

Instructions for Buying a FACULTY/STAFF Parking Permit:

ALL FACULTY/STAFF PERMITS MUST BE PURCHASED ON LINE

You will need to have your vehicle information to complete the form

- Go to URSA home page and login
 - www.unco.edu/ursa
- Click “Employee” Tab on the top right
- Under **Employee Important Links** on the left-hand side
 - Select “Purchase parking permit or Pay Tickets Online”

Parking Services

Campus Automobile Registration System

- You must read and accept the disclaimer to purchase your permit.
 - Click on **Purchase a 2017/2018 Permit and select the appropriate term**
 - Select the Permit type you wish to purchase
 - You will need to have your vehicle information to complete the form
 - **ALL PRE-TAX PERMITS MUST BE DONE WITH PAYROLL DEDUCTION**
 - POST TAX PERMITS MAY BE PAID FOR WITH CREDIT CARD OR PAYROLL DEDUCTION
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- **When the Permit Screen Comes Up Click “Print Page”**
 - This is **YOUR TEMPORARY PERMIT for 14 days. Display it on the dashboard of your vehicle** and it will allow you to park in the lots where your permit is valid for **14 calendar days**. It is not valid after the 14th day.
 - Choose to have your permit mailed to your HOME ADDRESS or pick up your permit at Parking Services
 - Allow **2 BUSINESS DAYS** after purchase to pick up permit
 - Location: Gray Hall (located east of Gunter Hall),
 - Open Monday thru Friday 8AM- 5PM

For questions, please contact Parking Services at 970-351-1971