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 Parking 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.
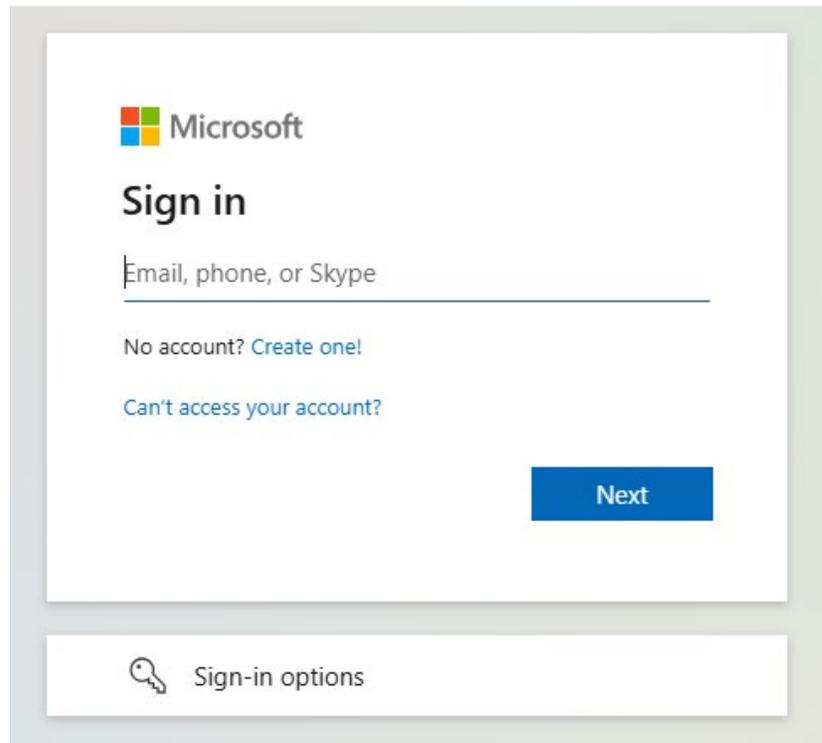
    c. Select "Work or School account"

    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.
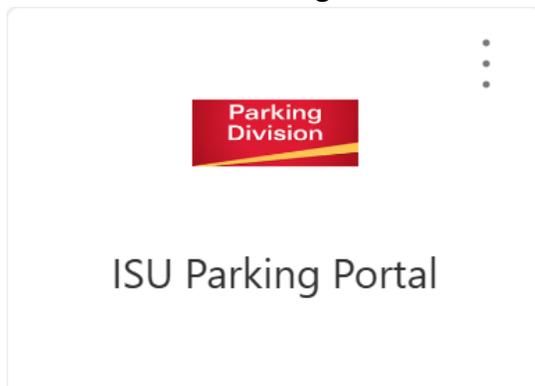
3. **Add Vehicle(s)**
   a. **Click the "Permit" icon at the top of the page.**
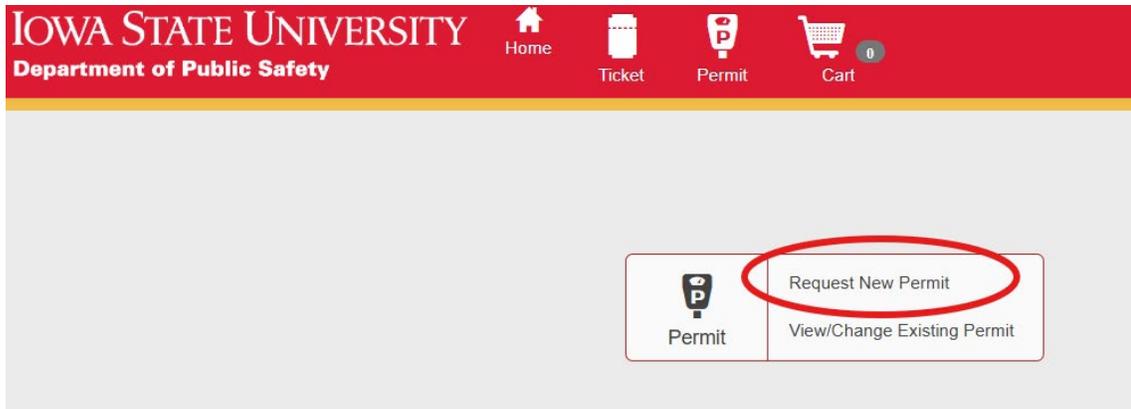
   b. On the right-hand side of the page. **Click the box for "Add New Vehicle".**

   c. **Fill in the information** for license plate number, state, color, make of your vehicle and model year. Then click "update".
      i. *VIN (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.*

d. **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 for a fee. Permits are available for the academic year and for the Summer.
   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 your parking permit.*

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

	Offer Expires	Type	Lot	Expiration	Amount	Active Day
✓		LOT 63 RCA	LOT 63 RCA	5/10/2024	$171.00	

Permit Selection

   i. The active date will auto fill and delivery method will default to email, as it is a virtual permit.
   b. Select your vehicle to add to your permit before checking out. Please add any new vehicle information prior to purchasing your permit. ***If you need to remove a vehicle, submit a Vehicle Update Form and the parking office can assist with the removal***.

Vehicles

Add New Vehicle

	Plate	State	Make	Body	Color
✓	TEST01	IA	FORD	SU	BLK

   c. **Select your address**
   i. Addresses are imported from Workday Student. If the address listed is incorrect, please update that in Workday. If you are living in a residence hall on campus, that information should be updated automatically after you have signed your housing contract.
      1. ***Click Here to view Workday Student help article***
   d. **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.**

e. Click the "Cart" icon at the top of the page.

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

j. 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 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.