A Step-by-Step Tutorial

PARKING PERMIT REGISTRATION GUIDE

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**

Select the **LOGIN** link at the top right corner of the page
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]

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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.

**Select Permit and Permit Agreement**

ALL PERMIT CHOICES YOU ARE ELIGIBLE FOR WILL BE AVAILABLE BEGINNING ON THE ASSOCIATED GOLIVE! DATE AT 8AM CDT

<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>
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<tbody>
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<td>N/A</td>
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<td>$</td>
<td>2017/2018 Park-N-Ride</td>
<td>07/01/2017</td>
<td>08/16/2018</td>
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<td>2017/2018 Pavilion Garage</td>
<td>07/01/2017</td>
<td>08/16/2018</td>
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*This permit will not be available until 07/24/2017*

Example Data from July 2017 - Current Rates and Information May Appear Different
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.

**Student** decals are nontransferable between people and vehicles. A student permit may only be displayed on the vehicle to which it is registered. Displaying a permit on a vehicle other than the one it was initially registered to will result in fines and immobilization of the vehicle.

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

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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.

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<tr>
<th>Select</th>
<th>State</th>
<th>Plate Number</th>
<th>Year</th>
<th>Make</th>
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<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.**

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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**
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.

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

Permit #18
2017/2018

Effective Date:
07/10/2017

Expiration Date:
7/24/2017

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

Example Data from July 2017 - Current Rates and Information May Appear Different

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

parking@olemiss.edu
(662) 915 - 7235