Welcome to the MyParking System Instructions
There are several convenient ways for you to get to the online form to register your vehicle for parking. Before you begin the process, please have your vehicle registration in front of you. You will be entering information from this vehicle registration into the online parking form.

Step 1: Visit the MyParking System
Option 1 (for students)
- Log into the myUT portal at http://myut.utoledo.edu/
- On the Student Tab, go to the “My Toolkit” channel, then look under “My Registration Steps” for the “Request/Update Parking Permit” link. Click it.

Option 2 (for employees)
- Log into the myUT portal at http://myut.utoledo.edu/
- On the Employee Tab, go to the “My Toolkit” channel, then look under “Auxiliary Services” for the “Request/Update Parking Permit” link. Click it.

Option 3 (for anyone)
- Log directly into the MyParking website at http://myparking.utoledo.edu
Step 2: Log In
Once you are at the login page for the parking permit application, enter your university user name and password. If you have forgotten your password or have any trouble logging in, you may need to visit your account maintenance page at http://myutaccount.utoledo.edu

Step 3: Apply for a Permit
1. Click on “Apply for a Permit.
2. If you had an active permit the information would display here.
3. Confirm you are requesting a vehicle permit for appropriate time period and then click on “Next”
4. Read the entire agreement carefully and then select the “I agree” radio button
5. Click “Next”
6. Complete the permit application, be sure to double check the information you typed. If you mistype information here it will have a direct impact on whether or not you receive a ticket for not having a permit.
7. When complete click “Continue.”

Congratulations! You have registered your vehicle. If you click on the “Print Receipt” or the printer icon you will be able to print a receipt.
Other Things You Can Do
You may log back into http://myparking.utoledo.edu at any time for different reasons. For example, you can view the permit that was assigned to you, print a receipt, or register a different vehicle.

Review Your Permit Status
To review your permit status, you can click on “Home/Overview” and you will view the vehicle information you previously entered. The screen identifies the following:
- the requestor
- the vehicle information
- the date requested
- the date range in which the permit will be valid

Register a Different Vehicle
Should you need to register a different vehicle, do the following:
1. Click on “Update My Permits”, then click the “Update” button in the middle of the screen.
2. Update your license plate information and the click “Update My Permit.” You can only change your vehicle license state and plate number at this time. Changing vehicle make and model will be available in the near future.
3. You will see a confirmation that your permit has been updated. If you wish to verify the information, click on “Home/Overview.”

If you have questions pertaining to permits, please contact the Parking Services Office at 419-530-5846 or by email at parking@utoledo.edu. If you have any questions, regarding tickets or appeals, please contact the Parking Enforcement Office at 419-530-4100 or visiting their website at http://www.utoledo.edu/parking/parkingenforcement.

If you are having technical issues, please contact The Help Desk at:
- Phone: 419-530-2400 or 419-383-2400
- Email: ITHELPDESK@utoledo.edu
- Online: http://support.utoledo.edu
- Walk-in:
  - Main Campus – Information Commons, Carlson Library
  - HSC – Information Technology Office, Dowling Hall Room 025