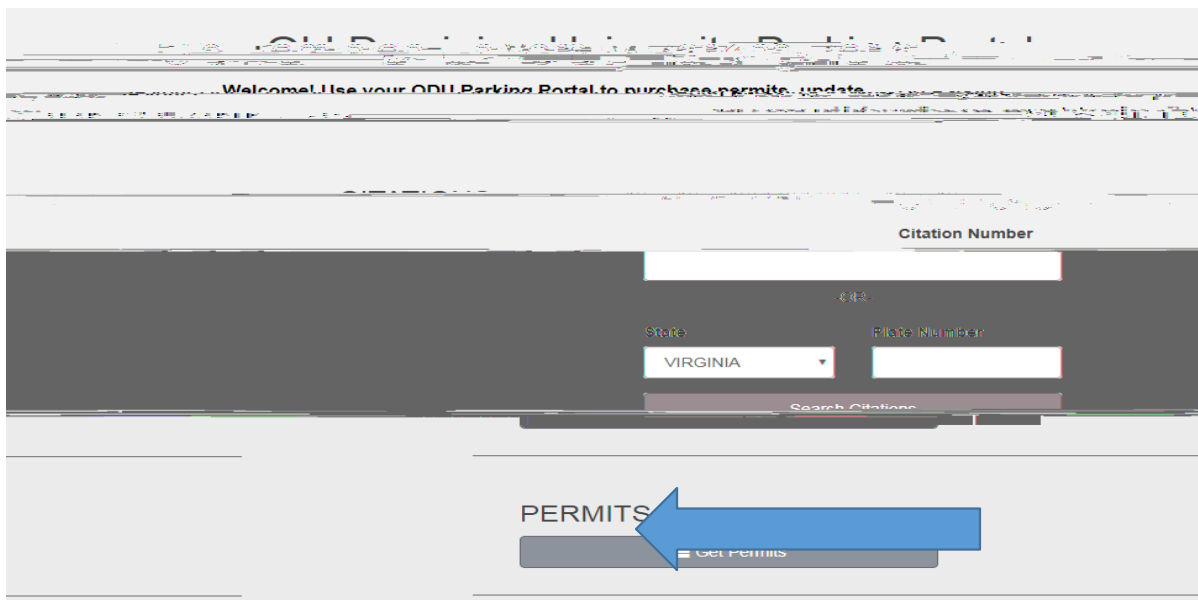


1. Visit the Old Dominion University parking portal at www.odu.edu/parking
2. Click on "Purchase a Permit"



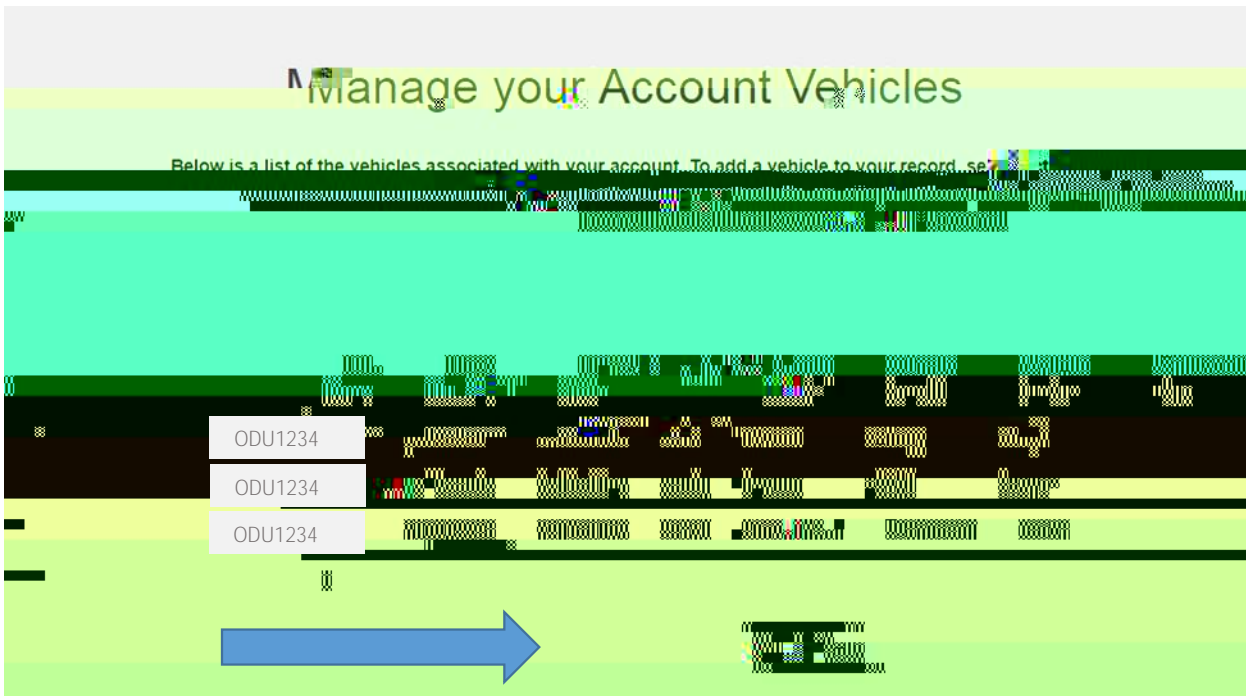
3. Click on "Get Permits"



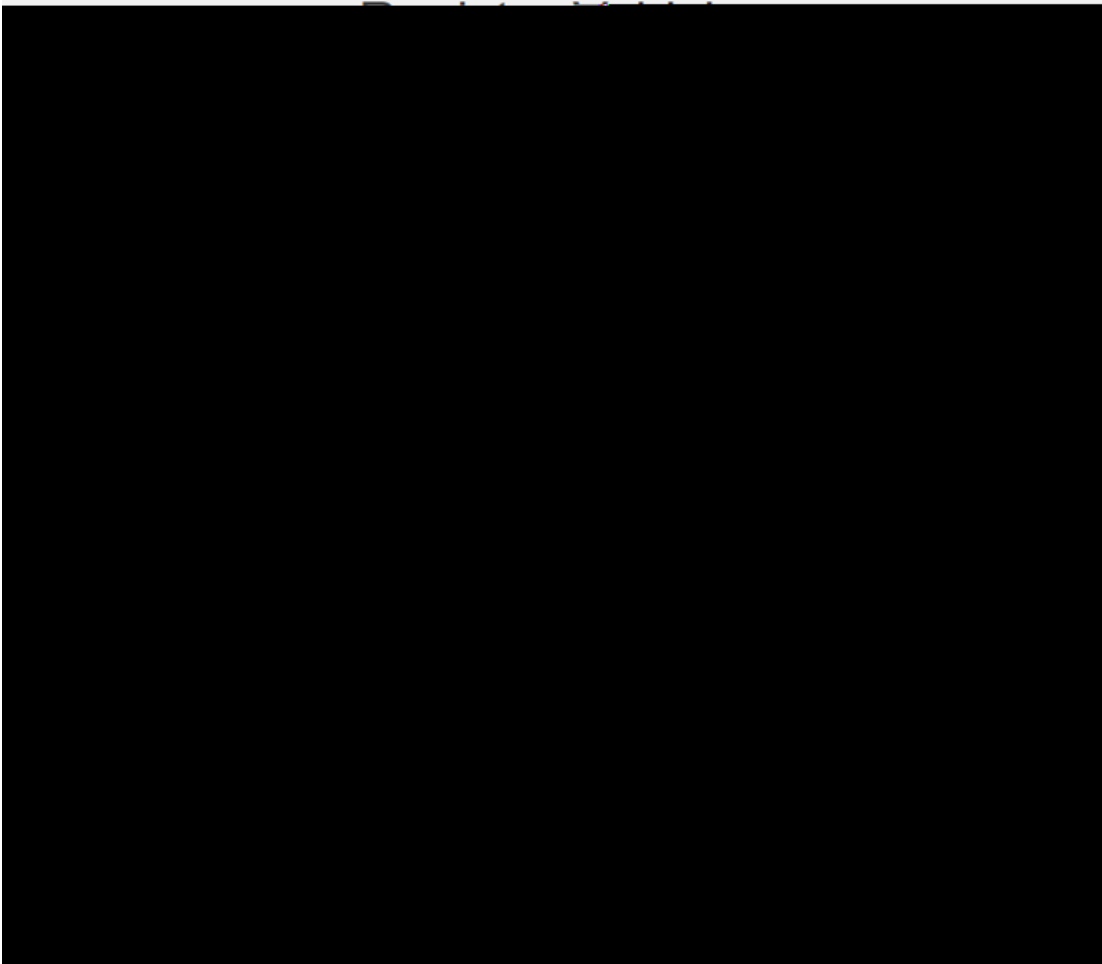
4. Click on "ODU Affiliated Login"

5.

- From this page you can add any new vehicles to your account. This is also where you can add any rental vehicles should you have them.



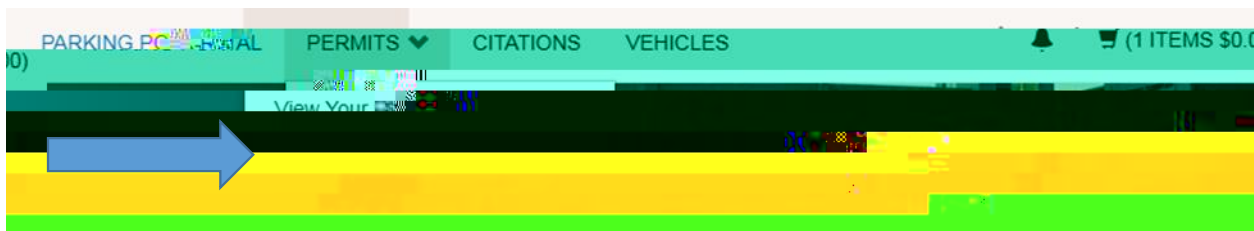
- Enter your new vehicle information and click "Next." All fields are required.



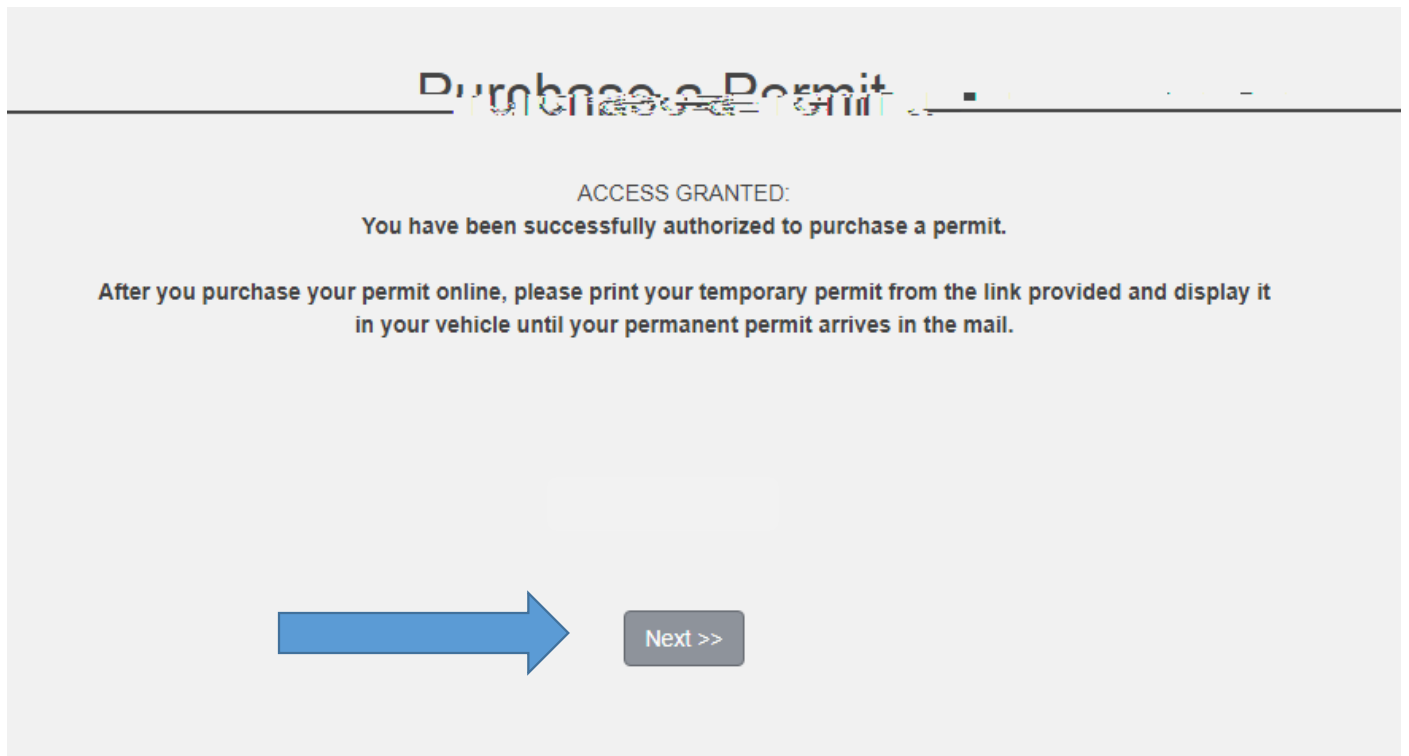
9. Upload a copy of your vehicle registration. This information is used for license plate verification. Then click "Next."



10. Your vehicle is now loaded in the system and you are ready to purchase your new permit. Click on "Permits" at the top of the page. Choose "Get Permits."



11. When purchasing a permit, please note you will be able to print a temporary permit after you have completed your transaction.



12. Chose the permit type that you wish to purchase. Please note that a "Temporary Printable Permit" will also show up as a choice. This temporary permit can be purchased for one or more days and be printed in advance if you have visitors coming to campus or need to have more than one vehicle on campus at a time. Check the box stating that you agree to the ODU Transportation & Parking Services parking regulations. Then click "Next."



13. Choose the Vehicles that you wish to be associated with your permit. You must have at least 1 vehicle associated with your permit, but you can have up to 3. When you have chosen your vehicles click "Next."

You can choose up to 3 vehicle(s).
If no vehicles are displayed, click the "Add Vehicle" button.

| Model | Color | Select | State | Plate Number | Year | Make |
|---------|-------------------------|--------------------------|----------|--------------|------|---------|
| JAN3299 | 2017 Toyota Camry | <input type="checkbox"/> | VIRGINIA | KATIEC | 1991 | Ferrari |
| YDW9795 | 2014 Chevrolet Suburban | <input type="checkbox"/> | VIRGINIA | JHW3802 | 2009 | Toyota |
| | | <input type="checkbox"/> | VIRGINIA | | 550 | Red |
| | | <input type="checkbox"/> | VIRGINIA | | RAV4 | Silver |

14. Choose the mailing address for your permit as the delivery option and verify that your email is correct.

Select Other Permit Information

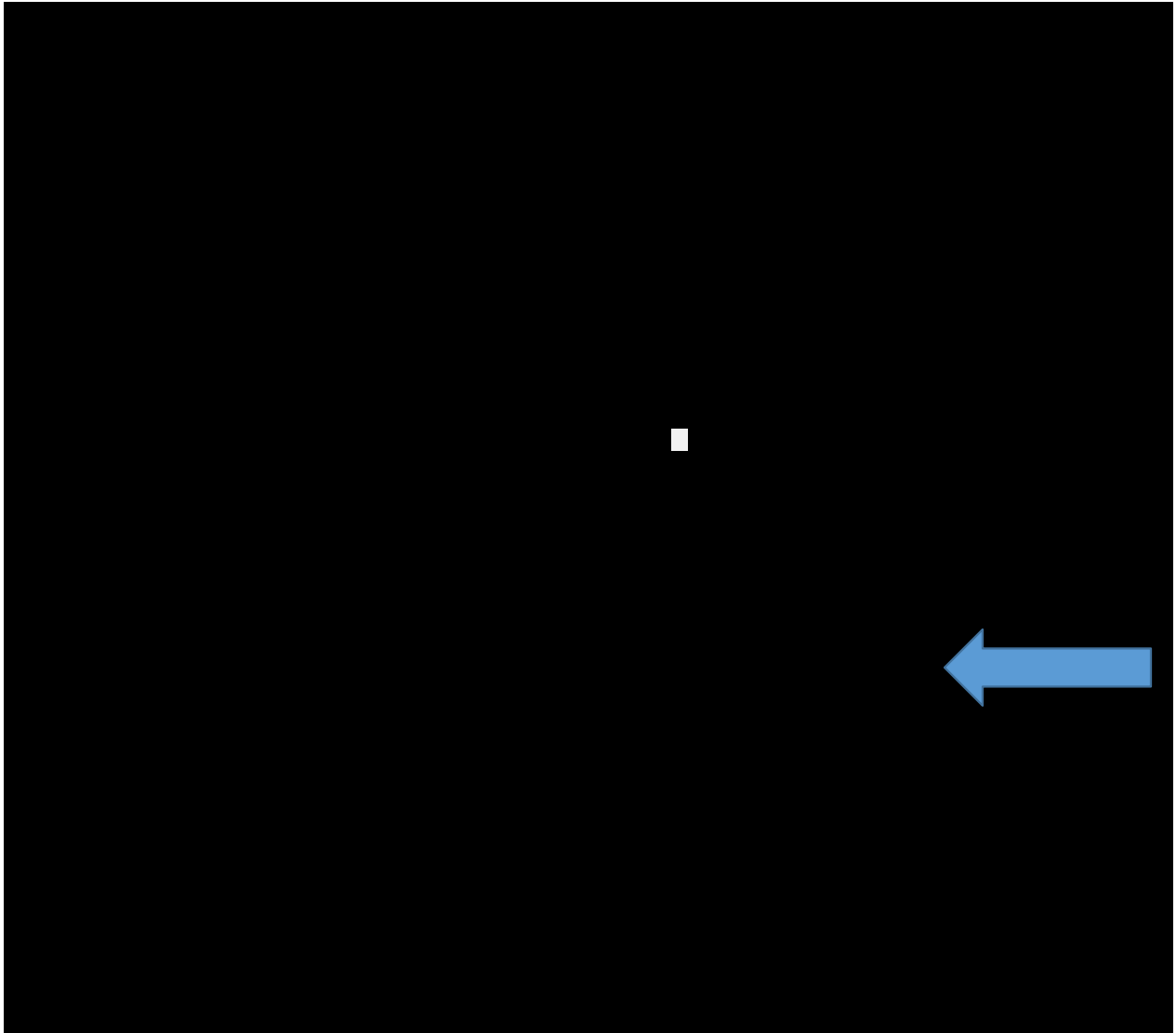
Complete the information below by selecting and populating the required fields.

Select One

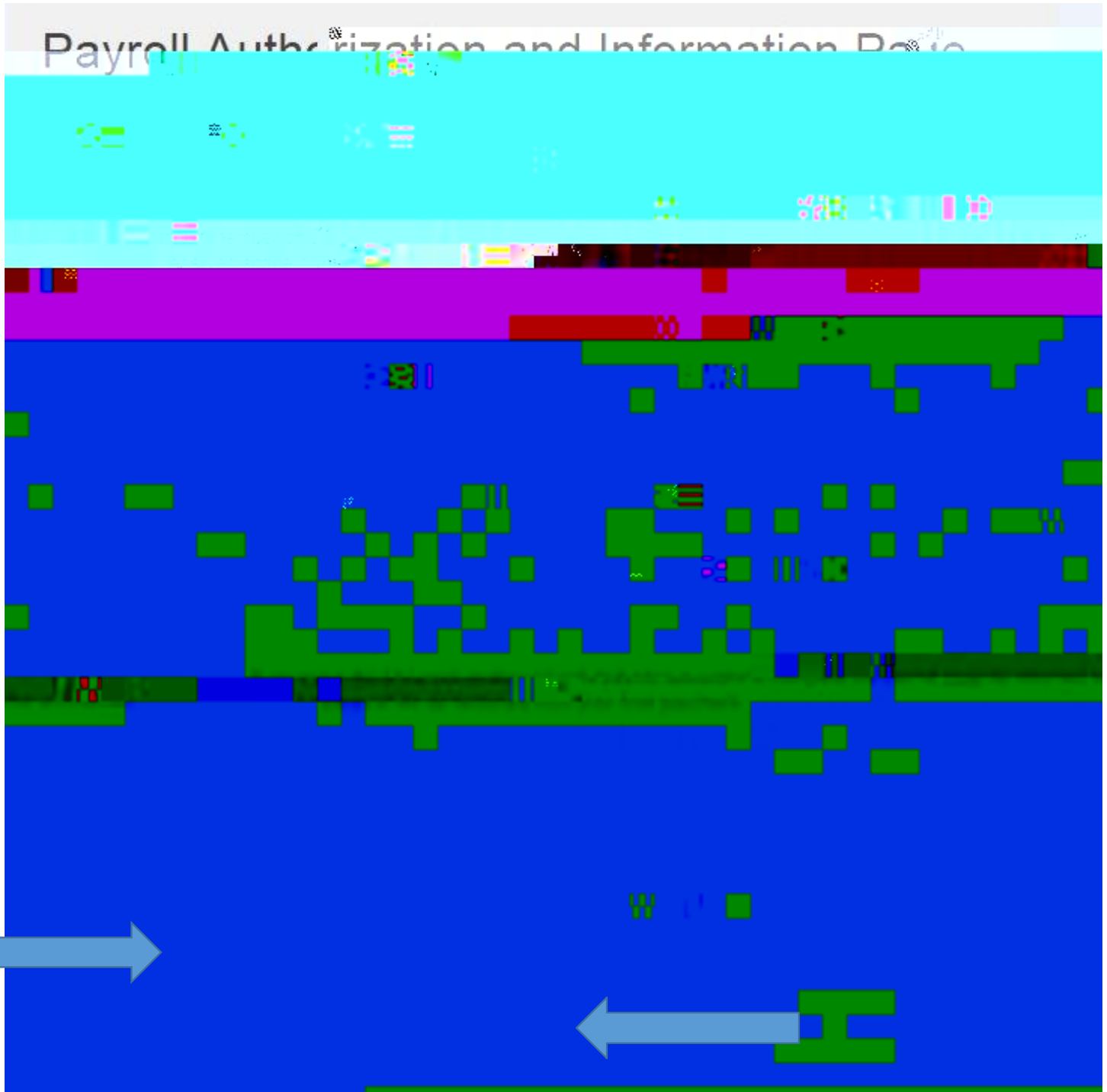
Select One

* indicates a required field

15. Choose your payment method using the drop down box. Choices will include Payroll Deduction, Visa, Master Card, and Discover. After you make your choice, click "Pay Now."



16. Verify the information regarding payroll deduction and confirm the last 4 digits of your UIN#. Then click "Next."

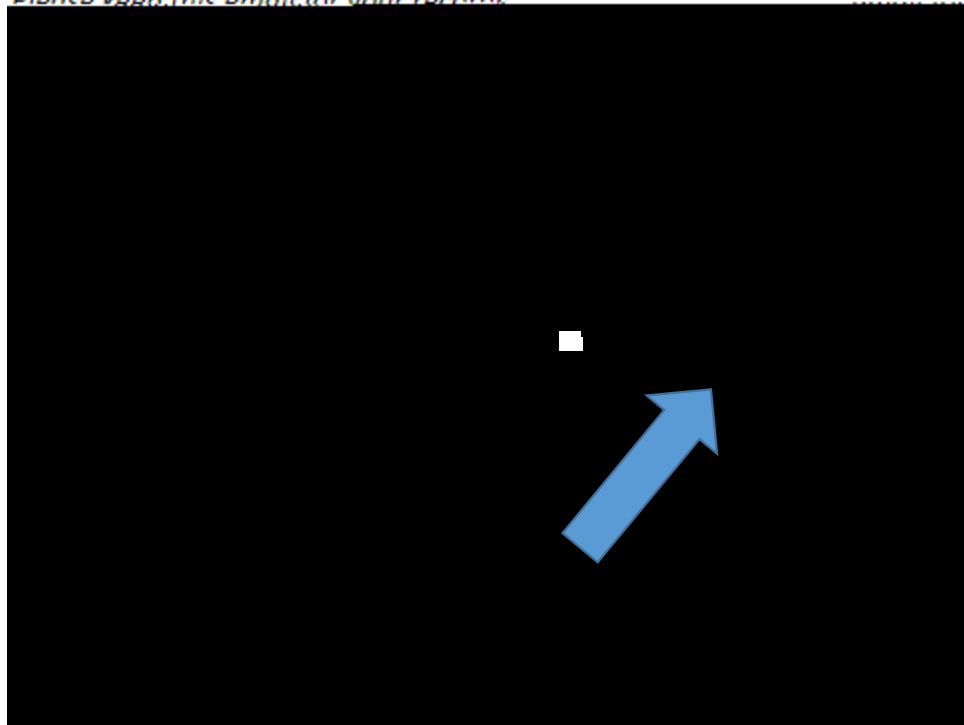


17. Please confirm that the correct permit is in your cart and check the box that you have read and understood the conditions of your permit purchase.

18. You will receive a payment receipt showing your purchased permits. Please click on "Print Temporary Permit" to get a printable 15 day temporary permit to display in your vehicle until your new permit arrives in

19. After purchasing your permit, you will receive an email confirming your permit purchase. This email will also contain a link from which you can print your 15 day temporary permit. Your permit should arrive via the US Mail within 5-7 business days.

Please keep this email for your records



SAMPLE PERMIT

