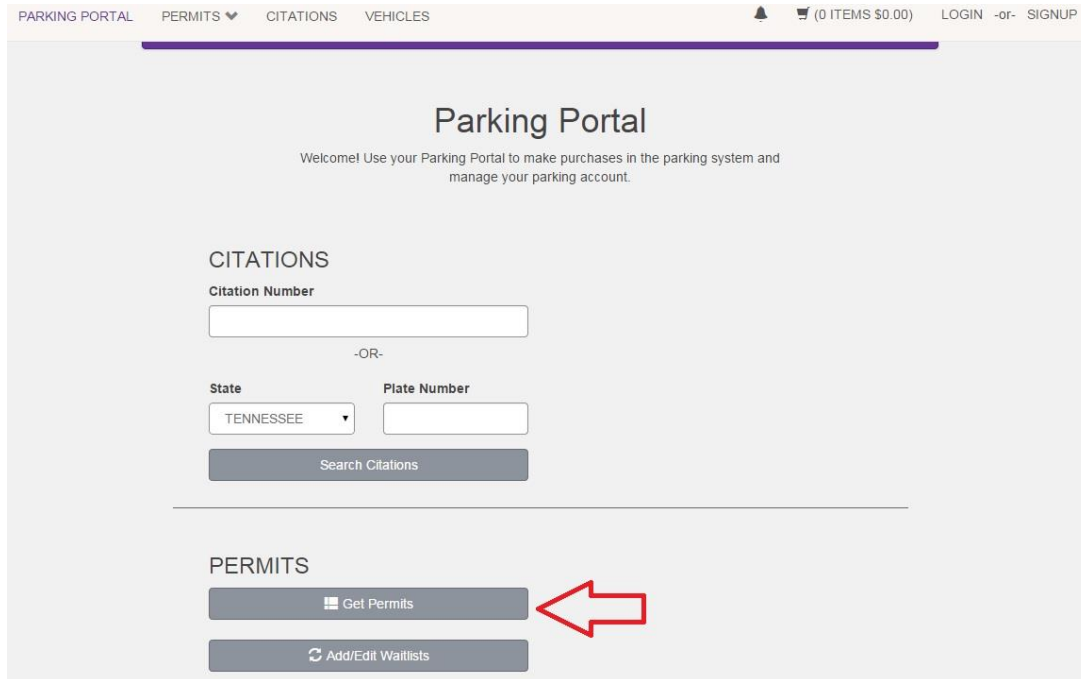


DETAILED INSTRUCTIONS ON RESERVING PERMIT ONLINE

Visit the University Police Department's dedicated parking services website by clicking [HERE](#) or by cutting and pasting the following link into your browser:

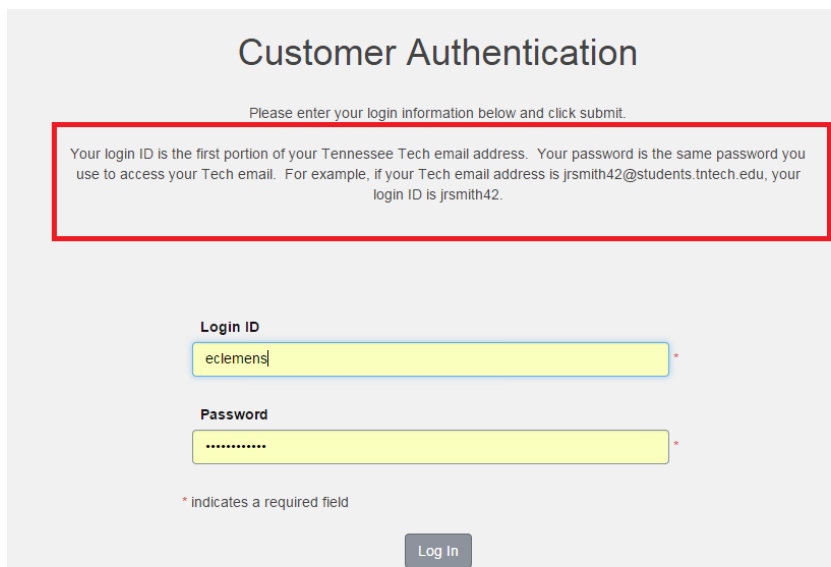
<https://ttuparking.t2hosted.com/cmn/index.aspx>.

Click the "GET PERMITS" button.



The screenshot shows the 'Parking Portal' website. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. A shopping cart icon shows '(0 ITEMS \$0.00)' and there are 'LOGIN' and 'SIGNUP' links. The main heading is 'Parking Portal' with a welcome message: 'Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.' Below this is a 'CITATIONS' section with a 'Citation Number' input field, an '-OR-' separator, a 'State' dropdown menu (set to 'TENNESSEE'), and a 'Plate Number' input field. A 'Search Citations' button is below. The 'PERMITS' section has two buttons: 'Get Permits' and 'Add/Edit Waitlists'. A red arrow points to the 'Get Permits' button.

You must log on to the website using your Tech credentials. This is the first part of your email address (the name portion before the @tnitech.edu) and the same password you use to log on to the TTU network and access your email.



The screenshot shows the 'Customer Authentication' page. It has a heading 'Customer Authentication' and a sub-heading 'Please enter your login information below and click submit.' A red box highlights the following instructions: 'Your login ID is the first portion of your Tennessee Tech email address. Your password is the same password you use to access your Tech email. For example, if your Tech email address is jrsmith42@students.titech.edu, your login ID is jrsmith42.' Below this are two input fields: 'Login ID' with the text 'eclemens' and 'Password' with a masked password '.....'. A note below the fields says '* indicates a required field'. A 'Log In' button is at the bottom.

You will see a screen confirming your ability to reserve a permit. Click NEXT to select your permit for FY17. If you are not authorized to purchase a permit, you will need to check to see whether or not the window is open for you to purchase a permit. The following schedule applies to student permit sales:

<u>Class Rank</u>	<u>Sale Start Date</u>
Graduate Students	Tuesday, July 25, 2017
Seniors	Wednesday, July 26, 2017
Juniors	Thursday, July 27, 2017
Sophomores	Friday, July 28, 2017
Freshmen	Monday, July 31, 2017

After July 2017, only students are eligible to purchase parking permits online. Employees needing parking permits need to contact the police department at 372-3234 for instructions on how to obtain a permit. If you are a student who has been authorized to purchase an FY18 permit, please read the instructions on each of the following pages carefully. Charges associated with your permit will be billed to your student account. Permits will be available for pickup at the police station in Foundation Hall 48 hours after online purchase is completed.

Students who live off campus may choose either the **RED** or **PURPLE** permit. Students living in residence halls may choose either the **GREEN** or **PURPLE** permit. Students living in Tech Village may choose a **TEAL**, a **TEAL PLUS**, or a **PURPLE** permit.


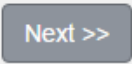

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$102.00	2018 Purple Hangtag Students / 2018 Purple Hangtag Students	08/01/2017	08/15/2018
<input type="radio"/>	1	\$170.00	2018 Teal Hangtag / 2018 Teal Hangtag	08/01/2017	08/15/2018
<input type="radio"/>	1	\$255.00	2018 Teal Plus Hangtag / 2018 Teal Plus Hangtag	08/01/2017	08/15/2018

Before reserving your permit selection, you **MUST** check the box that indicates your agreement to the terms and conditions of the permit. By clicking this box, you agree to abide by the parking rules and regulations set forth by the University. You also agree to allow the costs associated with

your permit to be charged to your student account. **Check the box indicating your agreement** and click NEXT to continue.


By clicking this box, I agree to follow Tennessee Tech University's parking rules and regulations, which can be referenced online at <https://www.tntech.edu/police>. I also hereby authorize Tennessee Tech to charge my student account for the parking permit as selected above. I further understand that once the parking permit is purchased, no refunds will be made in accordance with this agreement.


I agree to the above terms and conditions.

You will then associate a vehicle with your permit. If you already have a vehicle on file, you will be able to select that vehicle. If you do not have a vehicle on file, you will have to add a vehicle to the system. This vehicle will be linked to your permit. Click “ADD VEHICLE” to enter your vehicle details.

[Main Menu](#) > [Introduction](#) > [Select Permit](#) > [Select Vehicles](#)

 There are currently no vehicles in our records for you. Please use the "Add Vehicle" button below to register a vehicle with us so we may complete your sale.

 You may select between 1 and 8 vehicles for this permit.

Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

If you are adding a new vehicle to the system, the system will ask you if you want to upload images of your registration and insurance. **THIS IS NOT NECESSARY TO RESERVE A PERMIT.** Due to issues with the file server, we recommend that you do not attempt to upload this type of information. Bypass this screen and click “NEXT” to continue the reservation process.

[Parking Account](#) > [View Vehicles](#) > Add Vehicle

Register Additional Vehicle - Step 2 of 2

Please enter the details for your new vehicle and then click Submit.

~~INSURANCE No file chosen~~

~~REGISTRATION No file chosen~~



Once you have added and selected a vehicle to associate with your permit, you will be able to review your selection and complete the reservation process.

View Cart

Review your order.

Fees associated with your permit selection will be charged to your student account in two installments. Click "Pay Now" to proceed with your transaction and reserve your permit. Once you complete the reservation process and receive confirmation, you may pick up your parking permit in the police department in Foundation Hall 48 hours after online purchase is completed.

Qty	Type	Description	Amount	Actions
1	Permit	2018 Teal Hangtag / 2018 Teal Hangtag [18TV0001] (08/01/2017 - 08/15/2018) view details	\$170.00	<input type="button" value="Remove"/>

Due Now: \$170.00

Your permit will be reserved for you once you click the **PAY NOW** button on the above screen, then once again click the **PAY NOW** button on the final screen, authorizing the business office to charge your student account for your parking permit.


Qty	Type	Description	Amount	Actions
1	Permit	2018 Teal Hangtag / 2018 Teal Hangtag [18TV0001] (08/01/2017 - 08/15/2018) view details	\$170.00	Remove

Due Now: \$170.00

[Cancel Purchase](#)

Checkout

Email Address

[Pay Now](#) 

Your permit will be available for pickup in approximately 48 hours after you complete the reservation process. Pick up your permit at the police station in Foundation Hall, located on 10th Street.

If you encounter issues using the website, please call the University Police Department at 372-3234.