2017-2018 Annual Parking Permits may be purchased beginning August 1, 2017

Instructions for Buying an Annual Student Parking Permit

- Go to URSA home page and login

- Click "Financial" Tab
  - Once you have clicked on the financial tab go to the link that says, "Purchase parking permit or Pay Tickets Online" * this is located in the middle of the left-hand side of the screen
  - You will come to a screen entitled
    ## Parking Services
    ## Campus Automobile Registration System
  - Click on Purchase a 2017/2018 Permit and select the appropriate term
  - Select the Annual Student Permit
  - You will need to have your vehicle information to complete the form

- **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 student lots until you pick up your permit. It is not valid after the 14th day.

- Pick up your permit at Parking Services
  - Allow 2 BUSINESS DAYS- after purchase to pick up permit
  - You have 14 calendar days to pick up your permit before the temporary permit expires
  - Bring your Student ID
  - Location:
    - Gray Hall (located east of Gunter Hall)
    - Open Monday thru Friday 8AM- 5PM

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