A Step-by-Step Tutorial

PARKING PERMIT REGISTRATION GUIDE

2017 - 2018

The Department of Parking & Transportation

DPT

GET A PERMIT!
All vehicles on campus must have a parking permit unless parked in a timed metered space between 7:30 AM and 5:00 PM, Monday thru Friday.

ONLINE REGISTRATION
Students and Faculty/Staff must purchase their parking permit online thru their MY PARKING ACCOUNT on the DPT website.
**BEFORE YOU REGISTER**

**WHAT YOU'LL NEED...**

- YOUR UM WEB ID & PASSWORD

- A VALID US POSTAL SERVICE ADDRESS (NON UNIVERSITY ADDRESS)

- YOUR VEHICLE INFORMATION: LICENSE PLATE, MAKE, MODEL, YEAR AND COLOR

**FOLLOW THE TUTORIAL STEPS TO REGISTER FOR A PARKING PERMIT...**
Navigate to the DPT website: www.olemiss.edu/parking

Select MY PARKING ACCOUNT

Welcome to Ole Miss!

To ensure your time on campus is as pleasant as possible, read about required parking passes and designated lots for **visitors, students, faculty and staff**.

**Coming Soon! 2017-2018 Permit Sale**

Online permits sales will begin at 8:00 a.m. CDT Monday July 10th with Faculty/Staff permits. Other permit classifications will go on sale starting at 8:00 a.m. CDT on the dates listed below. If you are bringing a car to campus next year and are in one of the limited classifications, please check HERE for details and when your classification becomes eligible to purchase a permit.

- Faculty/Staff - July 10th
- Residential East - July 17th
- Residential Central - July 18th
- Residential West - July 19th
- Campus Walk - July 20th
- Residential South - July 20th
- Commuter (Seniors/Graduate Students) - July 24th
- Commuter (Juniors) - July 26th
- Commuter (Sophomore) - July 28th
- Commuter (Freshman) - July 27th

Select the **LOGIN** link at the top right corner of the page
04 Select **AFFILIATED LOGIN**
All Students and Faculty/Staff members employed by the University are considered to be "Affiliated."

**Customer Authentication**

If you are a student or staff member with the university, please click the button below marked Affiliated Login.

![Affiliated Login Button]

If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.

![Guest Login Button]

05 Use your Ole Miss Web ID and password to LOGIN to your MY PARKING ACCOUNT

**WebID Authentication Required**

WebID: 

Password:

[Sign In] [Password Help]
Once logged in, select the "PERMITS" link at the top left corner of the webpage.

Choose a permit from the options available. The permit choices available will depend upon classification and housing location.

If the permit you prefer has already sold out, you may add yourself to the WAITLIST for the permit – after securing a permit option still available for purchase.

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Permit Fee</th>
<th>Permit Description</th>
<th>Permit Effective</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td>$100.00</td>
<td>2017/2018 Park-N-Ride</td>
<td>07/01/2017</td>
<td>08/16/2018</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>This permit will not be available until 07/24/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td>$400.00</td>
<td>2017/2018 Pavilion Garage</td>
<td>07/01/2017</td>
<td>08/16/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This permit will not be available until 07/24/2017</td>
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From the Vehicle Manager page, you may manage your existing vehicles or add a new one. Only ONE vehicle may be selected to register for your permit.

A Faculty/Staff hangtag may be transferred between any additional vehicles registered on their MY PARKING ACCOUNT.

Check out the FAQs page from the parking website to learn the proper procedure for temporary and new vehicles.

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 need to change the license plate on an existing vehicle, you must add a new vehicle with the new license plate and contact the parking officers to remove the old plate number.

<table>
<thead>
<tr>
<th>Select</th>
<th>State</th>
<th>Plate Number</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
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SELECT AN EXISTING VEHICLE OR ADD A NEW ONE. YOUR PERMIT IS ONLY VALID WHEN DISPLAYED ON THE VEHICLE TO WHICH IT IS REGISTERED. PERMITS ARE NONTRANSFERABLE BETWEEN VEHICLES AND MAY ONLY BE UTILIZED BY THE PERSON TO WHICH THE PERMIT IS REGISTERED.

Select a valid US Postal Service mailing address. University addresses may not be used as a valid mailing address for your parking permit. Select your UM EMAIL address.

Please enter the location you would like your permit mailed. Only USPS mailing addresses are valid.

**DO NOT USE A UNIVERSITY MAILING ADDRESS**

*Indicates a required field

Next>>
View your permit selection and choose a payment method. Student permits are automatically charged to the student's Bursar account. Faculty/Staff have the option of Visa, MasterCard or Payroll Deduction.

### View Cart

Below are the items in your cart. Select your method of payment and click Pay Now to proceed with your payment. 

Note: If you select Payroll, your purchase will be deducted over the academic year:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permit</td>
<td>2017/2018&lt;br&gt;view details</td>
<td>(07/01/2017 - 09/15/2018)</td>
<td>$</td>
</tr>
</tbody>
</table>

Due Now: $

Select Payment Method

[Select Payment Method]

[Cancel Purchase]

### Checkout

Email Address

Pay Now

STUDENT PERMITS ARE AUTOMATICALLY BILLED TO THE BURSAR ACCOUNT. FACTULY/STAFF HAVE THE OPTION TO PAY WITH VISA, MCard, OR BY PAYROLL DEDUCTION.

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ONCE YOUR PERMIT AND PAYMENT CHOICE HAVE BEEN ConfIRMED, YOU WILL REACH A RECEIPT CONFIRMATION PAGE. IN THE MIDDLE OF THE PAGE WILL BE A LINK THAT READS "PRINT PERMIT." CLICK THE LINK TO OPEN A PDF 14-DAY TEMPORARY PASS THAT CAN BE USED WHILE YOUR PERMIT IS BEING SHIPPED.
YOUR TEMP PASS WILL LOOK SIMILAR TO THIS AND WILL INCLUDE YOUR PERMIT NUMBER AND LICENSE PLATE

Effective Date: 07/10/2017
Expiration Date: 7/24/2017

ONLY VALID IF DISPLAYED ON DRIVER’S SIDE DASH NON-TRANSFERRABLE

IF YOU EXPERIENCE DIFFICULTY THROUGH THE PERMIT REGISTRATION PROCESS, PLEASE CONTACT DPT’S CUSTOMER SERVICE OFFICE FOR ASSISTANCE.

parking@olemiss.edu
(662) 915 - 7235