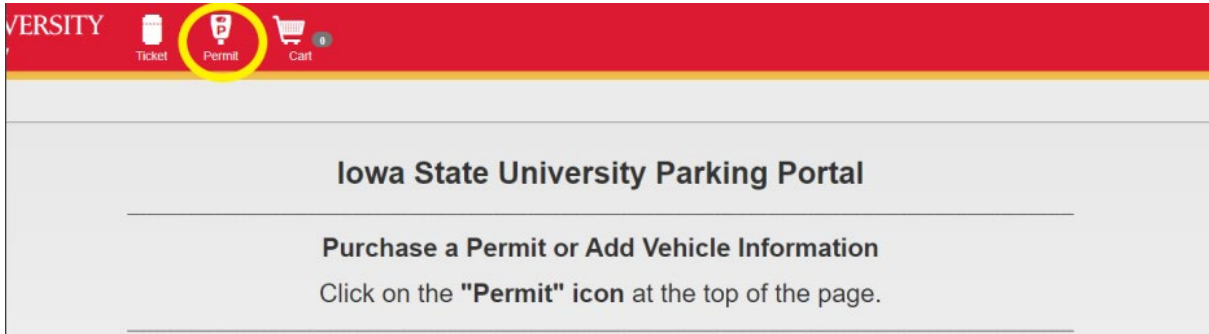
- e.
- f. Login through Okta ISU with your NetID and password. Your NetID is the first part of your email address be the @iastate.edu.

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

- g.

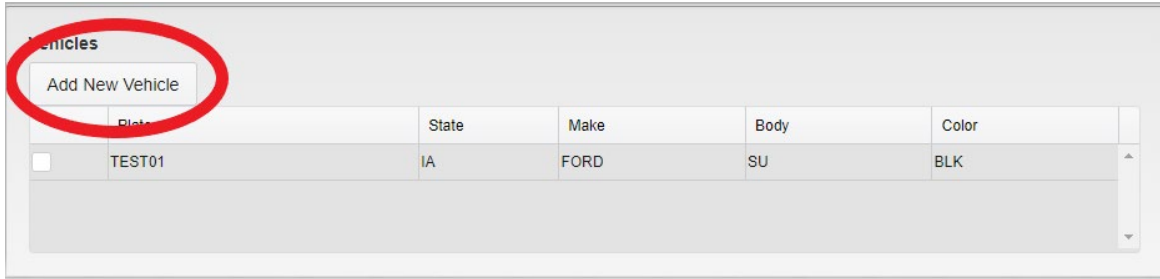
3. Add Vehicle(s)

- 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 the 'Edit' form for adding a vehicle. The form fields are: License Plate (TESTPLATE), License State (IA), Primary Color (BLUE), Make (HOND), Model (VEH), Model Year (2012), Body (CAR), and VIN (empty). The 'Update' button is highlighted with a checkmark, and the 'Cancel' button is also visible.

f.

- g. **Add any vehicle** you will be driving regularly, including a motorcycle if you have one. Motorcycles are included on Faculty/Staff permits. **!IMPORTANT!: You can only have 1 vehicle on campus at a time using your parking privileges.**

4. Purchase your permit

- a. **Select your permit** from the “Permit Selection” area on the left side of the screen. Reserve permit holders: the permit you are currently registered for will appear for renewal. If your permit isn’t appearing or you want to change the permit shown, please email the parking office parking@iastate.edu

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

- b.
 - 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. **You cannot add more vehicles to your permit once you’ve completed the checkout process. Adding vehicles does not automatically add them to your permit after you have purchased your permit. If you need to add more vehicles to your permit after your permit purchase, please add them to your vehicle list and contact the parking office to link them to your permit.**

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

- d.
- e. **Select your address**
 - i. Addresses are imported from Workday. If the address listed is incorrect, please update that in Workday. **For detailed instructions on how to update address in workday, [click here.](#)**
- 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 or PAYROLL for Payroll Deduction.**
- k. **Verify your email address.**

Payment Type
[Dropdown menu]

Email Address For Receipt
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 beginning July 1 or whatever the active date indicates.