



## Employee Parking Permits Available Online through T2 Online Parking.

To access the online website to purchase your parking permit follow the steps below. For detailed step-by-step instructions click <u>instructional guide</u>.

For IE (Internet Explorer) users: Please make sure to click on the compatibility icon located on the upper right corner of your web browser if it is not color gray.

🛂 https://my.utpa.edu/home



## Accessing through myUTPA Portal: <a href="https://my.utpa.edu">https://my.utpa.edu</a>

► Log in to the UTPA portal with your UTPA credentials.



- ► Click on the 'Parking' icon from 'My Applications' Parking
- ➤ You will be routed to the T2 Online Parking system.

## **T2 Online Parking**

- ► Click on 'Purchase' under Permit menu
- ► Purchase of permit eligibility will be provided then click 'Next'
- ► Choose one (1) parking permit from the permits available
- ► Check all of the agreement boxes and proceed by clicking 'Next'
- ➤ Select your vehicle(s) for the permit (a vehicle is not required to purchase your parking permit), click 'Next'
- ➤ Select the address that you want your permit to be mailed to and the email address the receipt should be sent to then click 'Next'.
- ➤ Select the payment method (Credit Card/e-Check or Payroll Deduction) and then click on 'Pay Now'
- ▶ Payment Receipt will be provided along with a printable temporary permit once your transaction is complete.
- ► Click on 'Home' to return to the main page or 'Logout' to end your session.

Questions or concerns may be addressed to Parking Services at 956-665-2738