Quick guide- Parking Portal

THE UNIVERSITY OF TEXAS AT EL PASO

EXAMPLE

PARKING AND TRANSPORTATION

ANNOUNCEMENTS ABOUT PARKING TRANSPORTATION OTHER SERVICES PEOPLE FAQS CONTACT MY UTEP RESOURCES FOR QUICK LINKS

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/ 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

EXAMPLE

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS $0.00) LOGIN -or- SIGNUP

Click on “Login” to start with the process.

PARKING Transportation SERVICES

Parking Website

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

Citation Number *

State * Texas

Plate Number *

Search Citations

PERMITS

Get Permits

Submit Form

EXAMPLE

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS $0.00) LOGIN -or- SIGNUP

PARKING Transportation SERVICES

Parking Website

Customer Authentication

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

Student, Faculty/Staff Login

If you are a UTEP Affiliate, click here and enter with your UTEP credentials

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.

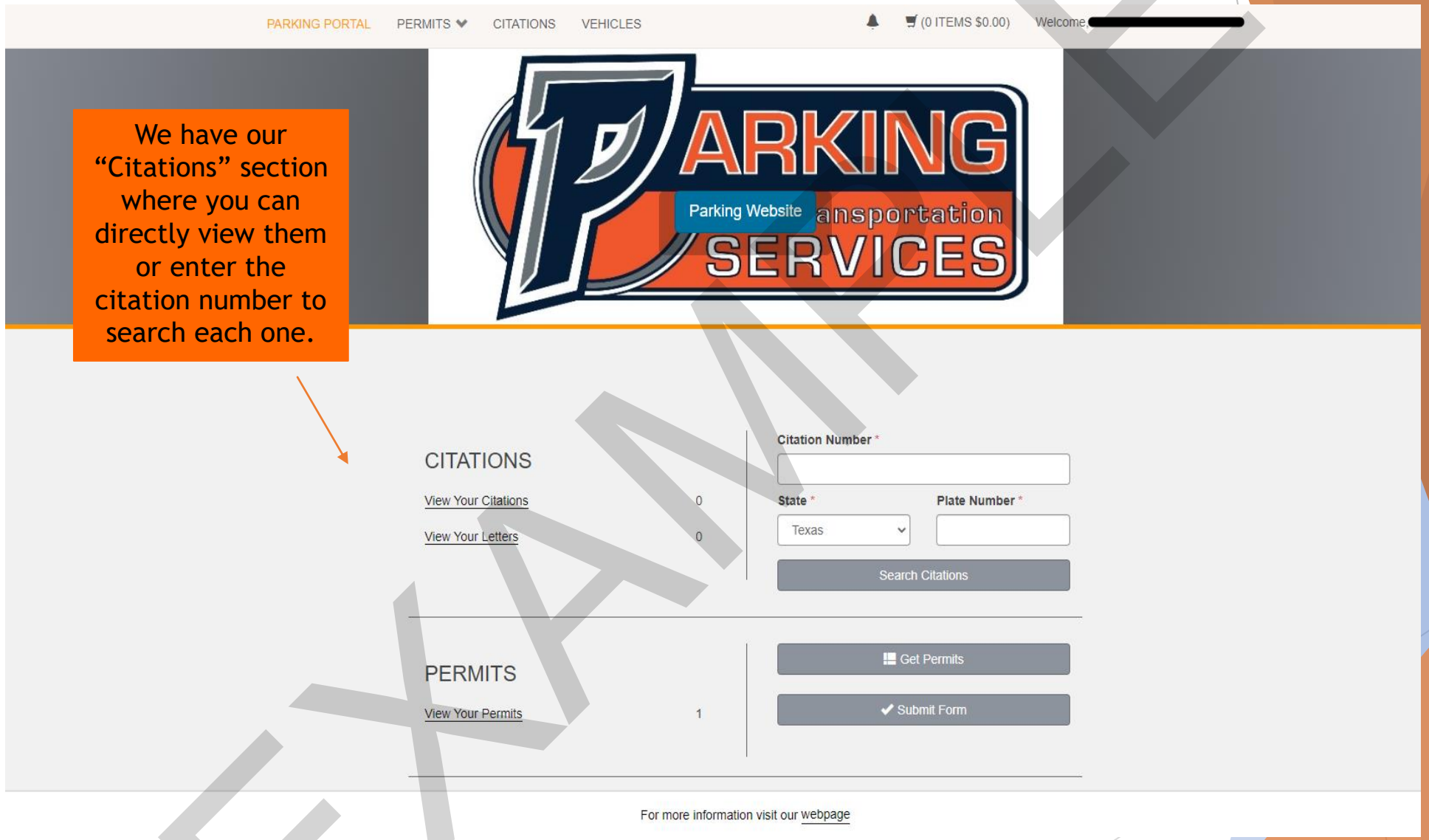
Guest Login

If you are a Non UTEP Affiliate, click here

For more information visit our webpage

EXAMPLE

We have our “Citations” section where you can directly view them or enter the citation number to search each one.



EXAMPLE

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

PARKING Transportation SERVICES

Parking Website

Note: Although you can view here your citations, to pay them it will redirect you to my.utep.edu,to select Pete's Payment Options icon. (UTEP Affiliates)

View your Parking Citations

UTEP Students, Faculty, and Staff must pay citations through Pete's Payments.
my.utep.edu

Click here to be redirected to my.utep.edu to sign in with your UTEP credentials.

Once signed in, please select the Pete's Payment Options icon (pictured below).

Pete's Payment Options

If you click on the citation number, you will be redirected to your citation details.

Guests and visitors may pay below. If you are unable to add a citation to your basket please contact the parking office at parking@utep.edu or call us at 915-747-5724

You can appeal citations here

YOUR CITATION(S) TOTAL **$30.00**

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation
17202303132	Appeal Balance Due	$30.00	06/15/2022	U36***	V-2 SUN BOWL VISITOR	This citation has already been appealed

For more information visit our webpage

EXAMPLE

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

Your Citation Details

Below are the details for your Citation.

Citation Number	17202303132
Issue Date	06/15/2022
Description	Unauthorized Parking
Location	V-2 SUN BOWL VISITOR
Balance	$30.00
Status	Appeal Balance Due
Responsible Party	[redacted]

Here you can view your citation details.

Appeals

Appeal #	Status	Type	Appeal Date	Hearing Date
35891	Pending	Online Appeal	06/23/2022	N/A

Attachments

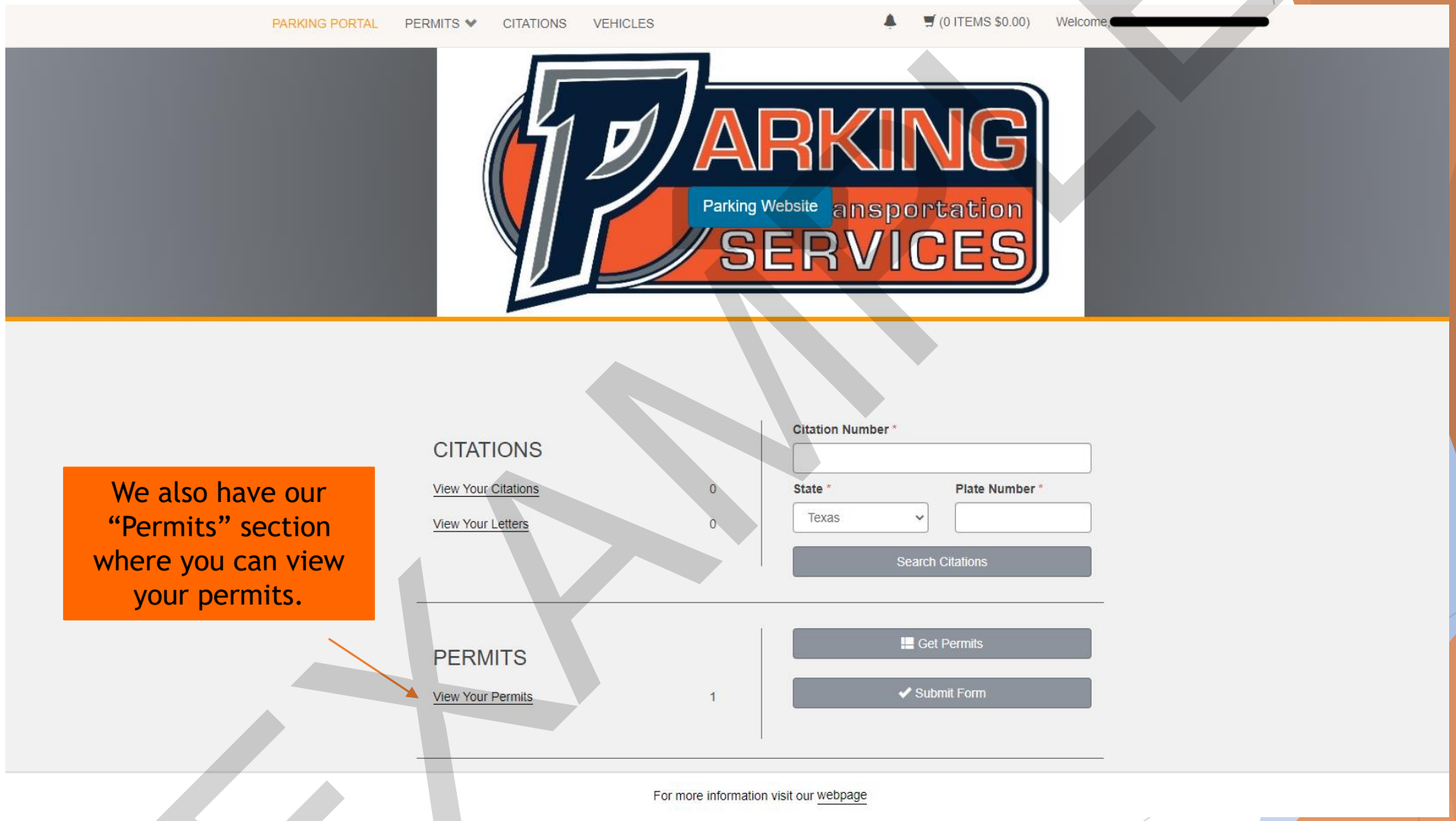
- Photo [IMG_07302021_095159_674.jpg]
- Photo [IMG_07302021_095208_678.jpg]
- Photo [IMG_07302021_095146_461.jpg]

Receipts

No receipts were found on this record.

For more information visit our webpage

EXAMPLE



We also have our "Permits" section where you can view your permits.

EXAMPLE

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

PARKING Parking Website ansportation SERVICES

If you click on “View your permits” this is what you will see.
You can also click on each permit number to see its details.

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
22XSCG0605	22PG2SCFALL - SCG Schuster Garage PG2 Student	Active	04/25/2022	08/16/2021	08/15/2022
22XHA1M008	22PMANN - HA1 Hawthorne 1 Student	Active	04/25/2022	08/16/2021	08/15/2022

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For more information visit our webpage

EXAMPLE

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

Below are the details for your Permit.

Permit Number	22XSCG0605
Type	22PG2SCFALL - SCG Schuster Garage PG2 Student
Amount Due	$0.00
Status	Active
Issue Date	04/25/2022
Effective Date	08/16/2021
Expiration Date	08/15/2022

This is how your permit details look.

Associated Vehicles

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color
U3[redacted]	Utah	AUDI	A6	Black

Associated Receipts

Receipt Number	Description	Permit Amount	Date	Payment Method
475587	Payment - Permit (22XSCG0605)	$200.00	4/25/2022 5:13:31 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

If you click here, you can link a vehicle to your permit.

EXAMPLE

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

Parking Website

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

Next >>

If you click on "Get Permits" this is what you will see. Click on next and it will take you through the process of buying a new permit.

EXAMPLE

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

Submit Form

- **Permit Return Form** -When you want to return your permit.
- **Missing/Lost/Stolen Permit Form** -When you are unable to find your permit, or it's been stolen.
- **Link Vehicle Form** -When you want to add a vehicle to your account AND have gotten an error when attempting to do this in your parking account.
  - To add a vehicle to your account, click the top VEHICLE Menu.
  - Adding a vehicle to your account does not automatically associate to your permit, make sure you link your vehicle to your permit by clicking on your current permit and selecting the "Add Vehicles to Permit" button.
- **Unlink Vehicle Form** -When you want to remove a vehicle from your account AND have gotten an error when attempting to do this in your parking account.
  - If a vehicle isassociated to a permit or has outstanding citations it will not allow you tounlink. Citations must be paid and you must unlink from any active permit(s) before removing from youraccount.
  - To remove a vehicle to your account, click the top VEHICLE Menu.
  - Select the vehicle you want to remove and click the "Delete" button.

Reason for Request

Select One *

Please check the box below.

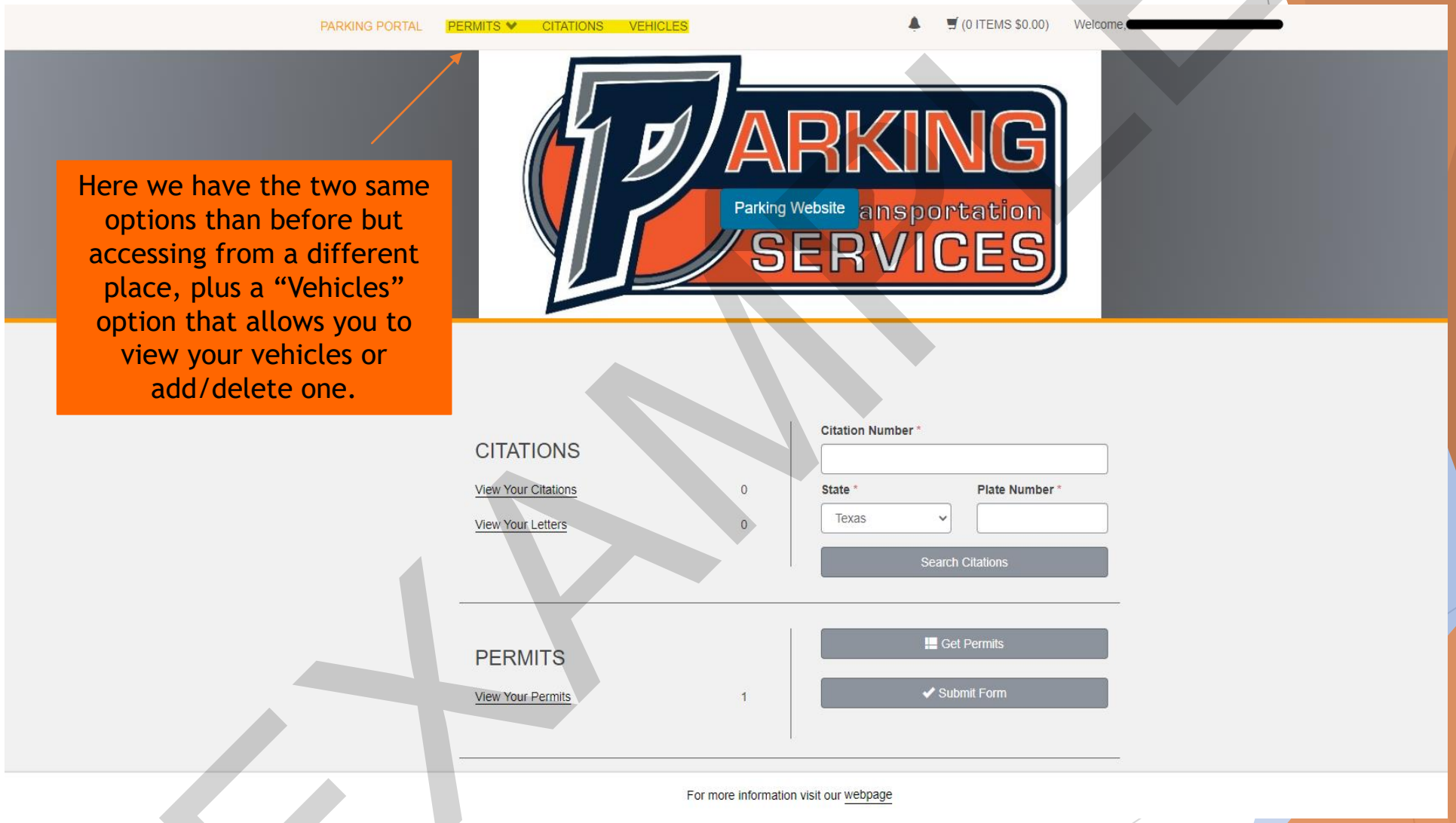
☐ **I agree to abide by all parking rules and regulations**

Next >>

If you click on "Submit Form" this is what you will see. You'll need to select a reason for your request and click next.

These forms are for permit returns, missing/stolen permits, link/unlink vehicles.

EXAMPLE



Here we have the two same options than before but accessing from a different place, plus a “Vehicles” option that allows you to view your vehicles or add/delete one.

EXAMPLE

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

PARKING Parking Website ansportation SERVICES

If you click on "Vehicles" this is what you will see.

Manage your Account Vehicles

Below is a list of the vehicles associated with your account.

To add a vehicle to your account, select the "Add Vehicle" button below.

To remove a vehicle from your account, click here and follow the instructions on the page.

Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color
Driver	U[redacted]	Utah	2016	AUDI	A6	Black

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Add Vehicle

Here you can add a vehicle.

EXAMPLE

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

Plate Number	U3[redacted]
State/Province	Utah
Relationship to Vehicle	Driver
Make	AUDI
Model	A6
Style	Four Door
Color	Black
Year	2016

If you click on the plate number, you will see the vehicle details.

Edit

Associated Permits

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
22XSC30201	22P2ANN - SC3 Schuster 3 Student	Active	07/20/2021	08/16/2021	08/15/2022
22XSCG0605	22PG2SCFALL - SCG Schuster Garage PG2 Student	Active	04/25/2022	08/16/2021	08/15/2022
22XHA1M008	22PMANN - HA1 Hawthorne 1 Student	Active	04/25/2022	08/16/2021	08/15/2022

Associated Citations

Citation Number	Status	Balance	Issue Date	Plate Number	Violation
17202303132	Appeal Balance Due	$30.00	6/15/2022	U3[redacted]T	Unauthorized Parking

EXAMPLE