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: <u>http://myparking.utoledo.edu</u>
- 2. Enter your UTAD user name and password



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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"

Universit	/ of Toledo - MyParking	
Navigation	MyParking Help Logout of MyParking	Online Help
Apply for a Permit	MyParking for Thomas	Welcome to MyParking at The University of Toledo. Here you can view
My lickets/My Appeals	My Permits	information about your permits, violations, or pay a ticket online. If you have
A A A	You have no active parking permits.	any questions, regarding permits please contact the Parking Services Office at
	My Tickets You do not have any current tickets.	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"	

University	of Toledo - MyParking
Navigation	MyParking Help Logout of MyParking
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Apply for a Permit	Permit Application
My Tickets/My Appeals	Please have your vehicle registration in from of you before you continue.
Update My Permits	Please select the application you wish to begin: A Retiree (Fee: \$0.00) V Next >>
A A A	

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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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.

Navigation		MyParking Help Logout of MyParking	Online Help
Home/Overview Apply for a Permit	Permit Application		Enter your vehicle information.
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Step 6: Print your receipt and then click on the "Home Overview" in the upper left under "Navigation".

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Navigation Home/Overview Apply for a Permit My Tickets/My Appeals Update My Permits	MyParking Help Logout of MyParking Application Complete Inank you for securing your permit! Click the printer below to view your receipt in FlashPaper. Clickon the printer icon in the FlashPaper toolbar to print your receipt. If you do not have a printer connected to your computer, you can always with later and print it from the Main Menu of MyParking. Image: Description of the printer connected to your computer. Print Receipt	Online Help Thank you for your parking permit application. Your vehicle's license pidae is now registered. If you wish to print your receipt you may do so at this time.
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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"

University	of Toledo -	MyParking		
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Updating your Vehicle Information

1. From the update screen you will click on "I had to a to "I had to "I	University	of Toledo	o - MyParkir	ng		
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2. Now you may modify your vehicle information- when done click on "Update My Permit," button

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