

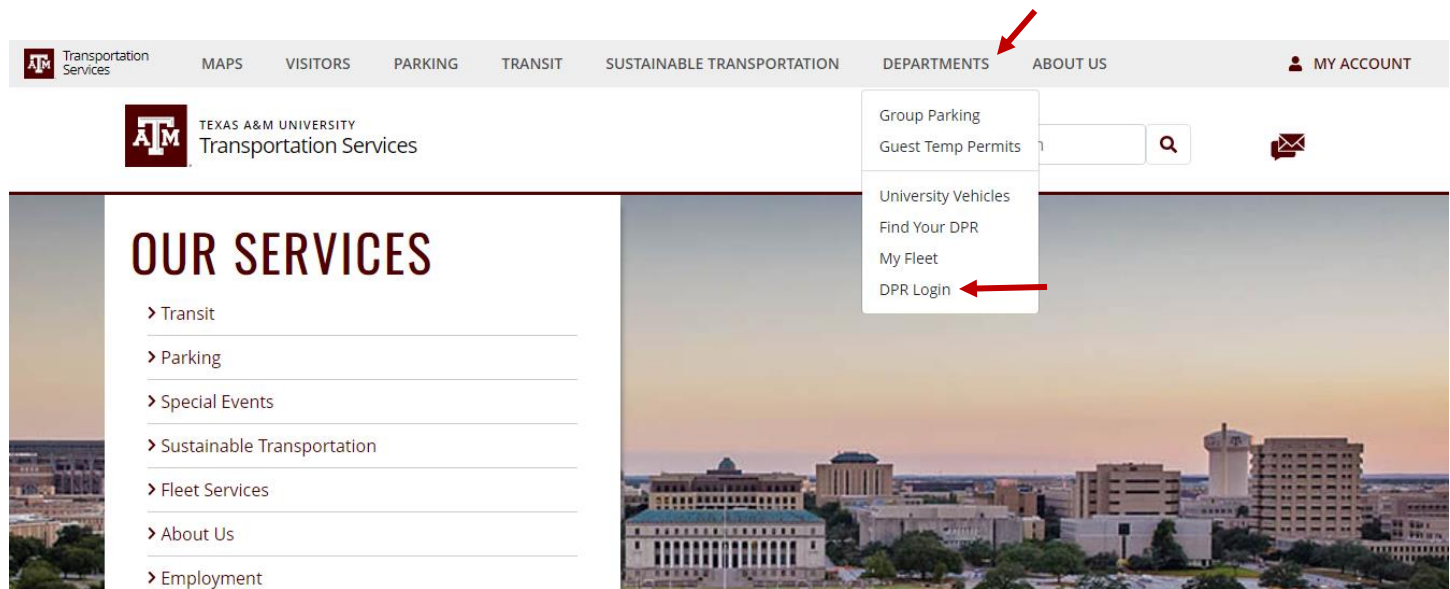
# DPR Guide

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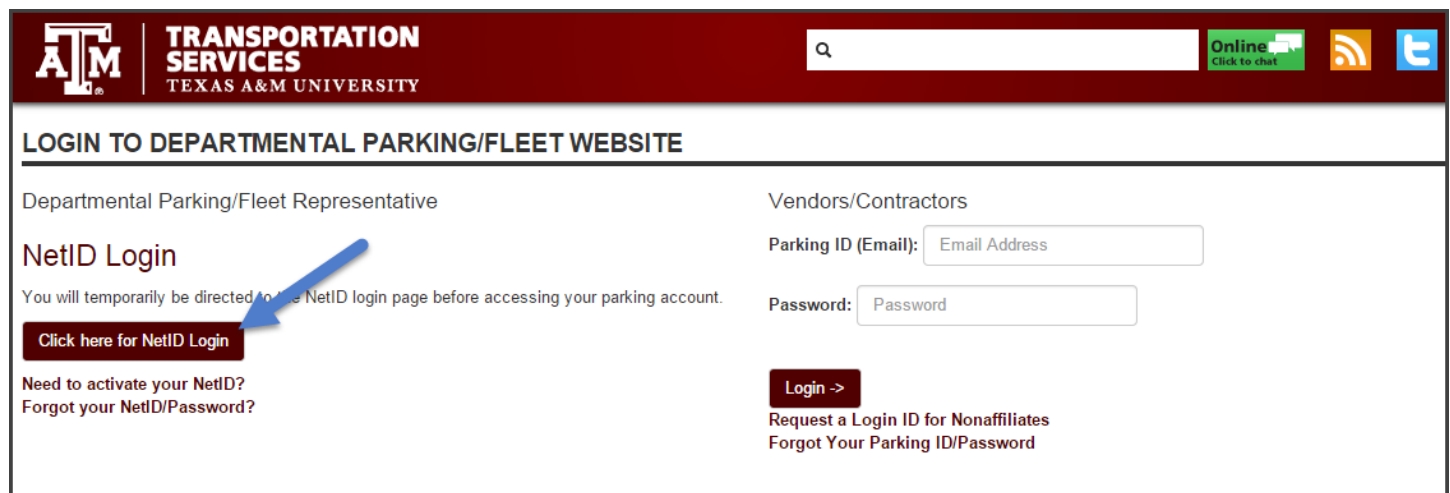
## 2 Login

You can reach the DPR site one of two ways:

- ① Use the direct link to the **DPR site**: <https://transport2.tamu.edu/DPRWeb>
- ② Go to our website (transport.tamu.edu) and select **Departments > DPR Login**



Log in by using the box on the left to login with your Net ID and password:



All links are listed on the left sidebar menu.

<b>Business Permit</b>	
▪ Business Permit (IDT)	Purchase business permits by IDT only
▪ Assign BUS to Employee	Assign (or remove) business permits from employees with valid permits
▪ Assign BUS to DP	Assign (or remove) business permits from permits owned by the department
▪ View BUS Report	View all BUS permits in their current status (Available or Used)
<b>Special Event Permit</b>	
▪ Guest Permit (IDT)	Purchase \$10 day permits for guests by IDT only
▪ View/Print Guest Parking	List of all guest permits
▪ Validate a Permit	Online validating allows the ability to validate a customer's parking
▪ View Online Validation	List of all online validations within the past 30 days
<b>Departmental Parking</b>	
▪ Dept Permits	List of all departmental permits with details
▪ Dept Parking Request	Request a new departmental permit
▪ Campus Permit Request	Request a new departmental CAMPUS permit
▪ Update Custodian on Permit	Request to change or add a custodian to a departmental permit
▪ Dept Citations	List of all departmental citation details and payment option
<b>Employee Permits</b>	
▪ View Employee Permit	List of all current employee permits available for renewal and renewal status
▪ Emp Parking Request	Request parking permit for a new employee and add to waitlist(s)
▪ Pay Assigned Permits	Pay for employee permits
<b>Vehicles</b>	
▪ SMV Vehicles	List of all registered departmental SMVs
▪ SMV Registration	Register a new departmental SMV
<b>Others</b>	
▪ Vehicle Toll Tag	Request a toll tag for a university vehicle
▪ DPR/Admin Request	Request or remove a DPR
▪ Forms	list of parking forms
<b>DPR Admin</b>	
▪ Departmental User	Create/edit a DPR user

## Purchasing a Business Permit

- To purchase a business permit using an IDT click the **Purchase BUS (IDT)** link:

**PURCHASE A VIRTUAL BUSINESS PERMIT FOR THE CURRENT ACADEMIC YEAR**

Starting fall 2021, Transportation Services is transitioning to virtual permit parking where your license plate IS your permit. Each member of the AGGIE community must register their license plate, pay for parking permissions and display their license plate toward the drive aisle.

**Note:** We only accept IDT payment for online business permit purchases. If you want to pay your departmental business permits using CREDIT CARD or CHECK please call customer service at (979) 845-9700.

**Permit Information**  
Choose a Permit Type  
Please select a permit

**Department Information**  
Choose a department: Please select a department

**Custodian Information**  
UIN:  **Verify UIN and Get Name**

Number requested: (All assigned to the same custodian and charged to same account)  
1

**Payment Information**  
Please enter AR/IDT(standard account number: xx-xxxxxx-xxxxx) info below

System Part Code:  Account Number: -

I understand the business permit I am purchasing only works for the current academic year and expires on August 5, 2022.

**Submit**

- Select a permit type from the drop down list
- Select a department from the department drop down list
- Enter the custodian UIN and click the maroon **Verify UIN and Get Name** button
- Select the number of permits requested
- Enter complete account number for payment
- Click the I understand box
- Click the maroon **Submit** button

## Assigning a BUS to an Employee

- Click the [Assign BUS to Employee](#) link

TEXAS A&M UNIVERSITY  
Transportation Services

Howdy RODRIGUEZ-GOMEZ, DANIELA | Logo

**Home**

**Business Permit**

- Purchase BUS (IDT)
- Assign BUS to Employee**
- Assign BUS to DP
- View BUS Report

**Special Event Permit**

- Guest Permit (IDT)
- View/Print Guest Parking
- Validate a Permit
- View Online Validation

**Departmental Parking**

- Dept Permits
- Dept Parking Request
- Campus Permit Request
- Update Custodian on Permit
- Dept Citations

**Employee Parking**

- View Employee Parking
- Emp Parking Request
- Pay Assigned Parking

**Vehicles**

- SMV Vehicles
- SMV Registration

**WELCOME TO DPR WEBSITE**

**Information about DPR WEB Parking Requests/Registration (FAQs)**

Mailstop(s): 1250

**Departmental Vehicles & Parking Registration:**

This page allows the DPR (departmental parking representative) assigned to a specific mailstop(s) to renew as well as purchase new virtual permits for the department. DPRs will be assigned as custodian on virtual business permits. Departmental permits may be purchased using AR/IDT, pro-card or check.

⚠ Parking will not be renewed if the department has any outstanding citations.

Please do not requisition or submit payments by check from the information on this web site. If you submit IDT account information with your parking registration(s), we will bill your account. ALL OTHERS WILL BE SENT AN INVOICE AFTER SEPTEMBER 1, 2023.

The information contained within this site is for use by authorized personnel only and may not be used for any purpose other than TAMU parking registration and administration.

**Information about Vendor or Service Permits**

Mailstop(s): 1250

Note: As a non-affiliate company, you will be unable to change the custodian of the permits. If you would like to change any custodians, please email parking@tamu.edu to do so.

You have any questions concerning this page please contact Customer Services Unit at 979.862-7275

- Select the [Business permit icon](#) for the employee you wish to assign a permit to.

Registration Business Permit Special Event Permit Departmental Parking Employee Parking Vehicles Fleet Others DPR Admin Admin DPR Web

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Transportation Services

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**Home**

**Registration**

- Departmental Parking
- Employee Parking
- Fall 2021 New Hire Parking Allocation

**Business Permit**

- Purchase BUS (IDT)
- Assign BUS to Employee**
- View BUS Report

**Special Event Permit**

- Guest Permit (IDT)
- View/Print Guest Parking
- Validate a Permit
- View Online Validation

**Departmental Parking**

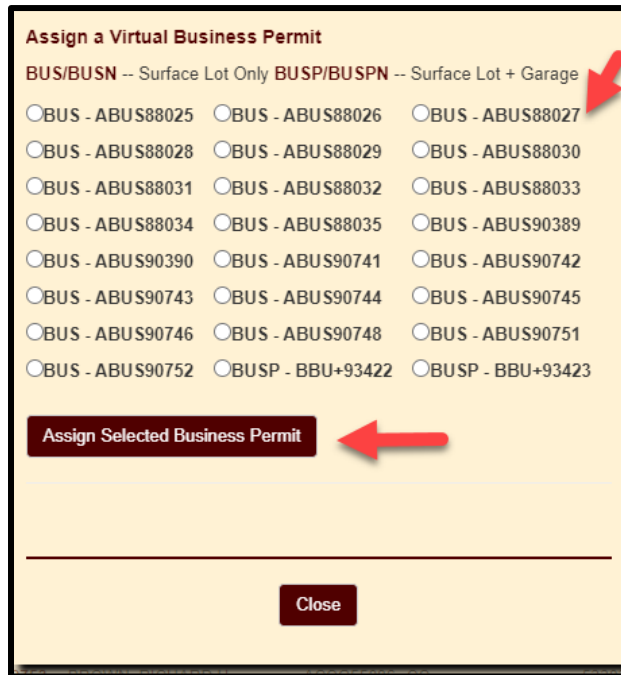
- Dept Permits
- Dept Parking Request
- Campus Permit Request
- Update Custodian on Permit
- Dept Citations

**ASSIGN/REMOVE BUSINESS PERMIT TO/FROM AN EMPLOYEE PERMIT**

Please choose an employee and CLICK to assign/remove BUS overlay to the employee's permit. All license plates linked to the employee's permit will be linked to the BUS overlay. You can view all active BUS permits/assignment history and current usage (and remove BUS) on [Virtual BUS Report](#)

BUS	Employee Name	Permit #	Permit Type	Space #	Account ID	UIN	Status	Mail Stop
	ALBERSON, WILLIAM E	ACCG55175	CCW		15078	202004976	WAGE-ST	1250
	ALEXANDER, STEPHEN B	ACCG55156	CCV		489216	506001751	ACTV-ST	1250
	ARCHIBEQUE, DANIEL E	ACCG54775	CC		3585	102004948	ACTV-ST	1250
	AYLESWORTH, DESINEE	ACCG55280	CC		715636	628003505	ACTV-ST	1250
	BAILEY, DON W	ARET51180	RET		97127	915002297	RTRD-RTR	1250
	BAKER, LARRY D	ACCG55124	CC		612041	326007057	ACTV-ST	1250
	BARKER, JOANNE M	APRG86254	PRG		586337	701009412	ACTV-ST	1250
	BELL, MONICA R	ACCG55277	CC		78624	801005707	ACTV-ST	1250
	BERNARDY, SHAWN T	APRG86267	PRG		33019	317000940	ACTV-ST	1250
	BRENDER, LAURI D	APRG85596	PRG		59320	602004473	ACTV-ST	1250

- Select a permit and click on Assign Selected Business Permit



- The BUSINESS permit will appear next to the employee's name.

Registration Business Permit Special Event Permit Departmental Parking Employee Parking Vehicles Fleet Others DPR Admin Admin DPR Web

ATM TEXAS A&M UNIVERSITY Transportation Services

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### ASSIGN/REMOVE BUSINESS PERMIT TO/FROM AN EMPLOYEE PERMIT

Please choose an employee and CLICK to assign/remove BUS overlay to the employee's permit. All license plates linked to the employee's permit will be linked to the BUS overlay. You can view all active BUS permits/assignment history and current usage (and remove BUS) on [Virtual BUS Report](#)

BUS	Employee Name	Permit #	Permit Type	Space #	Account ID	UIN	Status	Mail Stop
BUS-ABUS88028	ALBERSON, WILLIAM E	ACCG55175	CCW	15078	202004976	202004976	WAGE-ST	1250
	ALEXANDER, STEPHEN B	ACCG55156	CCV	489216	506001751	506001751	ACTV-ST	1250
	ARCHIBEQUE, DANIEL E	ACCG54775	CC	3585	102004948	102004948	ACTV-ST	1250
	AYLESWORTH, DESINEE	ACCG55280	CC	715636	628003505	628003505	ACTV-ST	1250
	BAILEY, DON W	ARET51180	RET	97127	915002297	915002297	RTRD-RTR	1250
	BAKER, LARRY D	ACCG55124	CC	612041	326007057	326007057	ACTV-ST	1250
	BARKER, JOANNE M	APRG86254	PRG	586337	701009412	701009412	ACTV-ST	1250
	BELL, MONICA R	ACCG55277	CC	78624	801005707	801005707	ACTV-ST	1250
	BERNARDY, SHAWN T	APRG86267	PRG	33019	317000940	317000940	ACTV-ST	1250
	BRENDER, LAURI D	APRG85596	PRG	59320	602004473	602004473	ACTV-ST	1250

**NOTE: The Assign BUS to Employee link displays permits owned/paid for by the employee only**

## Removing a BUS from the Employee

- Select 'View BUS Report' to view all BUS permits currently linked
- Select the Business permit icon for the permit you wish to remove

Registration Business Permit Special Event Permit Departmental Parking Employee Parking Vehicles Fleet Others DPR Admin Admin DPR Web

ATM TEXAS A&M UNIVERSITY Transportation Services

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Home

**ASSIGN/REMOVE BUSINESS PERMIT TO/FROM AN EMPLOYEE PERMIT**

Please choose an employee and CLICK to assign/remove BUS overlay to the employee's permit. All license plates linked to the employee's permit will be linked to the BUS overlay. You can view all active BUS permits/assignment history and current usage (and remove BUS) on **Virtual BUS Report**

BUS	Employee Name	Permit #	Permit Type	Space #	Account ID	UIN	Status	Mail Stop
BUS-ABUS88028	ALBERSON, WILLIAM E	ACCG55175	CCW		15078	202004976	WAGE-ST	1250
	ALEXANDER, STEPHEN B	ACCG55156	CCV		489216	506001751	ACTV-ST	1250
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	BAILEY, DON W	ARET51180	RET		97127	915002297	RTRD-RTR	1250
	BAKER, LARRY D	ACCG55124	CC		612041	326007057	ACTV-ST	1250
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	BELL, MONICA R	ACCG55277	CC		78624	801005707	ACTV-ST	1250
	BERNARDY, SHAWN T	APRG86267	PRG		33019	317000940	ACTV-ST	1250
	BRENDER, LAURI D	APRG85596	PRG		59320	602004473	ACTV-ST	1250

- Click the Remove BUS button

**Remove Business Permit**

Employee Permit: ACCG55175

Business Permit Assigned: BUS-ABUS88028

Employee Name: ALBERSON, WILLIAM E


Are you sure you want to remove this business permit from this employee?











**Remove BUS**

---

**Close**

- The permit is removed

The screenshot shows the Texas A&M University Transportation Services website. The main navigation bar includes links for Registration, Business Permit, Special Event Permit, Departmental Parking, Employee Parking, Vehicles, Fleet, Others, DPR Admin, and Admin. The page title is "ASSIGN/REMOVE BUSINESS PERMIT TO/FROM AN EMPLOYEE PERMIT". A yellow instruction box states: "Please choose an employee and CLICK Virtual BUS Report". Below this is a table with columns: BUS, Employee Name, Permit #, Permit Type, Space #, Account ID, UIN, Status, and Mail Stop. A red arrow points to the 'BUS' column header. The table lists 10 employees with their respective permit details.

BUS	Employee Name	Permit #	Permit Type	Space #	Account ID	UIN	Status	Mail Stop
	ALBERSON, WILLIAM E	ACCG55175	CCW	15078	202004976	WAGE-ST	1250	
	ALEXANDER, STEPHEN B	ACCG55156	CCV	489216	506001751	ACTV-ST	1250	
	ARCHIBEQUE, DANIEL E	ACCG54775	CC	3585	102004948	ACTV-ST	1250	
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	BELL, MONICA R	ACCG55277	CC	78624	801005707	ACTV-ST	1250	
	BERNARDY, SHAWN T	APRG86267	PRG	33019	317000940	ACTV-ST	1250	
	BRENDER, LAURI D	APRG85596	PRG	59320	602004473	ACTV-ST	1250	



# Business Permit

## Assigning a BUS to a Departmental Permit

- Click the Assign BUS to DP link
- Select the Business permit icon for the departmental permit you wish to assign a BUS permit to

**Home**

**Business Permit**

- Purchase BUS (IDT)
- Assign BUS to Employee
- **Assign BUS to DP**
- View BUS Report


**Special Event Permit**







- Guest Permit (IDT)
- View/Print Guest Parking
- Validate a Permit
- View Online Validation

**Departmental Parking**

- Dept Permits
- Dept Parking Request
- Campus Permit Request
- Update Custodian on Permit

**ASSIGN/REMOVE BUSINESS PERMIT TO/FROM A DEPARTMENTAL PERMIT**

Please choose a departmental permit and CLICK  to assign/remove BUS overlay to the departmental permit. All license plates linked to the departmental permit will be linked to the BUS overlay. You can view all active BUS permits/assignment history and current usage (and remove BUS) on Virtual BUS Report

BUS	Permit #	Permit Type	DP Acct/Custodian	Account ID	Mail Stop
	ECM+00149	CMPP	DP 119337 -	119337	2112
	ECMP00006	CMP	DP 336663 -	336663	2118
	ECMP00007	CMP	DP 336663 -	336663	2118
	ECMP00008	CMP	DP 336663 -	336663	2118
	ECMP00009	CMP	DP 336663 -	336663	2118
	ECMP00010	CMP	DP 336663 -	336663	2118

- Select a permit and click on Assign Selected Business Permit

**Assign a Virtual Business Permit**

BUS/BUSN -- Surface Lot Only BUSP/BUSPN -- Surface Lot + Garage

BUSP - EBU+00169  
  BUSP - EBU+02387  
  BUSP - EBU+00843  
 BUSP - EBU+00554  
  BUSP - EBU+01002  
  BUSP - EBU+00101  
 BUSP - EBU+00102  
  BUSP - EBU+00398  
  BUS - EBUS00050  
 BUS - EBUS00167

**Assign Selected Business Permit**

## Removing a BUS from a Departmental Permit

- Select the Business permit icon for the departmental permit you wish to remove a BUS permit from
- Click the Remove BUS button

**Remove Business Permit**

Dept Permit: E07400001

Business Permit Assigned: BUSP-EBU+01844

DP Account/Custodian: DP 118916 - TROY THOMPSON

Are you sure you want to remove this business permit from this employee?

**Remove BUS**

## View BUS Report

- Select the View Bus Report to see Total BUS Available and Total BUS Being Used

Registration ▾ Business Permit ▾ Special Event Permit ▾ Departmental Parking ▾ Employee Parking ▾ Vehicles ▾ Fleet ▾ Others ▾ DPR Admin ▾ Admin ▾ DPR Web

TEXAS A&M UNIVERSITY  
Transportation Services

Howdy PECOS, CHASITI M | Logout

**Home**

**Registration**

- Departmental Parking
- Employee Parking
- Fall 2021 New Hire Parking Allocation

**Business Permit**

- Purchase BUS (IDT)
- Assign BUS to Employee
- **View BUS Report**

**Special Event Permit**

- Guest Permit (IDT)
- View/Print Guest Parking
- Validate a Permit
- View Online Validation

**Departmental Parking**

- Dept Permits
- Dept Parking Request
- Campus Permit Request
- Update Custodian on Permit
- Dept Citations

**Employee Parking**

- View Employee Parking
- Emp Parking Request
- Pay Assigned Parking

**Vehicles**

- SMV Vehicles
- SMV Registration

**Fleet**

- Fleet Info

**Others**

- Vehicle Toll Tag
- DPR/DPR Admin

### ACTIVE BUSINESS PERMITS

You may click a permit # to view the history of BUS assignment

All Available Permits

Currently Being Used (Click the image button if you want to remove BUS)

**Total BUS Available: 23**

BUS #	BUS Type
ABUS88025	BUS
ABUS88026	BUS
ABUS88027	BUS
ABUS88029	BUS
ABUS88030	BUS
ABUS88031	BUS
ABUS88032	BUS
ABUS88033	BUS
ABUS88034	BUS
ABUS88035	BUS
ABUS90389	BUS
ABUS90390	BUS
ABUS90741	BUS
ABUS90742	BUS
ABUS90743	BUS
ABUS90744	BUS
ABUS90745	BUS
ABUS90746	BUS
ABUS90748	BUS
ABUS90751	BUS
ABUS90752	BUS

**Total BUS Being Used: 8**

BUS #	BUS Type	Employee Name	Employee Permit	Assigned Date
ABUS88028	BUS	ALBERSON, WILLIAM E	ACCG55175	6/17/2021 3:37:30 PM
ABUS90749	BUS	BRENTON, KIMBERLY A	APRG85601	6/17/2021 8:26:33 AM
ABUS90750	BUS	CROSS, RANDY A	A08223111	6/17/2021 3:30:11 PM
ABUS90753	BUS	BROWN, RICHARD H	ACCG55086	6/17/2021 8:26:54 AM
ABUS90757	BUS	KUCERA, THERESE P	ARET51005	6/17/2021 8:27:14 AM
BBU+93421	BUSP	BURNS, MELANIE N	A03605636	6/17/2021 8:26:44 AM
BBU+93424	BUSP	FIFER, JAMES F	APRG86262	6/7/2021 5:00:12 PM
BBU+93425	BUSP	GUERRA, DARLA G	APRG86264	6/7/2021 5:00:32 PM

**NOTE: If an employee exchanges their permit, linked BUS permits can be found and removed from this page. The BUS permit can then be attached to their new permit on **Assign BUS to Employee****

### Purchasing Guest Permits

- To purchase guest permits using an IDT, click the **Guest Permit (IDT)** link:

**GUEST PERMITS**

**Parking Location/Date**  
Please select the preferred parking area

Please choose parking area. ▼

Arrival Date:

Number of Permits: Please choose # of permi ▼

**Check Availability and Cost**

- Select a parking area from the preferred parking area drop down list
- Select the date the permit should be valid
- The Number of Permits will default to 1 for TAMU and Rellis permits
- Click on the maroon **Check Availability and Cost** button

If permits are available for the lot and time, then you may pay:

**GUEST PERMITS**

**Parking Location/Date**  
Please select the preferred parking area

Lot 018 - Reynolds -- \$10.00/Day ▼

Arrival Date: 2/13/2024

Number of Permits: 1 ▼

**Check Availability and Cost**

Permits are available, please enter the department and IDT info

**Total Cost: \$10.00**

**Department Information**  
Host Department: Please select a department ▼

**Payment Info**  
Please enter AR/IDT info below (standard account number: xx-xxxxx-xxxxx)

System Part Code:  Account Number

**Guest's Vehicle License Plate Number**  
\* License Plate: License Plate  Do not use a space or dash when entering license #.

State: TEXAS ▼

**Submit**

- Select a department from the department drop down list
- License plate number is required
- Enter complete account number for payment
- Click the maroon **Submit** button

## View Departmental Permits

- To view all permits that have been purchased by your department and permit details, click **Dept Permits**:

**Home**

**Business Permit**

- Purchase BUS (IDT)
- Assign BUS to Employee
- Assign BUS to DP
- View BUS Report

**Special Event Permit**

- Guest Permit (IDT)
- View/Print Guest Parking
- Validate a Permit
- View Online Validation

**Departmental Parking**

- Dept Permits
- Dept Parking Request
- Campus Permit Request
- Update Custodian on Permit
- Dept Citations

**WELCOME TO DPR WEBSITE**

**Information about DPR WEB Parking Requests/Registration (FAQs)**

Mailstop(s): 1250

**Departmental Vehicles & Parking Registration:**

This page allows the DPR (departmental parking representative) assigned to a specific mailstop(s) to renew as well as purchase new virtual permits for the department. DPRs will be assigned as custodian on virtual business permits. Departmental permits may be purchased using AR/IDT, pro-card or check.

⚠ Parking will not be renewed if the department has any outstanding citations.

Please do not requisition or submit payments by check from the information on this web site. If you submit IDT account information with your parking registration(s), we will bill your account. ALL OTHERS WILL BE SENT AN INVOICE AFTER SEPTEMBER 1, 2023.

The information contained within this site is for use by authorized personnel only and may not be used for any purpose other than TAMU parking registration and administration.

**Information about Vendor or Service Permits**

- To update a license plate, click on the License Plate icon
- To print a barcode for event parking, click on the Barcode Icon

### CURRENT DEPARTMENTAL PARKING PERMITS

Transportation Services continues to use cameras and license plate recognition software to verify parking permissions. Each member of the AGGIE community must register their license plate, pay for parking permissions and display their license plate toward the drive aisle.

Click permit number to view custodian details/parking transactions.  
If you want to change custodian of a permit please click permit # and click the button below of custodian list.

Please click to add/edit vehicle licence plate.

Please click to print the permit barcode for event parking.

If you need to assign a BUS overlay to an employee permit or a departmental permit please use the pages under "Business Permit".

If you need to export an entire list of departmental permits please click [Export All Permits](#)

Permit#	MS	Custodian	Permit Type	Space #	Expiration Date	Account #	Linked LP
TTAG01788	1250		GC		08-07-2029	118888	TX 1
TTAG01789	1250		GC		08-07-2029	118888	TX 1
TTAG01790	1250		GC		08-07-2029	118888	TX 1
TTAG01791	1250		GC		08-07-2029	118888	TX 1

## Requesting a New Departmental Permit

- To request a lot/garage specific permit, click the **Dept Parking Request** link:

### DEPARTMENTAL PERMIT REQUEST

Select a Lot/Garage

1st Choice

2nd Choice

3rd Choice

If lot/area is not immediately available the department will be placed on waitlist for that lot/area

**Department Information**

Choose a department:

**Custodian Information**

UIN:

**Number of Permit & Permit Delivery**

The number of permit you are requesting for the custodian above:

Pick-up Permit(s)

Name of person who will PICK UP:

Mail Permit(s) to:

Mail Stop:  Name:

**Payment Information**

Using AR/IDT

Please enter AR/IDT info below

System Part Code:  Account Number:

Person Responsible for Account:

Name:  Phone:

Not Using AR/IDT

If you are not paying with an AR/IDT, we will notify you when we are ready to process your request.

**Note/Comments**

Enter your email address to receive a copy of your request.  
\*All future correspondence will be sent to your BPP address which can be updated using HRConnect.

Email:

- Select the lot/garage requested from the drop down menu
  - You may want to select a second and third choice in case your first choice is not available
- Select the department from the department drop down menu
- Enter the Custodian UIN and click the maroon **Verify UIN and Get Name** button
- Enter the number of permits you are requesting
- Enter the payment information
- Enter any notes you may have
  - Please provide a license plate number per permit requested
- Enter your email address
- Click the maroon **Submit** button

## Campus Permit Requests

- To purchase a campus permit click the **Campus Permit Request** link:

### CAMPUS PERMIT REQUEST

**Custodian Information**

<p>* First Name: <input type="text" value="* First Name"/></p> <p>Middle Name: <input type="text" value="Middle Name"/></p> <p>* Phone: <input type="text" value="* Phone"/></p> <p>* Email: <input type="text" value="* Email"/></p> <p>* Physical Address: <input style="width: 100%;" type="text"/></p>	<p>* Last Name: <input type="text" value="* Last Name"/></p> <p>* UIN: <input type="text" value="* UIN"/></p> <p>* Mail Stop: <input type="text" value="* Mail Stop"/></p> <p>* Department: <input type="text" value="* Department"/></p>
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**Number of Permit & Permit Delivery**

The number of permit you are requesting for the custodian above:

Pick-up Permit(s)  
 Mail Permit(s) to:

Mail Stop:  Name:

**Payment Information**

Using AR/IDT

Please enter AR/IDT (standard account number: xx-xxxxxx-xxxxx) info below

System Part Code:  Account Number: -

Person Responsible for Account:

Name:  Phone:

Not Using AR/IDT

If you are not paying with an AR/IDT, we will notify you when we are ready to process your request.

**Note/Comments**

- Provide a license plate per permit requested
- Specify whether you want a Campus (lot access only) or Campus Plus (lot and garage)

Enter your email address to receive a copy of your request.  
\*All future correspondence will be sent to your BPP address which can be updated using HRConnect.

Email:

- Completely the form
- Payment
  - If using IDT complete account information field
  - If paying by check or pro-card click the bullet next to Not Using AR/IDT
- Click the maroon **Submit** button

Notification will appear at the bottom of the screen when successfully submitted

## Updating the Custodian on a Permit

- To change the custodian of any departmental permit, click **Update Custodian on Permit** link:

### ADD/CHANGE PERMIT CUSTODIANS

Please Select a Permit:

Please select a permit you want to add/change custodian

**New Custodian Information**

UIN:

**Add or Replace?**

Add the new custodian  
 Replace a current custodian with the new custodian

Custodian who will be replaced (see the custodian list above) :

**Notes**

- Select a permit from the permit drop down list
- Enter the custodian UIN and click the maroon **Verify UIN and Get Name** button
- Click the bullet to specify if you are adding or replacing the custodian
  - If replacing a custodian, type the name of the old custodian that will be replaced in the blank.
- Click the maroon **Submit** button

A notification will appear after successfully submitting the changes:

*Your request has been sent to the parking customer service successfully. You will receive a copy of your request via email*

## Department Citations

- To view departmental citations, click the **Dept Citations** link:

### CHECK CITATIONS

The permits can not be renewed by renewal requests if the department has any citations.

The following is the list of unpaid citation(s). Please pay citations at **Pay Citations**. You have a right to appeal a citation within 14 calendar days of the issue date of the citation. Please login to My Parking Account to appeal a citation or view your appeals.

*There are no unpaid citations.*

The following is the list of paid citation(s).

Mail Stop	Citation Number	Issue Date	Amount Due	Status	Account #	Violation	Permit	License Plate	Vehicle	Comments
1250	145800598	12/11/2014	\$0.00	Zero Balance	118888	Motorist Assistance		TX-215116	FORD WHITE TRUCK	
1250	147300466	11/4/2014	\$0.00	Voided	118888	Unauthorized Area	5CMP55094	TX-DD3Z074	HONDA GRAY SPORTS UTILITY/ALL PURPOSE	
1250	137902267	5/29/2014	\$0.00	Zero Balance	336661	Improper Parking	4VSR03268	TX-DT5Y226	TOYOTA SILVER FOUR DOOR	

- Click the **Pay Citations** link to pay the citation:

### CHECK CITATIONS

The permits can not be renewed by renewal requests if the department has any citations.

The following is the list of unpaid citation(s). Please pay citations at **Pay Citations**. You have a right to appeal a citation within 14 calendar days of the issue date of the citation. Please login to My Parking Account to appeal a citation or view your appeals.

*There are no unpaid citations.*

The following is the list of paid citation(s).

Mail Stop	Citation Number	Issue Date	Amount Due	Status	Account #	Violation	Permit	License Plate	Vehicle	Comments
1250	145800598	12/11/2014	\$0.00	Zero Balance	118888	Motorist Assistance		TX-215116	FORD WHITE TRUCK	

- You will be redirected to the **Search/Pay Citation** screen on our website



## 17 Departmental Parking

- Enter the citation number or license plate number to search, then click maroon **Submit** button:


License Plate:

State:

**-OR-**

Citation Number:

- Click maroon **Pay Citations(s)** button to make a payment:

Citation Number	Issue Date	Plate	Amount Due	Violation	Status
<input checked="" type="checkbox"/> 148300231	01/30/2015	TX-BRR9310	\$2.00	Pay by Space Violation	 Unpaid

**Note:** You may file an appeal within 14 calendar days of the issue date of the citation.

# Employee Permits

## [View Employee Permits](#)

- To view all permits belonging to your employees, click the **View Employee Parking** link:

CURRENT PARKING PERMITS								
Departmental Permits		Employee Permits						
								<a href="#">Export Employee Permits to Excel</a>
Account ID	UIN	Name	Status	Permit Type	Permit #	Space #	Issue Date	Mail Stop
12345	111001111	PERSON	ACTV-ST	076	PMT001		1/1/9999	0012
12340	111001112	PERSON	ACTV-ST	CC	PMT002		1/1/9999	0012
12341	111001113	PERSON	ACTV-ST	069	PMT003		1/1/9999	0012

# Employee Permits

## Requesting a Permit for a New Employee

- To request a permit for an employee, click the **Emp Parking Request** link:

**PARKING ASSIGNMENT REQUEST**

**Customer Information**

\* First Name:  \* Last Name:

\* UIN:  \* Phone Number:

**Department**

Please select mail stop and department

**Home Address:**

Enter your email address to receive a copy of your request. \* All future correspondence will be sent to your BPP address which can be updated using HRConnect.

Email:

Customer Type:

**Select a Lot/Garage**

1st Choice

2nd Choice

3rd Choice

If lot/area is not immediately available the employee will be placed on waitlist for that lot/area

I would like to enroll in Automatic Payroll Deduction (for 9 and 12 month employees)

Effort:  Length of Term:

PIN:

**Questions/Comments:**

- Completely all fields in customer information section with the new employee's details
- Select the employee's department from the department drop down menu
- Enter the **employee's HOME** address
- Enter the **employee's email address**
- Select the employee's classification in the **Customer Type** drop down menu
- Select up to three lots choices (in case the first choice is not available immediately)
- Check the Automatic Payroll Deduction box if this is the payment option the employee is requesting, and complete the **Effort, Length of Term** and **PIN** fields:

I would like to enroll in Automatic Payroll Deduction (for 9 and 12 month employees)

Effort:  Length of Term:

PIN:

- Click the maroon **Submit** button

NOTE: If the lot you are looking for is not in the drop-down menu, you may write it in the comments

# Employee Permits

## Paying for Permits Assigned for Employees

- To pay for an employee's personal permit on their behalf, click the **Pay Assigned Parking** link:

### EMPLOYEE ASSIGNED AND UNPAID PERMITS

Clicking "Pay Assigned Permit" link button will lead you to an employee's waitlist page in a new browser window. Please **logout the employee's account and close popup web browser window** after you are done paying permit for that employee or before you process the next employee's permit.

**\*\*\* Please close popup web browser window before you open another employee's waitlist page \*\*\***

[Refresh](#)

Total: 1

Account ID	UIN	Name	Current Permit	Mail Stop	
1234	111001111	PERSON	LOT 51	0012	Pay Assigned Permit

- Click the maroon **Pay Assigned Permit** link to the right of the customer information
- Click maroon **Pay** link in the pop-up window:

Permit Requested	Choice Order	Assignment Expires	Status	
Lot 51	3	1/1/9999	Purchase by 1/1/9999	Pay

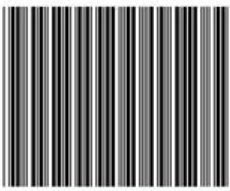
- Select a payment method and follow the steps to complete the payment process until you receive a confirmation screen with a printable receipt containing a barcode

### PERMIT DETAIL/RECEIPT

Please print this page for your records. [Print Receipt](#)

**NOTE:** Print your receipt and display on your dashboard as a temporary permit for up to 14 days after original date of purchase.

Permit Type: Lot 51  
 Permit Number: PMT001  
 Purchase Date/Time: 1/1/9999  
 Mailing Date:  
 Effective Date: 1/1/9999  
 Expiration Date: 1/1/9999  
 Status: Active  
 Reserved Numbered Space #:



Please fold on line and display barcode side up on dashboard.

## Requesting a Transponder

- To request a transponder, click the **Vehicle Toll Tag** link
- Then click the **Click Here to University Vehicle Toll Tag Request page** link

### Toll Tag for University Vehicle Request

Department:

Mail Stop:

TAMU Phone:

Dpt Contact Email:

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#### TOLL TAG 1

Custodian UIN:

Custodian Email:

License Plate #:

Vehicle/Equip #:

Vehicle Make:  
 ▼

Vehicle Model:  
 ▼

Vehicle Year:

To which building(s) and/or lot(s) is access needed?

**Add Another**

- Fill out all blank fields in order to successfully submit the request
- If more than one card is needed, click the maroon **Add Another** button before submitting request
- When finished with all card requests, click the maroon **Submit Request** button
- Confirmation page will appear after submitting request

## Requesting DPR Access

To request to add or remove a DPR, click the **DPR Request** link:

### DPR/DPR ADMIN REQUEST

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**Purpose of Request:**

Request to ADD New DPR  
 Request to Grant DPR Admin Access *(Privilege to add users to access online validation and guest permits pages)*  
 Remove Existing DPR

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**Information of DPR**

\* First Name: 
                         
 \* Last Name:

\* Mail Stop: 
                         
 \* UIN:

**Questions/Comments:**

Copy of your request will be sent to your BPP address. If you would like a copy sent to an alternate email address please specify below. All future correspondence will be sent to your BPP address which can be updated using HRConnect.

Email:

**Submit**

### Requesting a new DPR:

- Click the bullet next to **Request New DPR status**
- Enter the new DPR's details
- Click the maroon **Submit** button

### Requesting a new DPR Admin Access:

- Click the bullet next to **Request to Grant DPR Admin Access**
- Enter the new DPR Admin Access
- Click the maroon **Submit** button

### Remove an existing DPR:

- Click the bullet next to **Remove Existing DPR**
- Enter the details of the DPR to be removed
- Click the maroon **Submit** button