From the Parking Services Home Page, select My Parking Account from the top ribbon.

Mission Statement

The Office of Parking Services is committed to supporting the University of San Diego’s Mission Statement by delivering a safe and welcoming environment through the delivery of excellent service. We provide guidance and assistance to the university community on all parking-related needs in a timely and efficient manner; provide safe, well-maintained parking lots and structures; and ensuring equitable parking for all our guests.
Select “Purchase Parking Permit” from the Online Services Page.
Select your appropriate classification from the options listed (student, employee, or guest).

Purchase Parking Permit

Please follow the appropriate link above to purchase a parking permit. You will be required to enter your vehicle information (including license plate number) when purchasing your permit. Information about the price of purchasing a parking permit can be found by visiting the Parking Permit Price List Page.

Students, please ensure that you have registered for all of your classes prior to purchasing your permit. Registering for additional classes after purchasing your permit may result in additional fees.

For a step-by-step tutorial showing how to purchase your parking permit using our new online portal, please see our how-to document.
Select the option that indicates “MySanDiego Login”
Use your MySanDiego login credentials to access your personalized parking account.
Once logged in, you will be taken to the permit sales page. Select the term for which you wish to purchase your permit and click “Next.”

Your options may differ than the options shown below depending upon your classification.

Residential permits are only sold on an annual basis.

Part-time students and part-time employees are only able to purchase permits one semester at a time.

Please select the motorcycle option only if you intend to drive only a motorcycle/scooter to campus.
Step 2: Select the parking permit that you wish to purchase.
Fringe permits allow for parking only in the basement levels of the West Parking Structure.

Step 3: Reminds you to sign up for text alerts, which can be completed after clicking Next/Save.

Step 4: Select the vehicle that you plan to use with your permit. You can add a vehicle by selecting “Add New Vehicle”.

---

**Online Permit Sales: Permit and Vehicle Selection**

**Step 2 of 6: Select a Parking Permit**

Lot designations are assigned based on the permit type you've selected. Your designated parking area is listed below.

- **COMMUTER ANNUAL**
  - Effective: July 1, 2020 12:00 AM
  - Expiration: June 30, 2021 11:59 PM
  - Price: $280.00

- **FRINGE **LEVELS B1-B3 WEST STRUCTURE ONLY**
  - Effective: July 1, 2020 12:00 AM
  - Expiration: June 30, 2021 11:59 PM
  - Price: $125.00

- Click here if you have a state issued disabled placard.

**E-Permit Information**

E-Permits use your license plate number instead of a physical permit being displayed. Make sure to add all vehicles you will be using with your e-permit. Only one vehicle may be on campus at a time.

---

**Step 4 of 6: Add a Vehicle.**

Select the vehicle(s) that are currently on your record, or add a new vehicle, that you want to use with your e-permit.

<table>
<thead>
<tr>
<th>Add New Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

1 - 1 of 1 Items
If you need to add a new vehicle, fill in the information indicated below.

If you need to add a new vehicle that does not have license plates yet, please follow the instructions listed on the screen.

Please enter the full license plate with no spaces or dashes. Failure to enter your accurate license plate information may result in a citation. If you have Paper or Temporary Plates click the link below and enter your full Vehicle Identification Number (VIN), and select “Last 8 of VIN” as the state. The last 8 of the VIN will be used as the license plate number. You will have 30 days to remove the VIN and register the License Plate Number.

Type: NA
State: CA
License Plate: TORERO1
Make: AUDI
Style: PASSENGER CAR
Color: BLACK

[Create]
Once “Next/Save” is selected from Step 3, you will see the following page.

Step 4: You can elect to sign up for text alerts.

Step 5: Select a payment method. Full-time, benefit-based employees will have the option to select payroll deductions.

Step 6: Check the box, indicating that you agree to the conditions listed on the screen. Then, click “Next/Save”.

Online Permit Sales: Text Alert and Payment Method

Step 4 of 6: Sign up for FREE parking alerts.

By providing your cell phone number and service provider to Parking Services, you are agreeing to receive text messages about lot closures, unusual traffic and construction that may affect parking on campus and/or your commute to campus. This information will not be shared with any third parties and will only be used in situations that will require attention on the part of the e-permit holder.

Note: This text alert program is a free service provided by Parking Services. You may unsubscribe at any time by clicking on the link below. Please check with your wireless provider for any additional text message or data rates that may apply. Unsubscribe

Cell Phone Number
Cell Phone Provider

Step 5 of 6: Payment Method

Credit Card - Online
Student Account

Step 6 of 6: Rules and Regulations

By clicking the “I Agree, Checkbox”, you confirm you have reviewed and agree to the conditions.

- I have read and agree to follow the Parking Services Rules and Regulations http://www.sandiego.edu/parking/documents/Parking_Rules_and_Regulations.pdf.
- I agree to follow the rules and regulations as outlined in the Parking Handbook.
- I understand all sales are final and no refunds will be issued unless a double charge has occurred.

Parking Rules & Regulations (new window)
Review the details of your transaction on this page. Please make sure that all information is correct before purchasing your e-permit. Select “Submit” to continue.

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Primary Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permit &amp; Vehicle Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Plate: CA-123TEST13</td>
</tr>
<tr>
<td>Permit: 20-21 ANNUAL COMMUTER ANNUAL 21CA0002</td>
</tr>
<tr>
<td>Cost: $280.00</td>
</tr>
<tr>
<td>Sales Tax: $0.00</td>
</tr>
<tr>
<td>E-Permit is valid from: July 01 2020 12:00:00 AM through June 30 2021 11:59:59 PM</td>
</tr>
<tr>
<td>Waitlist Selected: UC West Lot</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment &amp; Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method: Credit Card - Online</td>
</tr>
<tr>
<td>Shipping Method:</td>
</tr>
</tbody>
</table>

[Back] [Submit]
After selecting “Submit,” you will be directed either to the Cash Net site for credit card processing or to your receipt (if student account or payroll deductions were selected as the payment method).

We have switched to License Plate Recognition (LPR) so your license plate acts in place of a physical permit. Your e-permit is valid once you complete your purchase and we will not be mailing physical permits.

Please contact the Parking Services Office if you have any questions: 619-260-4518 or parking@sandiego.edu