

2015

Online Visitor Permit Purchasing Guide

ONLINE VISITORS PERMITS
HDR

PARKING AND TRANSPORTATION | University of Mississippi


This guide is intended to help visitors to the University of Mississippi purchase a visitor parking permit for up to a 7 day period through the university's online parking portal.

Please feel free to contact our offices at 662-915-7235 if you have any questions.

- 1) Use the link provided on the Visitor Page of the Parking website to access the University of Mississippi Online permit web portal or simply click on the "My Parking Account" button on upper right of any of the parking website pages. You will be redirected to the online web portal shown below.
- 2) Select "PURCHASE PERMITS" link on the page shown below.

MY PARKING ACCOUNT WEB PORTAL

THE UNIVERSITY of MISSISSIPPI

Welcome [Log in](#) / [Sign up](#)  Shopping Basket
(0 items, \$0.00)

[Ole Miss Home](#) [Parking & Transportation](#) [Parking Map](#) [Rules and Regulations](#)

Parking @ Ole Miss

Please choose an option below.

- [Manage My Parking Account](#)
- [Pay Citations](#)
- [Appeal Citations](#)
- [Purchase Permits](#)

OleMiss
Department of Parking and Transportation
110 Lester Hall | University, MS 38677
parking@olemiss.edu
P 662-915-7235 | F 662-915-5863
Office Hours: Monday - Friday, 8 a.m. to 5 p.m.

3) Log into your personal My Parking Account by using the “GUEST LOGIN” button.

NOTE – Students, Faculty and Staff of the University of Mississippi may not purchase visitor permits for themselves or others.

The screenshot shows the top navigation bar of the University of Mississippi parking website. On the left is the university logo. On the right, it says "Welcome [Log in](#) / [Sign up](#)" and a shopping basket icon with "(0 items, \$0.00)". Below the navigation bar is a grey bar with links: [Ole Miss Home](#), [Parking & Transportation](#), [Parking Map](#), and [Rules and Regulations](#).

The main content area is titled "Customer Authentication". It contains two paragraphs of text and two buttons. The first paragraph says: "If you are a student or staff member with the university, please click the button below marked Affiliated Login." Below it is a button labeled "Affiliated Login". The second paragraph says: "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." Below this paragraph is a button labeled "Guest Login", which is circled in red. Below the "Guest Login" button is a button labeled "Home" with a house icon.

The footer of the page contains the "Ole Miss" logo in red script, followed by the text: "Department of Parking and Transportation", "110 Lester Hall | University, MS 38677", "parking@olemiss.edu", "P 662-915-7235 | F 662-915-5863", and "Office Hours: Monday - Friday, 8 a.m. to 5 p.m."

4) Enter your account **LOGIN** information or click the red **CREATE ONE** link to establish a new account.

Go to Step 5 to create a new account.

Or

Go to Step 6 (Page 6) to continue the purchase process if you already have a guest account.

THE UNIVERSITY of MISSISSIPPI Welcome [Log In](#) / [Sign up](#) Shopping Basket (0 items, \$0.00)

[Ole Miss Home](#) [Parking & Transportation](#) [Parking Map](#) [Rules and Regulations](#)

Guest Login

Enter your ID and Password. If you do not have an ID and password you may [create one](#) or you may [retrieve your lost information](#) if you have lost it.

Email Address *

Password *

* indicates a required field

[Log In](#)

[Home](#)

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5a) Creating a GUEST USER ACCOUNT

Please enter all of the required information and at least one phone number (Preferably a mobile phone that you will be using while on the University campus) and click the **CREATE ACCOUNT** button at the bottom of the page.

THE UNIVERSITY of MISSISSIPPI Welcome [Log in](#) / [Sign up](#) Shopping Basket (0 items, \$0.00)

[Ole Miss Home](#) [Parking & Transportation](#) [Parking Map](#) [Rules and Regulations](#)

Guest User Registration

Enter all required information below and click "Create Account"

Email Address *

Email Address (confirm) *

First Name *

Middle Name

Last Name *

Phone 1

Phone 2

Phone 3

Password *

Password (confirm) *

* indicates a required field

Create Account

[Home](#)

5b) When your account is completed you will see the following page. Click on the red **PROCEED TO LOG IN TO YOUR NEW ACCOUNT** link to progress return to the log in page (Step 3 - Page 2)

The screenshot shows the top navigation bar of the University of Mississippi website. On the left is the university logo. On the right, it says 'Welcome' followed by links for 'Log in' and 'Sign up'. A shopping basket icon indicates '0 items, \$0.00'. Below the navigation bar is a grey menu bar with links for 'Ole Miss Home', 'Parking & Transportation', 'Parking Map', and 'Rules and Regulations'. The main content area features a heading 'Guest User Registration Complete' and a message: 'Your user account has been created. Please make note of your ID and password for future access to this site. [Proceed to log in to your new account](#)'. A 'Home' button is centered below the message. At the bottom of the page, contact information for the Department of Parking and Transportation is provided, including the address '110 Lester Hall | University, MS 38677', email 'parking@olemiss.edu', phone 'P 662-915-7235 | F 662-915-5863', and office hours 'Monday - Friday, 8 a.m. to 5 p.m.'.

6) Managing your MY PARKING ACCOUNT page.

This page provides you with all the links and options to manage the various aspects of your parking account. You can update addresses, phone numbers and vehicles as well as view any existing permits and citations you may have received.

In order to purchase a Visitor Permit click on the **PURCHASE PERMITS** link and proceed to Step 7.

The screenshot shows the top navigation bar of the University of Mississippi parking system. On the left is the Ole Miss logo. On the right, it says "Welcome, [user name] Log out" and "Shopping Basket (0 Items, \$0.00)". Below the navigation bar is a menu with links for "Ole Miss Home", "Parking & Transportation", "Parking Map", and "Rules and Regulations". The main heading is "Parking @ Ole Miss", followed by the instruction "Use this page to update your account information and make purchases in the parking system." A list of links includes "Pay Citations", "Appeal Citations", "Purchase Permits" (circled in red), "Manage Your Mailing Addresses", "Manage Your Email Addresses", "Manage Your Vehicles", "Manage Your Phone Numbers", "View Your Citations", "View Your Permits", "View Your Appeals", "View Your Letters", "Change Password", and "Log Out". The footer contains the "Ole Miss" logo and contact information for the Department of Parking and Transportation, including the address "110 Lester Hall | University, MS 38677", email "parking@olemiss.edu", phone "P 662-915-7235 | F 662-915-5863", and office hours "Monday - Friday, 8 a.m. to 5 p.m."

7a) Purchasing a permit.

If your account was registered properly, you will see the following page and message confirming the system has authorized you to purchase a permit. Click on the **NEXT** button to continue.

The screenshot displays the Ole Miss website interface. At the top left is the university logo. To the right, it says "Welcome, [user name] Log out" and a shopping basket icon with "(0 items, \$0.00)". Below this is a navigation bar with links: "Ole Miss Home", "Parking & Transportation", "Parking Map", and "Rules and Regulations". The main content area shows "Main Menu > Introduction" followed by the heading "Purchase a Permit". Below the heading is the message: "You have been authorized to purchase a permit. Please read the instructions on each page carefully!!!". Two buttons are visible: "Next >>" (circled in red) and "Home". At the bottom of the page is the "Ole Miss" logo and contact information for the Department of Parking and Transportation: "110 Lester Hall | University, MS 38677", "parking@olemiss.edu", "P 662-915-7235 | F 662-915-5863", and "Office Hours: Monday - Friday, 8 a.m. to 5 p.m."

7b) This page will display the permits that you are authorized to purchase through the online portal. As a registered **Guest User** you should only see the Daily ONLINE VISITOR PERMIT available for the current daily rate. (the example below is \$2.00/day, effective July 1st, 2015 the rate will be \$3.00/day).

If there is no permit available or something other than the Online Visitor Permit is displayed as an option, please contact our office at 662-915-7235.

Make sure the Online Visitor Permit is selected and AGREE to each of the statements by checking each of the three check boxes. Click the **NEXT** button to proceed.

THE UNIVERSITY of MISSISSIPPI Welcome, [Log out](#) Shopping Basket (0 items, \$0.00)

[Ole Miss Home](#) [Parking & Transportation](#) [Parking Map](#) [Rules and Regulations](#)

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

Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$2.00 / day	Online Visitor Permit	-select-	-select-

I agree to follow the rules and regulations in accordance to The University Parking and Transportation Department regulations.

I agree that my permit may not be transferred to another user.

I agree that my parking privileges may be revoked at any time.

[<< Back](#) [Next >>](#)

[Home](#)

Ole Miss.

7c) Choose the STARTING date for the permit (*the first day you will be on campus*). After selecting the start date, you will be given the option change the number of days the permit will be effective for (*this option will not be visible until you chose your starting date*).

You may request a permit to be effective for up 7 days (including weekends). *Example: if you need a permit to cover Friday, Saturday, Sunday and Monday you will need to select 4 for the number of effective days. Weekends are free so you will only be charged for Friday and Saturday.*

Click the **NEXT** button after selecting the number of EFFECTIVE DAYS.

The screenshot displays the 'Select Dates' page for a permit. At the top, the University of Mississippi logo is on the left, and 'Welcome, [user] Log out' and 'Shopping Basket (0 items, \$0.00)' are on the right. A navigation bar contains links for 'Ole Miss Home', 'Parking & Transportation', 'Parking Map', and 'Rules and Regulations'. The breadcrumb trail reads 'Main Menu > Introduction > Select Permit > Select Permit Dates'. The main heading is 'Select Dates' with the instruction 'Select the dates for your permit.' Below this is a calendar for May 2015. The date '13' is circled in red. Underneath the calendar is a dropdown menu labeled 'Effective Days' with 'Select Days' selected, also circled in red. Below the dropdown are 'Next >>' and 'Home' buttons. The footer features the 'Ole Miss' logo and 'Department of Parking and Transportation'.

7d) Linking a Vehicle to your permit.

All permits are required to be linked to a vehicle. If you will be coming to campus in your personal vehicle please provide information for that vehicle.

If there are no vehicles on record for your account please use the **ADD VEHICLE** button to enter vehicle information.

The screenshot shows the top navigation bar of the University of Mississippi website. On the left is the university logo. On the right, it says "Welcome, [user name] Log out" and "Shopping Basket (0 items, \$0.00)". Below this is a grey navigation bar with links: "Ole Miss Home", "Parking & Transportation", "Parking Map", and "Rules and Regulations".

The main content area has a breadcrumb trail: "Main Menu > Introduction > Select Permit > Select Vehicles".

A yellow warning box contains the text: "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." Below this is a blue information box: "You must select one vehicle for this permit."

The section is titled "Select your Vehicles for Permit". Below the title, it says: "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 >>".

There is a single button labeled "Add Vehicle".

At the bottom of the page is a footer with the "Ole Miss" logo and contact information for the Department of Parking and Transportation: "110 Lester Hall | University, MS 38677", "parking@olemiss.edu", "P 662-915-7235 | F 662-915-5863", and "Office Hours: Monday - Friday, 8 a.m. to 5 p.m."

7e) Enter vehicle information.

If you do not know the information for the vehicle you will be driving (Rental or otherwise), please use the 10 digit phone number (no dashes, example: 5551234567) associated with your account as the plate number and choose **Rental** for the State/Province. Select the first option available for Make, Model and Color (Acura, Other-Not Listed, Beige).

Once all the required vehicle information is entered, click the **NEXT** button.

The screenshot shows the top navigation bar of the University of Mississippi website. On the left is the university logo. On the right, it says "Welcome, [user name] Log out" and "Shopping Basket (0 Items, \$0.00)". Below the navigation bar is a menu with links: "Ole Miss Home", "Parking & Transportation", "Parking Map", and "Rules and Regulations".

The main content area shows a breadcrumb trail: "Parking Account > View Vehicles > Add Vehicle". Below this is a yellow warning box with a triangle icon: "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."

The section is titled "Register Additional/Update Existing Vehicle". Below the title is a note: "You have the option to upload a copy of the vehicle registration form below, if not, then click Next."

The form contains the following fields:

- Plate Number: Text input field with a red asterisk.
- Plate Number (confirm): Text input field with a red asterisk.
- Relationship to Vehicle: Dropdown menu with "Select One" and a red asterisk.
- State/Province: Dropdown menu with "MISSISSIPPI" selected and a red asterisk.
- Year: Text input field.
- Make: Dropdown menu with "Select One" and a red asterisk.
- Model: Dropdown menu with "Select Make First" and a red asterisk.
- Color: Dropdown menu with "Select One" and a red asterisk.
- VIN: Text input field.

At the bottom of the form are three buttons: "<< Back", "Next >>", and a "Home" button with a house icon.

7f) Complete the vehicle selection by clicking the select box for the vehicle you will be driving or the one you just added.

Add another vehicle as needed or click the **NEXT** button to continue.

The screenshot shows the University of Mississippi's parking permit selection page. At the top, there is a header with the university logo, a user greeting, a 'Log out' link, and a shopping basket icon showing 0 items for \$0.00. Below the header is a navigation bar with links for 'Ole Miss Home', 'Parking & Transportation', 'Parking Map', and 'Rules and Regulations'. The main content area has a breadcrumb trail: 'Main Menu > Introduction > Select Permit > Select Vehicles'. A blue information box states: 'You must select one vehicle for this permit.' Below this is the section 'Select your Vehicles for Permit'. A sub-instruction reads: '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 >>'. A table with seven columns is shown: 'Select', 'State', 'Plate Number', 'Year', 'Make', 'Model', and 'Color'. The 'Select' column contains a checkbox, which is circled in red. Below the table are two buttons: 'Add Vehicle' and 'Next >>'. At the bottom of the page is the 'Ole Miss' logo and contact information for the Department of Parking and Transportation, including the address, email, phone numbers, and office hours.

THE UNIVERSITY of MISSISSIPPI Welcome, [User] [Log out](#) Shopping Basket (0 Items, \$0.00)

[Ole Miss Home](#) [Parking & Transportation](#) [Parking Map](#) [Rules and Regulations](#)

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

i You must select one vehicle 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 >>

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	---	-----	---	---	---	---

[Add Vehicle](#)

[Next >>](#)

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7g) View Shopping Cart and select payment option.

Verify all of the info such as the dates of the permit and vehicle information. Click the view details link to see dates and vehicle info.

Review the amount “Due Now” to make sure it is appropriate for the dates you have selected. Weekends are free so for a Friday, Saturday, Sunday, Monday permit, the charge will only be 2x the daily rate.

Select payment method – either Visa or Mastercard only.

Click the **PAY NOW** button to proceed.

THE UNIVERSITY of MISSISSIPPI Welcome, [User] [Log out](#) Shopping Basket (1 Item, \$0.00)

[Ole Miss Home](#) [Parking & Transportation](#) [Parking Map](#) [Rules and Regulations](#)

[Main Menu](#) > [View Cart](#)

View Cart

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

Quantity	Type	Description	Amount
1	Permit	Online Visitor Permit ([] - []) view details	\$0.00 Remove
Due Now			\$0.00

Select Payment Method:

[Cancel Purchase](#)



Checkout

Email Address:

[Pay Now](#)

[Home](#)

7h) Confirm the information and click the **NEXT** button. This step will transfer information to a third-party credit-card processor used by the University of Mississippi. **Please do not submit more than once and allow the page to finish processing.**

Welcome [Log out](#)  Shopping Basket
(1 item, \$2.00)

[Ole Miss Home](#) [Parking & Transportation](#) [Parking Map](#) [Rules and Regulations](#)

[Main Menu](#) > [View Cart](#) > Collect Payment Information

Payment Information

Please review the totals below and click next to proceed to make your payment.

PLEASE DO NOT CLICK SUBMIT MORE THAN ONCE AND DO NOT REFRESH YOUR BROWSER AND DO NOT USE THE BACK BUTTON.

Quantity	Type	Description	Amount	
1	Permit	Online Visitor Permit (05/29/2015 - 05/29/2015) view details	\$2.00	Remove

Due Now \$2.00

[<< Back](#) [Next >>](#)

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Department of Parking and Transportation
110 Lester Hall | University, MS 38677
parking@olemiss.edu

7i) Enter all of the required information to complete the credit card transaction. A receipt will be emailed to the email you provide.

Click the **CONTINUE** button to complete the transaction.

Please enter your credit card information

Total:	\$2.00
---------------	---------------

*** Indicates required information**

* Credit Card Type:

* Account Number:

* Expiration Date:



* Name on Card:

* Email:


Day Phone:

Night Phone:

Mobile Phone:

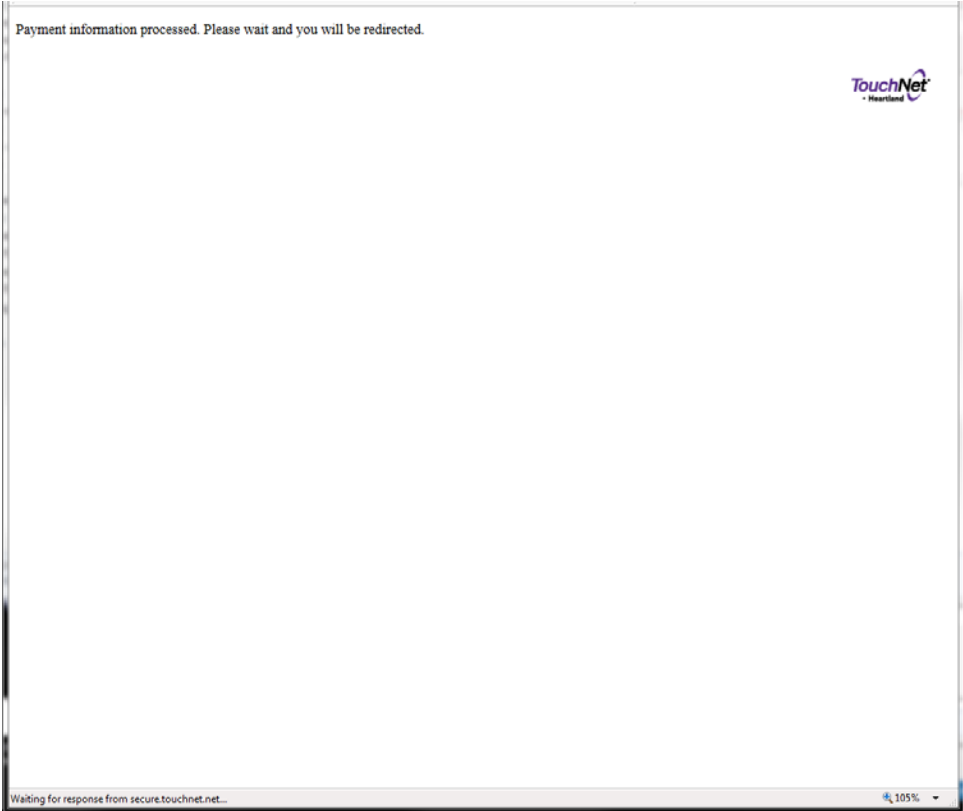
 

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105%



7j) Wait for the credit card to be processed – the site will return to the Parking web portal when complete. Again, do not refresh your browser window or use the back button as this may result in a duplicate charge.



7k) When the credit card transaction is completed the site will return the user to the Parking portal at the following page. This page is a copy of your receipt.

Click on the red **PRINT PERMIT** link to print a copy of your visitor parking permit. *Note this will attempt to open the printable PDF in a new web browser window so you may need to allow this process.*

You will also be emailed a copy of this information along with a similar link to reprint the Visitor permit if needed.

 Welcome, [Redacted] [Log out](#)  Shopping Basket
(0 items, \$0.00)

[Ole Miss Home](#) [Parking & Transportation](#) [Parking Map](#) [Rules and Regulations](#)

Payment Receipt

Your transaction is complete. Please print this receipt for your records. **Please click the Print Permit link below to generate your permit for printing.**

Purchased Items

Quantity	Type	Description	Amount
1	Permit	Online Visitor Permit [15VW00015] (06/05/2015 - 06/07/2015) PRINT PERMIT view details	\$2.00
Total Paid			\$2.00

Transaction Summary

CC Receipt Number	[Redacted]
Payment Method	MasterCard
Payment Date	05/28/2015 11:14:07 AM

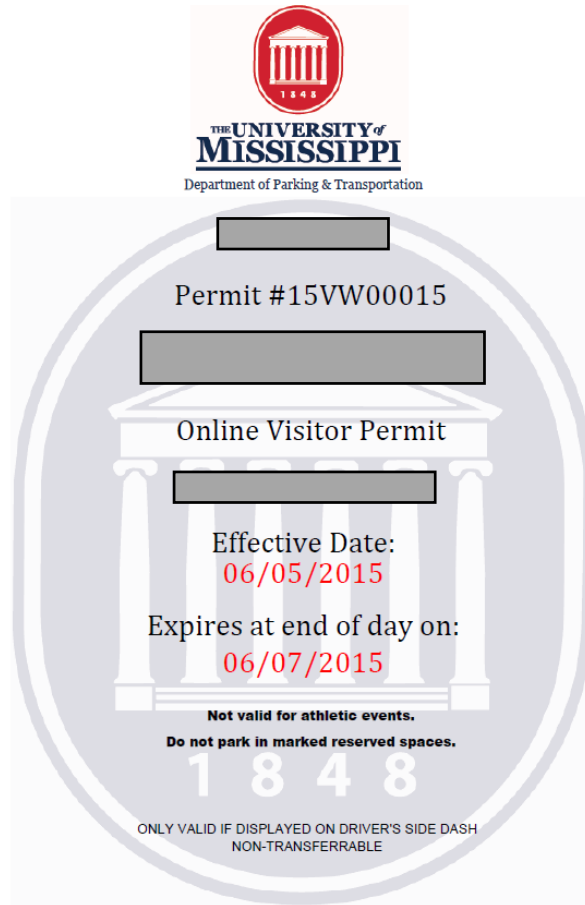
[Home](#) [Logout](#)

8) Example permit.

Place on the driver's side dash of the related vehicle.

Visitor Permits are valid in any campus parking space except reserved spaces and otherwise specially marked spaces for service vehicles. If parking in a marked handicap parking space the vehicle must also display the required ADA/Handicap credentials as well.

Permits are not valid in any reserved UM sporting event parking areas.



For questions or comments, please contact:

The University of Mississippi

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