

Parking Permit On-Line Request – Retiree User Manual

Before you begin the process, please make sure you know your vehicle:

- Make
- Model
- Year
- License Plate information (*It is critical that you type the information as it appears on your plate*)

Step 1: Log In – Requesting a Permit

1. Log into the parking system at: <http://myparking.utoledo.edu>
2. Enter your UTAD user name and password

Please login to MyParking using your campus username and password.

Username:

Password:

Please have your vehicle registration in front of you before you continue.

NOTICE: If you are having trouble logging into the system [click here](#).

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** If you do not have a UTAD account you will first need to contact the IT help desk and place a request to receive one. This request may take up to 2 weeks to complete as the information you provide has to be validated by several departments before a UTAD Account can be created for you. **

IT Help Desk: 419-530-2400

Information you will need to provide:

1. Your Full Name at the time of retirement
2. Full Name as of today
3. Your SSN
4. Your Date of retirement (Month and Year)
5. Which campus you retired from (main or health science)

Step 2: Click on “Apply for a Permit”

University of Toledo - MyParking

Navigation: Home/Overview, **Apply for a Permit**, My Tickets/My Appeals, Update My Permits

MyParking Help | Logout of MyParking

MyParking for Thomas

My Permits: You have no active parking permits.

My Tickets: You do not have any current tickets.

Online Help: Welcome to MyParking at The University of Toledo. Here you can view information about your permits, violations, or pay a ticket online. If you have any questions, regarding permits please contact the Parking Services Office at 419-530-5846 or by email parking@utoledo.edu.

Step 3: Select the permit in which you wish to secure

On the Permit Application screen you will see the permit(s) in which you are eligible to acquire;

1. Select the permit
2. Click “Next”

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Navigation: Home/Overview, Apply for a Permit, My Tickets/My Appeals, Update My Permits

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Permit Application

Please have your vehicle registration in front of you before you continue.

Please select the application you wish to begin: A. Retiree (Fee: \$0.00)

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Step 4: Read the Agreement, click “I agree” then “Next”

The next screen is the Agreement screen – this screen provides you with a summary of the University’s Parking Rules and Regulations. It also provides you with links to all of the rules and regulations.

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Navigation

- Home/Overview
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Contract Agreement for A Retiree

All affiliates are encouraged to confirm their permit type by speaking with their immediate supervisor. In some cases the individual may have access to view their permit by logging into MyParking.utoledo.edu

Terms and Conditions for a Retiree Parking Permit

Customer (hereinafter, “you”) agree to and accept the following terms and conditions:

- Fees:**
Parking Fees are as follows:

Academic Year 2011/2012			
Classification	Permit Type	Semester/Annual	Fee:
Retiree	A	Annual	\$0.00
On Campus Merchant	A	Annual	\$103
Recreational Center (Main Campus)	B	Annual	\$5.00
Volunteer	A	Annual	\$0.00
University of Toledo	A	Annual	\$0.00
Physicians	A	Annual	\$0.00
Media	A	Annual	\$0.00
2nd Vehicle/Motorcycle	A	Annual	0.00

- Payment Options:**
If your fee has a fee, the payment for your permit will be accepted through our online credit card payment tool. The following credit cards will be accepted, Discover, American Express, Master Card, as well as an e-check and e-savings.
- Permit Assignment:**
Permit assignment is based on based on your classification within Banner. You can view your permit type at MyParking.utoledo.edu.
- Requirements & Regulations:** The basic rules that accompany the use of a parking permit are:
 - You may only have one registered active vehicle on the University’s campus at any time. Please remember The University has three primary campuses: Main Campus, Health Science on Scott Park
 - You are responsible for logging into MyParking.utoledo.edu to update your license plate **each time** you opt to bring a different vehicle on campus, otherwise your vehicle will not appear on the “approved” list and you will receive a ticket.
 - You must pull forward into all parking spaces, if you do not have a front license plate. If you do not have a front license plate, you will be ticketed if you back in or pull
- Enforcement:** The University of Toledo Parking Enforcement is a division of The University’s Police Department. Parking Enforcement has the responsibility to enforce compliance with the established parking rules. For a more thorough outline of all vehicular rules and regulations please visit Parking Enforcement’s website at www.utoledo.edu/parking/parkingenforcement.

- Permit Types - Affiliates:**

Type	Applicable Population
A	On-Campus Merchants & Retirees
B	Recreation Center Affiliates
H	Volunteers and University of Toledo Physicians
M	Media

- Definitions:**

Academic Term or Term	Classification
Academic Term or Term	A defined timeframe that will begin and end in accordance with the undergraduate calendar.
Status	Compilation of your earned credit hours, residential status, and enrolled program
Reserve Permit	Allows early registration for next semester parking permit
Student	Primary role at UT is to further ones education/knowledge
Freshman	A student with less than 30 earned credit hours
Upper Class	A student with 30 or more earned credit hours
Graduate/Teaching Assistant	A student who has a contract with a department to assist with teaching classes/students
Employee	Primary role at UT is to contribute to the administration and provide service to the university’s customers and receive monetary compensation
Concurrent Student	A student who is registered at another university/college and is taking a class at UT
MPH Consortium Student	Masters of Public Health Students who are enrolled in the Consortium Program
Affiliate	An on-campus merchant
Retiree	A prior employee of the university’s that meets the criteria of retired and is not currently employed at the university.
Guest	A visitor to our campus that is not currently a student, employee, affiliate or vendor.

I Agree I Do Not Agree
 I acknowledge all terms and conditions by clicking “I agree”.

[Next >>](#)

Online Help

By accepting this contract you are agreeing to comply with the Parking Permit Terms and Conditions. Please read carefully before accepting. A copy of the contract can be found at <http://www.utoledo.edu/parkingservices/>

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Step 5: Fill in your vehicle information then click “Continue”

The Permit Application Screen is where you type in your vehicle information. Please pay special attention to the State and License Plate Number – these are critical.

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Permit Application

- Enter the information exactly how it appears on your registration
- Incorrect information may lead to a ticket

* Vehicle Make/Model	Choose a vehicle make... <input type="text"/>
* Vehicle Year	<input type="text"/>
* Vehicle Color	Black <input type="text"/>
Vehicle Color 2	None <input type="text"/>
Vehicle Color 3	None <input type="text"/>
* License State/Plate #	Choose a state... <input type="text"/>
Is the license plate a handicapped plate?	<input checked="" type="radio"/> No <input type="radio"/> Yes
If model unlisted, enter here	<input type="text"/>
If make unlisted, enter here	<input type="text"/>

*** Required**

[Continue >>](#)

Online Help

Enter your vehicle information. Vehicle Color is the primary color of your vehicle. If there is a second or third color on your vehicle to denote, please use 'Vehicle Color 2' and 'Vehicle Color 3'.

Click Continue.

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Step 6: Print your receipt and then click on the “Home Overview” in the upper left under “Navigation”.

Step 7: Review your information

Validate that the information you entered is accurate.

If the information is correct, click on “Logout of MyParking”

If it is incorrect, click on “Update My Permit”

Updating your Vehicle Information

1. From the update screen you will click on “Update” button

2. Now you may modify your vehicle information- when done click on “Update My Permit” button