Parking Permit On-Line Request – Employees
User Manual

There are 2 convenient ways for you to log in and request your parking permit for the upcoming academic year!

Before you begin the process, please make sure you know your vehicle:
- Make
- Model
- Year
- License Plate information (It is critical that you type the information as it appears on your plate)

**Step 1: Log In**

**Option 1:**
1. Log into the your employee portal at [http://myut.utoledo.edu/](http://myut.utoledo.edu/)
2. On the Employee Tab click on “Request/Update Parking Permit”

**Option 2:**
1. Log directly into the MyParking website at [http://myparking.utoledo.edu](http://myparking.utoledo.edu)
2. Enter your UTAD user name and password

**Step 2: Apply for a Permit**
1. Click on “Apply for a permit.”
2. If you had an active permit the information would display here.
3. The available permit based on your Banner classifications will appear here. You will need to click on “Next

- Read the entire agreement carefully and then select the “I agree” radial button
- Then click “Next”
4. Complete the permit application, be sure to double check the information you typed.
   - If you miss-type information here it will have a direct impact on whether or not you receive a ticket for not having a permit.
   - When complete click on “Continue”.
Once the Application Complete Screen Appears you have secured your permit for the 2011/2012 academic year.

5. From here you will have several options
   1. Print the receipt
   2. Click on “Home Overview” to view your permit
   3. Click on “Apply for a Permit” to secure a Motorcycle permit
   4. Click on “Logout of MyParking” to exit the system

- If you click on the “Print Receipt” or the printer icon you will be able to print the receipt that looks like the one below. Remember you may always log back into http://myparking.utoledo.edu to print a receipt at a later time.

- If you click on the “Home Overview” you will be able to review the vehicle information that your parking permit is associated with.

- If you click on “Apply for a Permit” you will be able to request a Motorcycle parking permit.