

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

Office of Parking Services

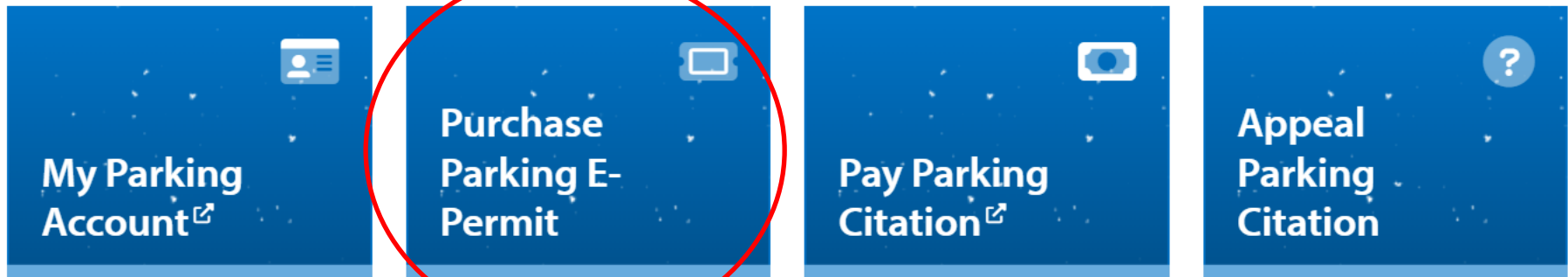
PARKING INFORMATION **MY PARKING ACCOUNT** ALTERNATIVE TRANSPORTATION USD MOBILITY & PARKING PLAN



OFFICE OF PARKING
SERVICES

Select “Purchase Parking E-Permit” from the Online Services Page.

PARKING INFORMATION MY PARKING ACCOUNT ALTERNATIVE TRANSPORTATION
USD MOBILITY & PARKING PLAN

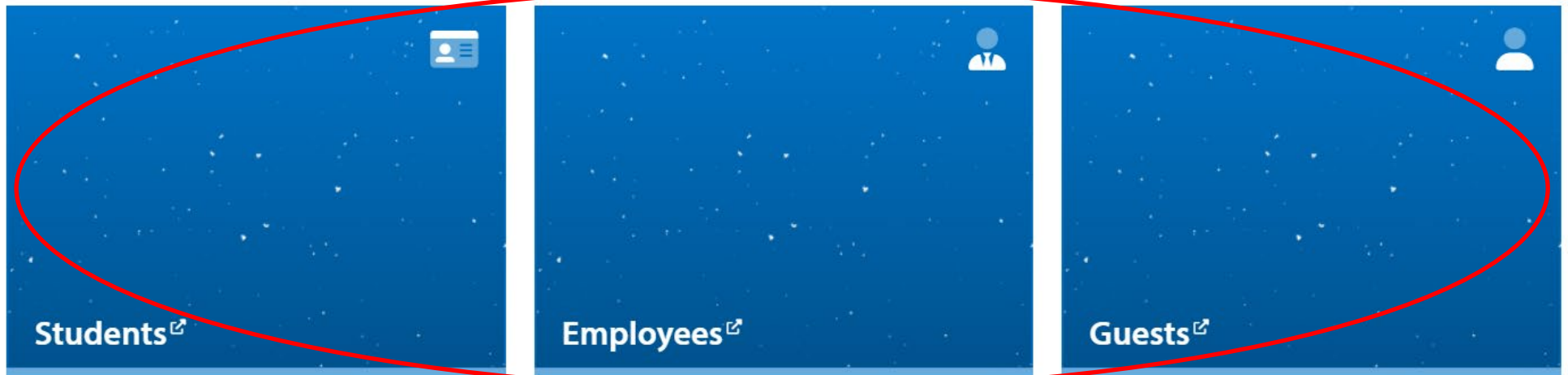


CUSTOMER PORTAL

Please make a selection above to access our online customer portal. Once logged in, you can pay citations, purchase e-permits, appeal citations, and manage your parking account. If you encounter any issues with our online customer portal, please contact the Parking Services Office by email (parking@sandiego.edu) or by phone ((619) 260-4518).

Select your appropriate classification from the options listed (student, employee, or guest).

[Home](#) / [My Parking Account](#) / [Purchase E-Permit](#)



Please follow the appropriate link above to purchase an e-permit. You will be required to enter your vehicle information (including license plate number) when purchasing your e-permit. Please review our [instructions](#) on how to add and link your vehicle to your e-permit.

Select the option that indicates “MySanDiego Login”



 University of San Diego®

My Parking Account

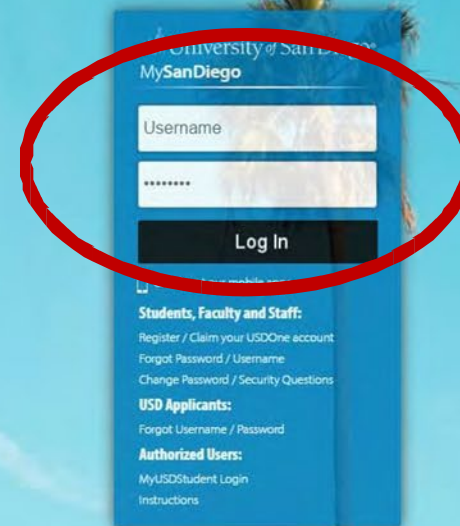
If you are a USD Student, Faculty and/or Staff member
please select the USD Login button below.

[MYSANDIEGO LOGIN](#)

[Are you a visitor?](#)

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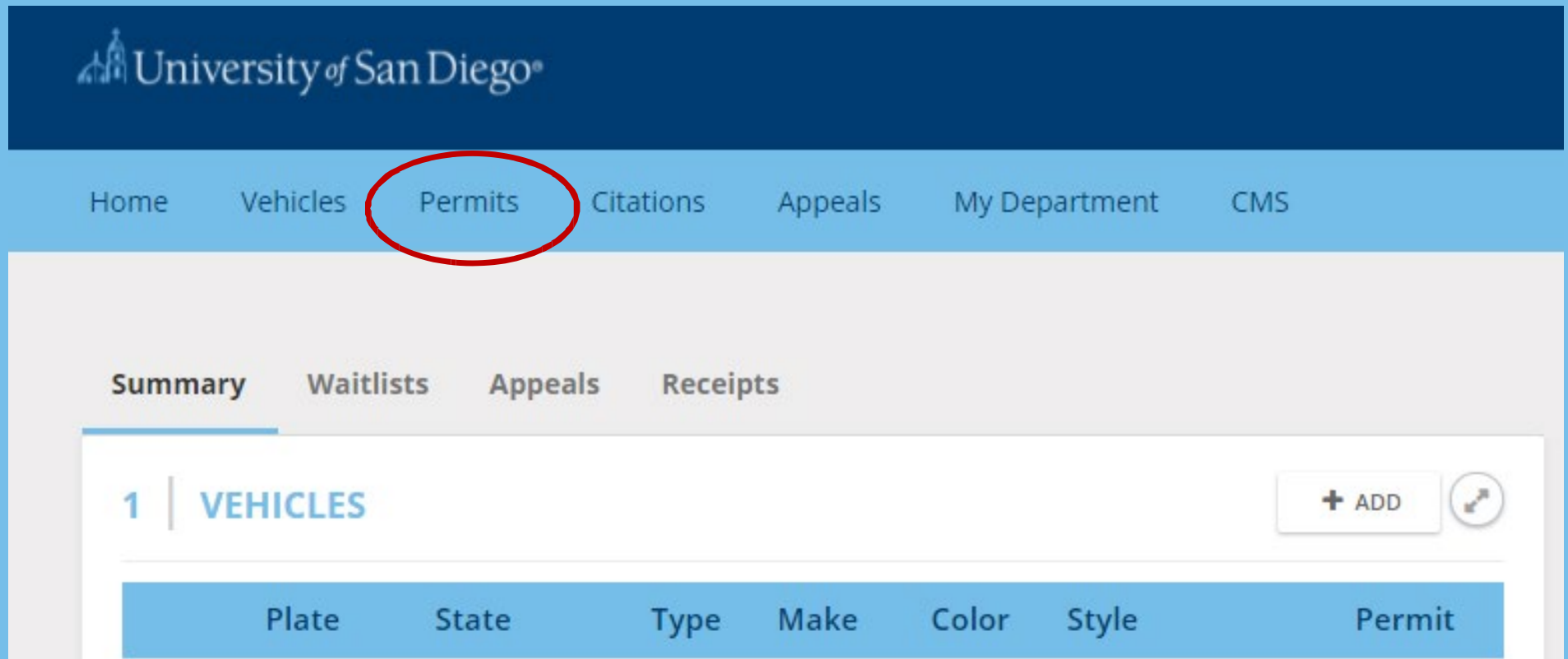
Use your MySanDiego login credentials to access your personalized parking account.



The image shows a screenshot of the MySanDiego login page. The page is blue and features the University of San Diego logo at the top. Below the logo, there are two input fields: one for the Username and one for the Password (represented by asterisks). A black button labeled "Log In" is positioned below the password field. A red circle is drawn around the Username and Password fields. Below the login fields, there are several sections of links:

- Students, Faculty and Staff:**
 - [Register / Claim your USDOne account](#)
 - [Forgot Password / Username](#)
 - [Change Password / Security Questions](#)
- USD Applicants:**
 - [Forgot Username / Password](#)
- Authorized Users:**
 - [MyUSDStudent Login](#)
 - [Instructions](#)

Once logged in, select “Permits” on the top ribbon menu and then click “Purchase Permit”.



The screenshot shows the University of San Diego website interface. At the top, the University of San Diego logo is displayed. Below the logo is a navigation ribbon with the following items: Home, Vehicles, Permits (circled in red), Citations, Appeals, My Department, and CMS. Below the navigation ribbon, there are four tabs: Summary, Waitlists, Appeals, and Receipts. The Summary tab is selected. Below the tabs, there is a section titled "1 | VEHICLES" with a "+ ADD" button and a share icon. Below this section is a table header with the following columns: Plate, State, Type, Make, Color, Style, and Permit.

Plate	State	Type	Make	Color	Style	Permit
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Once logged in, 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.

The screenshot displays a web interface for selecting a permit. At the top, there are three tabs: "Annual" (selected), "Daily", and "Weekly". Below the tabs is a grid of seven permit options. Each option is presented in a box with a blue header containing the permit name and a white body containing the start and end dates. The options are:


- 22-23 PROXIMITY ANNUAL (START: 7/1/22 12:00 AM, END: 6/30/23 11:59 PM)
- 22-23 FACULTY/STAFF ANNUAL (START: 7/1/22 12:00 AM, END: 6/30/23 11:59 PM)
- 22-23 FACULTY STAFF FALL (START: 7/1/22 12:00 AM, END: 12/31/22 11:59 PM)
- 22-23 WEST PARKING ANNUAL (START: 7/1/22 12:00 AM, END: 6/30/23 11:59 PM)
- 22-23 WEST PARKING FALL (START: 7/1/22 12:00 AM, END: 12/31/22 11:59 PM)
- 22-23 PERIMETER ANNUAL (START: 7/1/22 12:00 AM, END: 6/30/23 11:59 PM)
- 22-23 MOTORCYCLE/SCOOTER ANNUAL (START: 7/1/22 12:00 AM, END: 6/30/23 11:59 PM)

At the bottom left is a "CANCEL" button, and at the bottom right is a "NEXT" button, which is circled in red.

Step 2: Select the parking permit that you wish to purchase, and then click “Next”
Your options may differ than the options shown below depending upon your classification.
Fringe permits allow for parking only in the basement levels of the West Parking Structure.


Step 2 of 8: Select a Parking Permit

Parking designations are assigned based on the permit type you've selected. Please select your desired parking permit below.

WEST PARKING ANNUAL 

TOTAL: \$225.00

VALID: 7/1/22 12:00 AM - 6/30/23 11:58 PM



Select your current vehicles that you would like to link to your e-permit. If you need to add a new vehicle, please click “+Add”. If you need to add a new vehicle that does not have license plates yet, please add the temporary plate and then once you receive the permanent plates, you will add it as a new vehicle on your account.



Step 4 of 9: Vehicle Selection

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

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.

3 | VEHICLES

+ ADD

	Plate	State	Type	Make	Color	Style	Permit
<input checked="" type="checkbox"/>	✕ TEST565	CALIFORNIA	NA	TOYOTA	BLUE	PASSENGER CAR	
<input checked="" type="checkbox"/>	✕ DIEGO123	CALIFORNIA	NA	FORD	WHITE		
<input checked="" type="checkbox"/>	✕ DIEGO098	CALIFORNIA	NA	Dodge	GREY	PASSENGER CAR	

CANCEL

BACK

NEXT

Step 5: You can elect to sign up for text alerts.

Step 6: Check the box, indicating that you agree to the conditions listed on the screen. Then, click “Next” and you will see the page below.

Step 7: Select a payment method. Full-time, benefit-based employees will have the option to select payroll deductions.

[Home](#) [Vehicles](#) [Permits](#) [Citations](#) [Appeals](#)



Step 7 of 9: Payment Method

Select your payment method.

- 9 Month Payroll Deduction (September-May)
- 12 Month Payroll Deduction (July-June)
- Credit Card - Online

CANCEL

BACK

NEXT

Review the details of your transaction on this page. Please make sure that all information is correct before purchasing your e-permit. Select "Checkout" to continue.

[Home](#) [Vehicles](#) [Permits](#) [Citations](#) [Appeals](#)



Step 8 of 9:

Please review the permit and vehicle information below. Select the Back button to make any changes before completing your purchase.

[BACK](#)

[CHECKOUT](#)

Contact Information

[Edit](#)

Vehicle

Name **Diego Torero**
Email **usdparking@gmail.com**

License Plate **CALIFORNIA - TEST565**
Vehicle Description **TOYOTA Camry
BLUE PASSENGER CAR**
License Plate **CALIFORNIA - DIEGO123**
Vehicle Description **FORD F150
WHITE**
License Plate **CALIFORNIA - DIEGO098**
Vehicle Description **Dodge Ram
GREY PASSENGER CAR**

Payment and Delivery

Payment Method **9 Month Payroll Deduction (September-May)**
Shipping Method

Permit

Permit Series **FACULTY/STAFF ANNUAL**
Valid **7/1/21 12:00 AM
- 6/30/22 11:59 PM**
Cost **\$255.00**
Sales Tax **\$0.00**

[CANCEL](#)

[BACK](#)

[CHECKOUT](#)

After selecting “Checkout”, 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:

parking@sandiego.edu or click the “Chat Now” box on our website

