TO PURCHASE A PARKING PERMIT FOR A SPECIAL EVENT

- Go to the web address that you were provided for the Event/Class you are attending on campus.

- If you are a Student or Faculty/Staff with a MySanDiego login select “Affiliated Login” and enter your MySanDiego username and password.

- If you are a Guest to the campus select “Guest Login”

- On the Guest Login page, if this is your first time purchasing a permit, click on the “Create one here” link after “Don’t have a USD Parking Guest Account?”
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- On the Guest User Registration page, you will enter your information to begin your login.
  - “User Name” - choose one that you will easily remember, all one word.
  - “User Name (Confirm)” - retype user name exactly.
  - “Email Address” - what email address do you use regularly? Your account verification email and your permit will be sent to this email address.
  - “Email Address (Confirm)” - retype email address exactly.
  - “First, Middle, Last Name” - name of the person attending the event.
  - “Password” - must be at least 6 characters.
  - “Password (confirm)” - retype password exactly.
  - Click on “Create Account”

- On the Purchase a Permit page, click “Next”

- On the Select Permit and Permit Agreement page, select the circle to the event you will be attending.
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- Click on the “Rules and Regulations” link and review. After you have read these, click in the box next to “I have read and understand the above statement.”

- On the Select your Vehicles for Permit page, you can click on “Add Vehicle” to add your vehicle information to your account (will be covered in detail later in instructions) or if you will have a rental car, click “Next” and you can add your rental car information once you have it.

- On the Select Other Permit Information page, select “Print Permit - Special Events Only” from the drop down menu next to “Delivery address (if mailed)”.
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Review the information on the View Cart page. If you are going to be attending more than 1 event, you can click “Add Permits” and follow the above instructions. If the event and the email are correct, Select Payment Method (drop down menu when you click on the down arrow), then click “Pay Now”, or just select “Pay Now” if there is no charge for the permit.

On the payment information page, click on “Checkout”. On the payment Receipt page, click on “Print Parking Permit”

Print the permit once it is displayed on your screen.