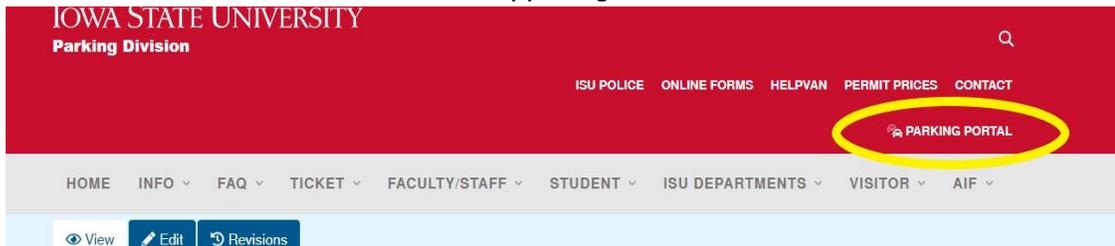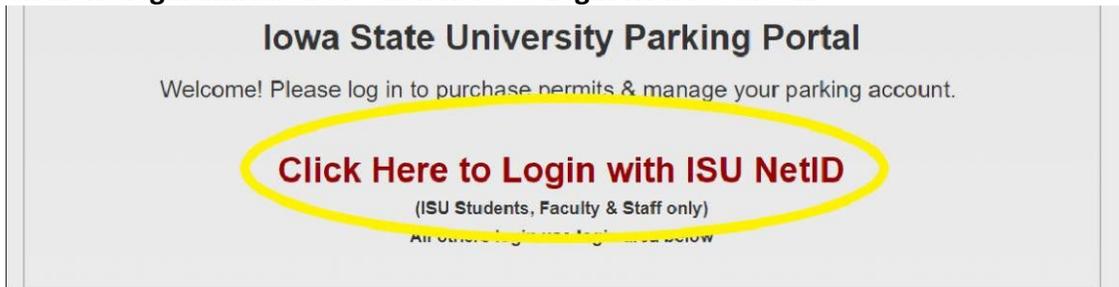# ISU Parking Portal

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.

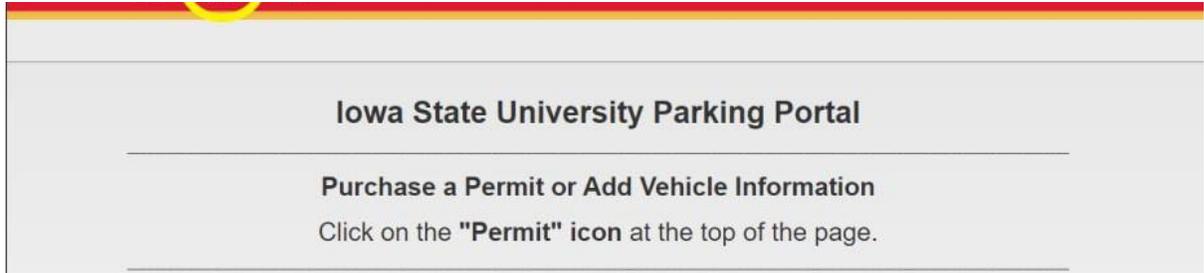   d. **Click the login link labeled "Click Here to Login with ISU Net ID"**
   e.

   f. **Login through Okta ISU with your NetID and password. You NetID is the first part of your email address be the @iastate.edu.**
   g.

3. Add Vehicle(s)

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

    b.

Iowa State University Parking Portal

Purchase a Permit or Add Vehicle Information
Click on the **"Permit" icon** at the top of the page.

    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.*

    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

   b.

	Offer Expires	Type	Lot	Expiration	Amount	Active Days	Valid Times
☐		GENERAL STAFF	GENERAL STAFF	6/30/2024	$199.00		

   Permit Selection

      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.*

   d.

   Add New Vehicle

	Plate	State	Make	Body	Color
✓	TESTPLATE	IA	CADI	CR	BLU
✓	TEST01	IA	FORD	SU	BLK

   e. **Select your address**
      i. Addresses are imported from Workday. If the address listed is incorrect, please update that in Workday.
   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.

   IOWA STATE UNIVERSITY
   Department of Public Safety   Ticket   Permit   Cart 1

   Permit

   j. **Select payment type either "CC" for Credit Card or PAYROLL for Payroll Deduction.**
   k. **Verify your email address.**

Payment Type

▼

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.

Logout

Check Out

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.**