

# How to Purchase a Permit - Student

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THE UNIVERSITY OF TEXAS AT EL PASO





# PARKING AND TRANSPORTATION

ANNOUNCEMENTS ▾ ABOUT ▾ PARKING ▾ TRANSPORTATION ▾ OTHER SERVICES ▾ PEOPLE ▾ FAQs ▾ CONTACT ▾

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## ABOUT

Vision and Mission

MY PARKING ACCOUNT

CITATIONS

EVENT PARKING

SCHEDULE APPOINTMENT

## CONNECT WITH US

The University of Texas at El Paso  
Parking and Transportation  
Mike Loya Academic Services Building  
Room 122

UTEP > PARKING AND TRANSPORTATION

## Parking and Transportation

Go to [utep.edu/parking-and-transportation/](http://utep.edu/parking-and-transportation/)  
and click on “My Parking Account”.



### My Parking Account

- Purchase parking permit
- Update permit record / vehicle information

Go to My Parking Account

### PTS Apps

- [Miner Metro Passio GPS Tracker](#)





Click on "Login" to start with the process.

## CITATIONS

Citation Number \*

State \*

Plate Number \*

Search Citations

## PERMITS

📄 Get Permits

✓ Submit Form



## Customer Authentication

If you are a student or staff member with the university, please click the button below to Login.

Student, Faculty/Staff Login

Select "Student,  
Faculty/Staff Login"

If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.

Guest Login

For more information visit our [webpage](#)



## UTEP Single Sign On

The username format is "user" from your email address "user@domain.edu".  
Please do not enter your entire email address for the username.

Please login

[Forgot password?](#)

Login

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.

Log in with your  
UTEP Credentials





## CITATIONS

[View Your Citations](#)[View Your Letters](#)

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Citation Number \*

State \*

Texas ▼

Plate Number \*

[Search Citations](#)

## PERMITS

[View Your Permits](#)

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[Get Permits](#)[Submit Form](#)

Click on "Get Permits"

Contact Us  
915-747-5724

Parking Office Hours  
M-F 8:00 a.m. to 5 p.m. closed

[Campus Map](#)



## PURCHASE NEW PERMIT

### Let's Get Started!

Ensure you have all the necessary information before starting.

#### Driver's License Information:

- License Number
- License State- ex: TX

#### Mailing Address Information:

- Street or PO Box #
- City
- State
- Zip Code


#### Vehicle Information for each vehicle registered:

- Year of Manufacture
- Make - ex: Chevy or Ford
- Model - ex: Tahoe or Mustang
- License State- ex: TX, MX (Mexico), CN (Canada)
- License Number

It will show you what you'll need to buy your permit.

[Next >>](#)[Click "Next"](#)

[PARKING PORTAL](#) [PERMITS](#) [CITATIONS](#) [VEHICLES](#) [\(0 ITEMS \\$0.00\)](#) [Welcome](#)



UTEP PARKING SERVICES  
Parking Website Transportation

## Permit Purchase and Agreement

### IMPORTANT NOTICE

Only ONE parking permit will be issued per customer. All customers have the option to purchase either a automobile permit or a motorcycle permit. Automobile permits may be registered to and displayed on multiple vehicles while motorcycle permits are restricted to a single vehicle.

Additional parking permits are allowed only for housing residents or motorcycles as a secondary vehicle and must be purchased by contacting Parking and Transportation Services.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$300.00	SB2 Sun Bowl 2 Student / 23S3ANN - SB2 Sun Bowl 2 Student	08/16/2022	08/15/2023

[TERMS AND CONDITIONS](#)  
[Service Agreement](#)

Here you will see which permits are available and select the one of your preference.





## TERMS AND CONDITIONS

## Service Agreement

I certify that any information provided by me is correct and that the permit is for my exclusive use. I agree to assume full responsibility for any violation involving either my vehicle(s) or my permit(s) regardless of who drives and parks the vehicle on campus.

I understand it is my responsibility to read the University's Parking and Transportation Services Regulations. I further agree to abide by the Parking and Transportation Services Regulations and understand that failure to do so may be the basis for further disciplinary action by the University.

I understand that the University of Texas at El Paso is in no way responsible for damage or theft to my vehicle while parked on university property.

A parking permit is considered an official University document, any attempt to alter, sale or deface the permit is strictly against University Policy and could result in disciplinary actions up to and including suspension or termination.

I understand it is my responsibility to update my license plate number with UTEP Parking and Transportation Services. I agree that the license plate I am entering is correct, failure to update or enter my correct license plate can generate a citation. I also agree, to terminate association with all previous license plate(s) that were linked to my account in the past.

I understand that if I am a student and I separate, by graduating or not enrolling, from the University, I agree to pay what is owed to UTEP Parking and Transportation Services, including, but not limited to citations, permits and boots.

[Next >>](#)

After selecting the permit you want to buy, scroll down to read the terms and conditions.

By clicking next you will agree to this.



**i** You may select between 1 and 5 vehicles for this permit.

## Assign a Vehicle to the Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	Mexico	ENT8303	2019	NISSAN	Sentra	White




If you want to add a new vehicle click here


Add Vehicle

Next >>

Select the vehicles you want to link this permit with and click next.

For more information visit our [webpage](#)

[PARKING PORTAL](#) [PERMITS](#) [CITATIONS](#) [VEHICLES](#)   (0 ITEMS \$0.00) Welcome, 



## Mailing Address

Parking permits will NOT be mailed outside of the Continental United States or APO addresses.

Permits ship directly from the vendor and may take 7-10 business days to arrive.

**Delivery Option**

10213 Valle de Oro Dr El Paso \*

Add

Your permit will be shipping to the following address. Permits ship directly from the vendor and may take 7-10 business days to arrive.

Please ensure that the address is correct. 10213 Valle de Oro Dr  
El Paso, TX 79927

**Email Status To**

gpmaldonado@miners.utep.edu \*

\* Indicates a required field

Next >>

For more information visit our [webpage](#)

Select the address where your permit will be shipped.

**Note:** Please do not add any addresses outside of the US. If you have an international address, please write the address of the Parking and Transportation Office to have it shipped there instead.



## View Cart

Review your order.

Select your method of payment. (If only one payment method is available, your payment information is selected automatically)

Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	SB2 Sun Bowl 2 Student / 23S3ANN - SB2 Sun Bowl 2 Student [23XSB20001] (08/16/2022 - 08/15/2023) <a href="#">view details</a>	\$300.00	<a href="#">Remove</a>

Due Now: \$300.00

[Cancel Purchase](#)

## Checkout

[Pay Now](#)

Review your permit one more time and click on "Pay Now"



## Payment Receipt

Your transaction is complete. Please print the page for your records.

### Purchased Items

Qty	Type	Description	Amount
1	Permit	SB2 Sun Bowl 2 Student / 23S3ANN - SB2 Sun Bowl 2 Student [23XSB20001] (08/16/2022 - 08/15/2023) <a href="#">Print Permit</a> <a href="#">view details</a>	\$300.00

Total Paid: \$300.00

### Transaction Summary

CC Receipt Number

Payment Method Student Account

Payment Date 06/27/2022 02:52:39 PM

Logout

The only payment method will be "Student Account". The balance will be added to your account in Pete's Payment Options and you can pay through TouchNet.



[View Your Permits](#)[Get Permits](#)[Submit Form](#)

While you wait for your permit to be shipped you will have a temporary permit which you can find here.



Faculty & Staff Permits for 2022-2023 are now on sale!

Student Permits for 2022-2023 will be on sale July 19, 2022 at 9:00 AM MST.

## CITATIONS

[View Your Citations](#)

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[View Your Letters](#)

0

**Citation Number \*****State \***

Texas ▼

**Plate Number \***[Search Citations](#)

## PERMITS

[View Your Permits](#)

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[Get Permits](#)[Submit Form](#)



## View Your Account Permits

Permits associated with your account are listed below. You may click on the permit for additional details.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
<a href="#">22XSC11188</a>	22P4ANN - SC1 Schuster 1 Student	Active	11/18/2021	08/16/2021	08/15/2022
<a href="#">23XSB20001</a>	23S3ANN - SB2 Sun Bowl 2 Student	Issued	06/27/2022	08/16/2022	08/15/2023

Click on your new permit



Below are the details for your Permit.

**Permit Number** 23XSB20001  
**Type** 23S3ANN - SB2 Sun Bowl 2 Student  
**Amount Due** \$0.00  
**Status** Issued  
**Issue Date** 06/27/2022  
**Effective Date** 08/16/2022  
**Expiration Date** 08/15/2023

#### Associated Vehicles

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color
<a href="#">ENT8303</a>	Mexico	NISSAN	Sentra	White

#### Associated Receipts

Receipt Number	Description	Permit Amount	Date	Payment Method
504849	Payment - Permit (23XSB20001)	\$300.00	6/27/2022 2:52:37 PM	Student Account (Student Account)

No contract profiles were found on this record.

No space overages were found on this record.

[Add Vehicles To Permit](#)[Print Permit](#)

Scroll down and click on  
"Print Permit" 😊



You will get a PDF file with the Temporary Parking Permit that you have to print and display it on your dashboard

## The University of Texas at El Paso

Temporary Parking Permit:

Valid For:

- Location:
- Dates:
- Vehicles:
- 

and Transportation  
SERVICES

**Must be displayed on Dashboard**

*Permit is not valid at parking meters, 24 hour reserved lots, reserved numbered spaces, silver lots, handicap parking areas, fire zones or loading/unloading zones.*

*Disclaimer: by displaying this temp permit you agree to all PTS rules and regulations found at [parking.utep.edu](http://parking.utep.edu)*

**NOTE:** This is a temporary permit, once you receive your actual permit in the mail, or at the parking office, you have to stop using the temporary one and use the actual permit in order to not receive a citation