How to Purchase a Faculty/Staff Annual Permit

Annual Permits must be purchased online via Ursa
Log into your Ursa account and select the “Employee” tab

Under “Employee Important Links”, select “Purchase Parking Permits or Pay Tickets Online”.

Employee Tools
- Employee Important Links
  - Faculty & Staff Directory
  - Account Access
  - Parking Permits
- General Information
  - Staff Orientation
  - Reporting Policy
  - Student Success Collaborative
  - Digital Measures
  - EIO – Electronic Enrollment
  - Approval Alerts
- Employee Information
  - Employee Profile
  - Pay Info
  - Earnings History
  - Time Sheet
  - Direct Deposit Information
  - Benefits Summary
  - Leave Balances
  - Electronic Payroll Action Forms (EPAF)
  - UW 2 Wage and Tax Statement
  - UW 4 Tax Exemptions or Adjustments
  - Electronic UW 2 Consent
  - 1099-C Employee Provided Health Insurance Offer
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Please read through the disclaimer and select “Accept” to accept your responsibilities as a UNC Annual Permit Owner before purchasing your permit.

Select the first link “Permits Available August 1st.” Permits are available for purchase throughout the entire academic year.
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Click the down arrow and select the term in which you will be purchasing an annual permit, then click “Continue”.

Click the down arrow to select the permit that you would like to purchase. Faculty/Staff members have the option to pay for the annual permit online with a debit or credit card or you may choose to have the price of the permit be deducted monthly from your paycheck.
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Once you’ve selected the permit you would like to purchase, click “Continue”.

The annual permit is linked to its owner as opposed to any singular vehicle. For this reason, you will only need to select one primary vehicle. If you have new vehicle you would like to add, fill in the “Add a Vehicle” section at the bottom of the screen then select “Add Vehicle”.

Next, if you would like to have your permit mailed to your home address, select “Yes” in the “Mail Permit” field. If you would like to pick up your permit from the Parking Services office, select “No”. Once all your information is completed and correct, select “Request Permit”. 
Verify you’ve selected the correct permit, then select “OK”.

If you wish to have your permit mailed, select the address you to which you would like it sent. Parking permits cannot be sent to campus mail boxes. Select “Use This Address”.
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This page is your temporary permit. It is valid for up to two weeks while your annual permit is processing. Print this temporary permit and place it face up on your dashboard.

Please allow two business days for your annual permit to process. Faculty/Staff members will receive a window hangtag permit.

If you selected to have your permit picked up in our office, you will receive an email informing you that your permit request has been received. After two business days, please come into the Parking Services office in Gray Hall with your UNC ID to receive your annual permit.

If you selected to have your permit mailed to you, please allow up to a week for your annual permit to arrive. If your annual permit has not arrived by the time your temporary permit is expired, please contact Parking Services.

If you encounter any problems in the online permit ordering process, please take a screenshot of the error and email it to parkingservices@unco.edu along with a brief description of the issue.