

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/portal
 - b. Click the “Create Account” and fill in the necessary information. Select “VS” for Visitor as your person type and click “Register” in the upper right hand corner.

The image shows a screenshot of the 'Create Account' form on the ISU Parking Portal. The form is titled 'Create Account' and is set against a red header. A 'Register' button is circled in blue in the top right corner. The form fields are as follows:

- Last Name* (text input)
- Password (text input, placeholder: User Password)
- Confirm Password (text input, placeholder: User Password)
- Person Type* (dropdown menu, selected: VS)
- Address Type* (dropdown menu)
- Address 1* (text input)
- Address 2 (text input)
- City (text input)
- State (dropdown menu)
- Zip Code (text input, placeholder: XXXXX-XXXX)
- Mobile Phone* (text input, placeholder: (XXX)XXX-XXXX)
- I am not a robot

- c. Once your account is created, scroll down to the bottom of the page, and use the guest login area pictured below.

Guests and all other University Affiliates (Without ISU NetID)
Create an account - Required to request permits

Returning Guests and other University Affiliates may login below.

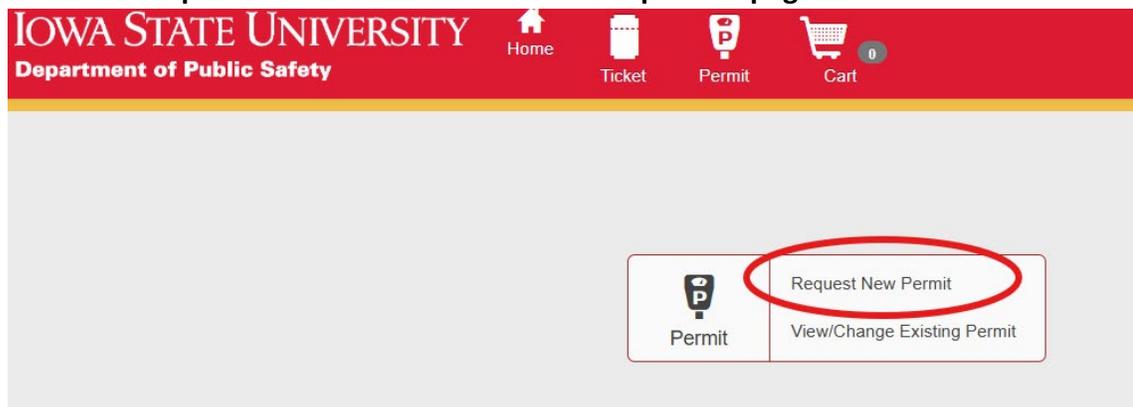
If you are a student, faculty or staff member, please click here.

Email Address

Password

3. Add Vehicle(s)

- a. Click the “Request New Permit” button at the top of the page.



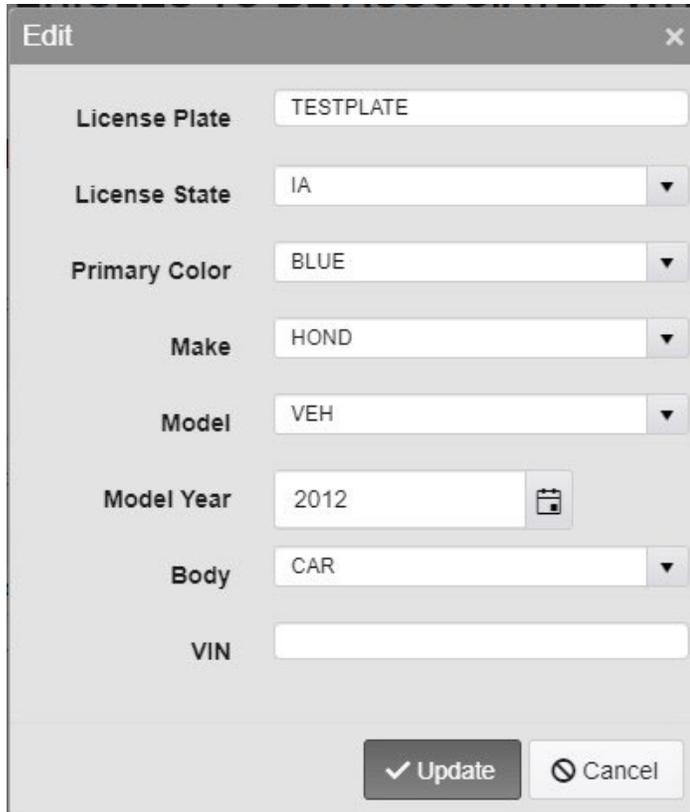
- b. On the right-hand side of the page. Click the box for “Add New Vehicle”.

The screenshot shows a table titled "Vehicles" with a table header and one data row. The "Add New Vehicle" button is circled in red. The table has the following structure:

	Plate	State	Make	Body	Color
<input type="checkbox"/>	TEST01	IA	FORD	SU	BLK

- 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 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 is not required if you have a valid license plate.**
- ii. **If you do not have a license plate, YOU MUST ENTER THE FULL VIN (found in the lower driver's side corner of the front windshield) IN THE VIN SECTION and also enter VIN and the last 4 numbers of your VIN (example: VIN1234) in the plate section.**
- iii. **Model is not required but if you have an error, select "VEH". It should be the only option.**



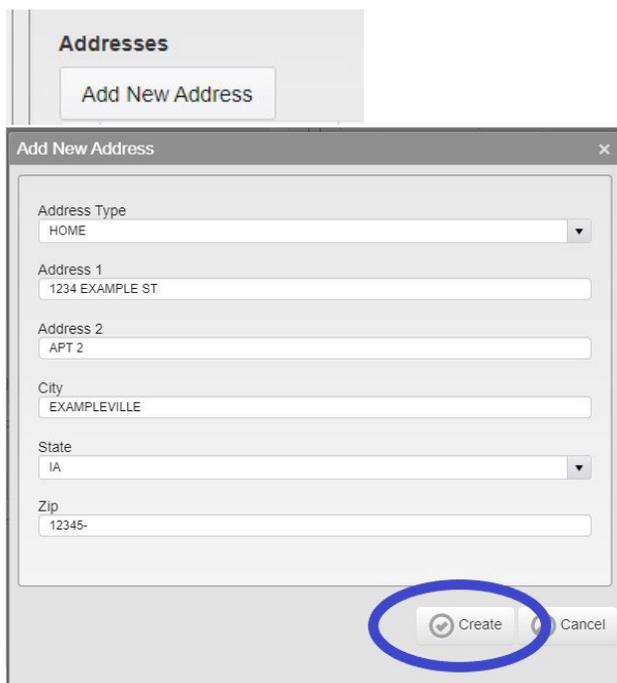
The screenshot shows an 'Edit' window with the following fields and values:

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

At the bottom, there are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a close icon).

4. Add New Address

- a. **Click the Add New Address button and fill in the information. click "Create".**



The screenshot shows the 'Add New Address' form with the following fields and values:

- Address Type: HOME
- Address 1: 1234 EXAMPLE ST
- Address 2: APT 2
- City: EXAMPLEVILLE
- State: IA
- Zip: 12345-

At the bottom, there are two buttons: 'Create' (with a checkmark icon) and 'Cancel' (with a close icon). The 'Create' button is circled in blue.

5. Purchase your permit

- a. **Select your permit** from the “Permit Selection” area on the left side of the screen. You have the option of a 1, 3 or 7 day permit. You may change the “Active Date” circled below to purchase future permits. The expiration date will adjust to the type of permit you purchased at check out.

Offer Expires	Type	Lot	Expiration	Amount
<input type="checkbox"/>	1 DAY VISITOR PERMIT		4/5/2024	\$5.00
<input type="checkbox"/>	3 DAY VISITOR PERMIT		4/7/2024	\$15.00
<input type="checkbox"/>	7 DAY VISITOR PERMIT		4/11/2024	\$35.00

Active Date: Delivery Method:

Vehicles

Add New Vehicle

Plate	State
<input type="checkbox"/> MOTOTEST	IA
<input type="checkbox"/> TEST01	IA

- b. Select your vehicle to add to your permit before checking out. ***If you need to edit or change a vehicle, contact the parking office parking@iastate.edu and they can assist with the change.***

Vehicles

Add New Vehicle

	Plate	State	Make	Body	Color
<input checked="" type="checkbox"/>	TEST01	IA	FORD	SU	BLK

- c. **Select your address:** click the box next to the address you added. You must add an address in order to purchase a permit.
- 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 either “CC” for Credit Card.
- g. Verify your email address.

Payment Type

Email Address For Receipt

EXAMPLE@GMAIL.COM

- h. Review your permit listed below the payment type and email address. Remember, if you are purchasing a permit for a future date, that will reflect after you purchase.
- i. Read and accept the agreement by clicking “Accept Agreement”.
- k. **Check out-** click the box labeled “Check Out” in the upper right-hand corner.



- I. 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. Please review and notify the parking office immediately if you license plate or the permit dates are not correct so it can be edited.

6. Permits are valid only on the vehicle and date listed on your permit email letter.