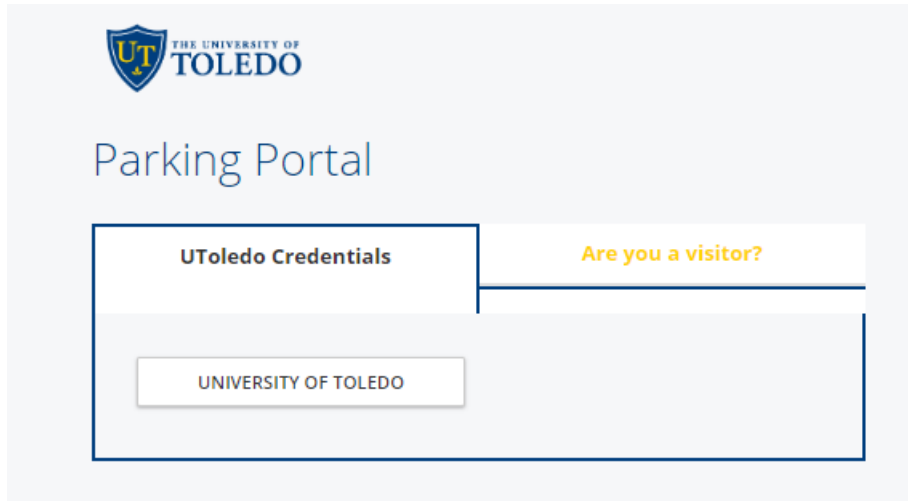


The University of Toledo  
Department Portal  
User Guide



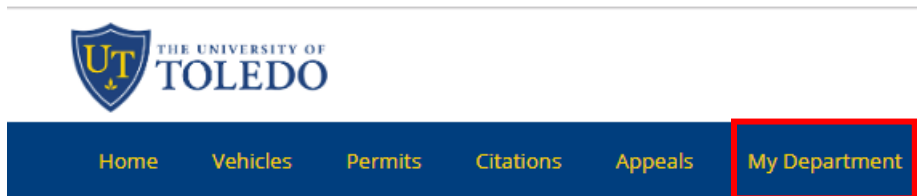
## 1. Log In

- Go to <https://myparking.utoledo.edu>
- Click The University of Toledo to Log In.



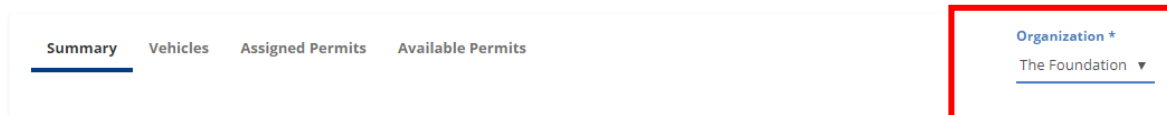
## 2. Navigate to Department Portal

- Select **My Department** from the menu bar.



## 3. Select Department

- Select **Department** from drop-down menu under Organization.

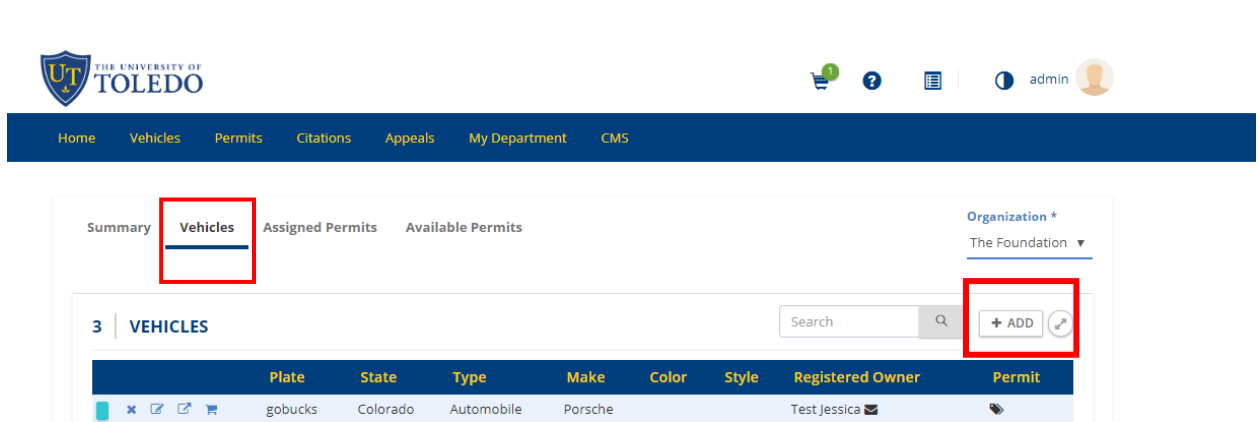


Note: If you have only one type of parker, you will have only one department under Organization.

## 4. Assigning Permits

### Adding Vehicle

- Go to the Vehicles Tab, located next to Summary (vs. the Vehicles tab at the top).
- Select the **+ ADD** button.



Enter the following information :

- The State will default to OH. If you need to change the State, select from the drop-down menu.
  - Plate
  - Make
  - Model
  - Color
  - Year
- Select **Continue**.

The screenshot shows the 'Add Vehicle' form in the CMS interface. At the top, there are two numbered steps: '1 Add Vehicle' and '2 Registered Owner'. Below the steps is a message: 'Vehicle Information is required. Please fill out the Plate Number, State, Make, Model, Color and Year. Select Continue to fill out Registered Owner info.' The form is titled 'Add Vehicle' and contains the following fields: 'Plate Type \*' (Automobile), 'Style' (dropdown), 'State \*' (Ohio), 'Color' (dropdown), 'Plate \*' (text input), 'Year\*' (text input with a calendar icon), 'Make' (dropdown), and 'VIN' (text input). At the bottom right of the form, there are three buttons: 'CANCEL', 'CONTINUE >', and 'SAVE' (highlighted with a red box).

- Enter Registered Owner information.

- You must enter First and Last Name, and a valid email address. If you do not know the email address, enter the individual's [firstname.lastname@noreply.com](mailto:firstname.lastname@noreply.com).
- Please begin collecting valid email addresses for future guests.
- Select **Save**.

1 Add Vehicle 2 Registered Owner

Vehicle Information is required. Please fill out the Plate Number, State, Make, Model, Color and Year. Select Continue to fill out Registered Owner info.

Registered Owner

Name\* \_\_\_\_\_

Email\* \_\_\_\_\_

### Assigning a Permit

- Find **Available Permits**
- Select the **Purchase More**.

Summary Vehicles Assigned Permits Available Permits Assigned Permits History Organization \*  
Parking Services ▼

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**SUMMARY** **+ PURCHASE MORE**

Balance Due	\$0.00 <a href="#">Pay Balance</a>
UnPaid Permits	\$0.00 <a href="#">Remove UnPaid Permits</a>

- Select the **A** permit type and Enter the date(s) and times you wish the permit to be active.

YOU ARE PURCHASING DAY PERMITS

Permit	Cost
A	\$0.00

**SELECT DATES**

Start Date \*  
2/26/2020 4:26 PM

End Date \*  
2/26/2020 11:59 PM

**BATCH SETUP**

Sell Batch

- The permit has now been Saved.
- Return to the **Vehicle** button.
- Select the **Assign** button next to the license plate.

✖
✎
🚗
Stephanie
Ohio
Test Stephanie
Automobile

- Select the permit you created in **Available** Permits.

1 | AVAILABLE PERMITS

Number	Series	Effective	Expires	Permissions
DD99354530	Departmental Day	2/26/20 4:26 PM	2/26/20 11:59 PM	A





Start Date Time:  
2/26/2020 4:26 PM
End Date Time:  
2/26/2020 11:59 PM

\*It is imperative that the **Start Date Time** matches the **Effective** time and date.

- Select **Save**.
- The vehicle will have a teal colored box next to it indicating that the vehicle has an active permit. The vehicle will also indicate it has a permit assigned to it when the cursor hovers over this box.
- Additional verification can be made by selecting **Assigned Permits**; locating the effective dates for the permit, and selecting the vehicle button.

9 | PERMITS + PURCHASE MORE

	Number	Series	Effective	Expires	Permissions	Due	Vehicles
✖	DD00352060	Departmental Day	10/28/19 5:00 PM	10/30/19 11:45 PM	A	\$0.00	🚗 +
✖	DD00352089	Departmental Day	10/29/19 10:10 AM	10/30/19 11:59 PM	A	\$0.00	🚗 +
✖	DD00352110	Departmental Day	10/29/19 11:17 AM	10/30/19 11:59 PM	A	\$0.00	🚗 +
✖	DD00352150	Departmental Day	11/6/19 9:44 AM	11/6/19 11:59 PM	A	\$0.00	🚗 +

Number	Series	Effective	Expires	Permissions	Due	Vehicles
 DA00358343	Department Annual	9/16/19 12:00 AM	6/30/20 11:59 PM	A	\$0.00	 +
State	License Plate	Make	Color	Effective	Expires	
  Georgia	TEST		Purple	9/16/19 12:00 AM	6/30/20 12:00 AM	

\* If the permit dates are in the future, the box next to the permit number will be a darker shade of blue, indicating that the permit has been issued but will not be active until the specified date.

### When assigning from a batch of permits

- The number of Permits you have available to your department will be listed at the bottom of the screen. This number is set by the Parking & Transportation Office. Please contact them at [parking@utoledo.edu](mailto:parking@utoledo.edu) should you require more permits.
- Select the + **PURCHASE MORE** button near the middle right to begin creating a new parker.


x

#### SELECT PERMIT


Permit	Cost
Donor	\$0.00

#### SELECT DATES

Start Date \*


10/23/2019 

**End Date \***

12/31/2019 

#### BATCH SETUP

Sell Batch

CANCEL  **SAVE**

- Select the **End Date** for the permit.
- Select **Save**.
- On the **Vehicles** tab, locate the permit you just added and click the + button, located at the left of the record, under Vehicles.

Summary **Vehicles** Assigned Permits Available Permits Organization \*  
Student Recreation Center

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281 | VEHICLES Search  Q + ADD

	Plate	State	Type	Make	Color	Style	Registered Owner	Permit
		Ohio	Automobile		Gold			
		Indiana	Automobile		Purple			
		Indiana	Automobile		Gray			
	Test123	Ohio	Automobile				Testy Testy	

- Select **Available Permits**.
- Select the permit series you wish to assign to the visitor.
- Select the + symbol under **Vehicles**.

87 | PERMITS + PURCHASE MORE

	Number	Series	Effective	Expires	Permissions	Due	Vehicles
	D3D0354110	Departmental 30 Day	10/1/19 12:00 AM	10/30/19 11:59 PM	A	\$0.00	
	RCA00000001	Rec Ctr- Annual	8/3/19 12:00 AM	8/7/20 12:00 AM	Rec Center	\$0.00	
	RCA00000002	Rec Ctr- Annual	8/3/19 12:00 AM	8/7/20 12:00 AM	Rec Center	\$0.00	
	RCA00000003	Rec Ctr- Annual	8/3/19 12:00 AM	8/7/20 12:00 AM	Rec Center	\$0.00	
	RCA00000004	Rec Ctr- Annual	8/3/19 12:00 AM	8/7/20 12:00 AM	Rec Center	\$0.00	

- Select the visitor's vehicle from the list provided.

Selected Permit: RCA00000001

SELECT VEHICLE Search  Q + ADD

Plate	State	Type	Make	Color	Style
ZKS324	Ohio	Automobile		Gold	
YJ2127	Indiana	Automobile		Purple	
UOP260	Indiana	Automobile		Gray	
Test123	Ohio	Automobile			
PIW7771	Ohio	Automobile		Maroon	

Start Date Time:  End Date Time:

- Enter the permit dates.
- Select **Save**.
- The permit will no longer be obtainable in **Available Permits**. It is now viewable under **Assigned Permits**.

## 5. Reassigning A Permit

### Expired Permit

- When you assign a permit with an expiration date and that permit expires, it goes back into your **Available Permits** tab for you to assign it to someone else.

Number	Series	Effective	Expires	Permissions	Due	Vehicles
DD00348147	Departmental Day	10/22/19 4:02 PM	10/25/19 11:59 PM	A	\$0.00	+
DD00348148	Departmental Day	10/22/19 4:02 PM	10/25/19 11:59 PM	A	\$0.00	+
DD00348149	Departmental Day	10/22/19 4:02 PM	10/25/19 11:59 PM	A	\$0.00	+
DD00348150	Departmental Day	10/22/19 4:02 PM	10/25/19 11:59 PM	A	\$0.00	+

- Select + under Vehicles on the permit, and you will be able to enter a new expiration date.

Selected Permit: DD00348147

SELECT VEHICLE

Plate	State	Type	Make	Color	Style
TESTPJ	Ohio	Automobile	Lamborghini	Purple	
TEST	Georgia	Automobile		Purple	
jes123	Missouri	Automobile	Ford		
EKH2714	Ohio	Automobile		Not Available	

Start Date Time: 10/24/2019

End Date Time: 10/24/2019

CANCEL SAVE

### Reassigning a Permit Before It Expires

- If a guest no longer needs their permit (or if you need to reassign a permit for any reason) and it hasn't expired yet, scroll to the permit under **Assigned Permit** and select the car icon (next to the permit record).



Summary Vehicles **Assigned Permits** Available Permits Organization \*  
The Foundation ▾

2 | PERMITS + PURCHASE MORE

	Number	Series	Effective	Expires	Permissions	Due	Vehicles
	AD00000006	"A" Donor	10/16/19 12:00 AM	12/31/99 11:59 PM	Donor	\$0.00	+
	AD00000504	"A" Donor	10/23/19 12:00 AM	12/31/99 12:00 AM	Donor	\$0.00	+

- When the vehicle information appears, select the **x** next to the Plate's state in order to remove the vehicle from that permit.

Summary Vehicles **Assigned Permits** Available Permits Organization \*  
The Foundation ▾

2 | PERMITS + PURCHASE MORE

	Number	Series	Effective	Expires	Permissions	Due	Vehicles
	AD00000006	"A" Donor	10/16/19 12:00 AM	12/31/99 11:59 PM	Donor	\$0.00	+
		State	License Plate	Make	Color	Effective	Expires
		Michigan	DYP6503			10/16/19 12:00 AM	12/31/99 12:00 AM
	AD00000504	"A" Donor	10/23/19 12:00 AM	12/31/99 12:00 AM	Donor	\$0.00	+

- After you remove the vehicle, the permit will now be back in **Available Permits**. You may choose **+** under Vehicles on the permit record to assign someone else to the permit and change the expiration date. If you need enter a new vehicle, select **+ADD** button to enter new vehicle info.

Summary Vehicles Assigned Permits **Available Permits** Organization \*  
The Foundation ▾

5 | PERMITS + PURCHASE MORE

	Number	Series	Effective	Expires	Permissions	Due	Vehicles
	AD00000006	"A" Donor	10/16/19 12:00 AM	12/31/99 11:59 PM	Donor	\$0.00	+
	AD00000505	"A" Donor	10/23/19 12:00 AM	12/31/99 12:00 AM	Donor	\$0.00	+
	AD00000506	"A" Donor	10/23/19 12:00 AM	12/31/99 12:00 AM	Donor	\$0.00	+

**SELECT VEHICLE**

Search

Plate	State	Type	Make	Color	Style
gobucks	Colorado	Automobile	Porsche		
DYP6503	Michigan	Automobile			
123jes	Ohio	Automobile	Toyota		

Start Date Time:

End Date Time: