Faculty/Staff Online Permit Renewal Process

A step-by-step guide to assist with the online permit renewal process.

1. Go to [www.ohio.edu/parking](http://www.ohio.edu/parking) to login.

2. Click on Account Login

3. Click LOGIN in the upper right corner.
4. Login using your Ohio University credentials. The Ohio ID is the portion that comes before the @ sign in your email. Do not include @ohio.edu.

5. Click Get Permits in the PERMITS section.

6. Click the link to Purchase/Renew Permit.
7. If a balance is due for citations, please note you will be prompted to pay your outstanding balance at this time. All balances due for citations must be paid in full before permit renewal can occur online or in the office. If no balance is due, you will proceed directly to the permit selection process.

Select the permit you wish to purchase. You will only see the permit(s) you are eligible to purchase listed. Items that are not shown indicate authorization has not been granted for an alternative permit type. If more than one permit type is shown as an option, please make sure you select the correct permit to prevent receipt of the incorrect permit.

Read the agreement section and check each appropriate box prior to selecting next.

8. Select or register the vehicle you will use with your permit. Please note you may register more than one vehicle and switch your permit as needed. As long as it is you, the faculty/staff member, using the permit, it may be used in other vehicles. However, please ensure you do not register vehicles that do not belong to you. At least one vehicle must be registered and selected to proceed.

If your vehicle is not shown, please click the add vehicle button and follow the on-screen prompt to add a new vehicle to your account.

When entering your license plate number, please do not enter spaces.
9. Enter or select your permit mailing address. Please make sure the address listed is correct as this is the address where your permit will be mailed. You may select your address from the drop down menu or if it’s not shown, you may add it by clicking the add button.

Select your email address from the drop down list. If you do not see your email address, you may add it. We recommend using your Ohio University email; however, you should check your clutter folder in case the confirmation email goes there.

10. View your cart and confirm your transaction. Clicking Pay Now will set up your payroll deductions and will not require you to enter a credit card or pay now.

11. This final screen confirms all information and is your last chance to ensure everything is correct before submitting your renewal. Please check everything carefully. Click Pay Now to set up your deductions and complete your permit renewal process.

12. A copy of your receipt will display as well as link for your Temporary Printable Permit. Please click this link to display your printable permit, which is valid for ten days from the renewal date. This should be placed on your dashboard and is for your use while your permit is in transit. Upon receipt of your permit in the mail, please ensure you remove the printable permit from your vehicle and properly display your new permit on your rear-view mirror. A copy of this receipt has also been sent to your email address.