

How to Update your vehicles and Purchase a Faculty/Staff Permit Online

1. Visit the Old Dominion University parking portal at www.odu.edu/parking
2. Click on “Purchase a Permit”

Department of Transportation & Parking Services

University Life > Transportation & Parking Services

Welcome to the Department of Transportation and Parking Services (TPS) website! Our mission is to provide high quality, dynamic transportation and parking services to the Monarch community. Remember these 3 simple tips to have the best experience while getting to and around campus:

1. **ALWAYS use a permit or meter to park on campus**
Everyone, including visitors, **MUST** either display a parking permit or pay a meter to park on campus. There are **NO** exceptions.
2. **Use online services to avoid waiting in line**
The **ODU Parking Portal** is your online system for purchasing and managing parking permits, or for appealing citations, and more.
3. **Know your parking and transportation options**
Do you know where to park during peak hours, or what free transit programs are available? Stay informed by referencing our website and [contacting us](#) with any questions.

PAY/APEAL CITATION **PURCHASE A PERMIT** **CAMPUS PARKING MAP** **PARKING REGULATIONS**

! NOTICE !
ALL on-campus parking requires a Permit or Meter payment

Contact
Transportation & Parking Services
4310 Elkhorn Ave.
Norfolk, VA 23508
757-683-4004 (office)
757-683-3194 (fax)

3. Click on “Get Permits”

Old Dominion University Parking Portal

Welcome! Use your ODU Parking Portal to purchase permits, update your account information and pay outstanding citations.

CITATIONS

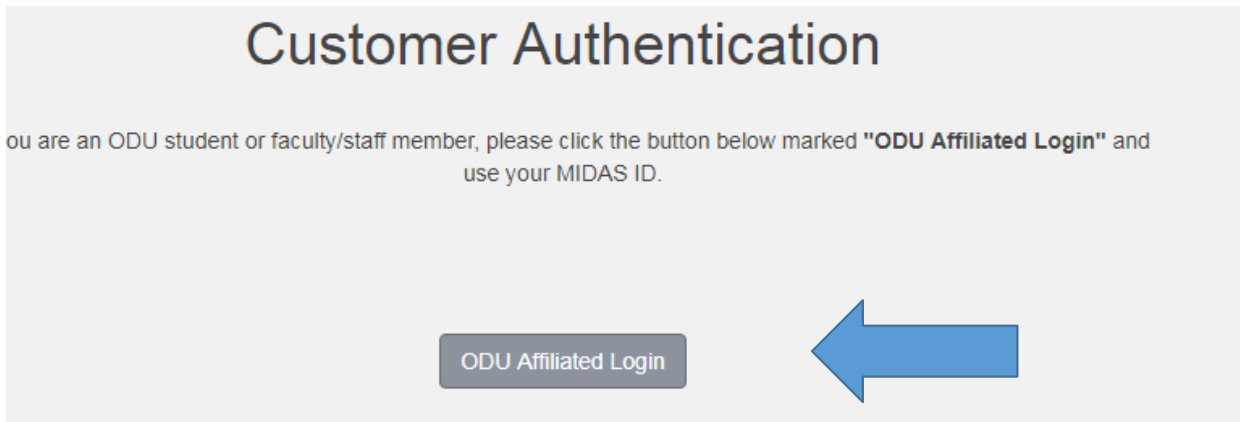
Citation Number

-OR-

State Plate Number

PERMITS

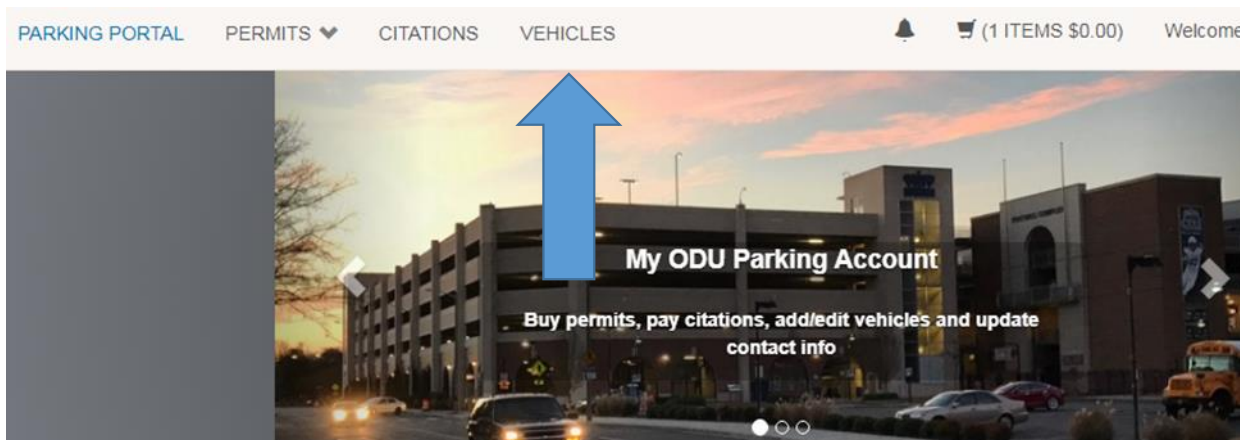
4. Click on "ODU Affiliated Login"



5. Enter your Midas ID and Password. You are now logged into your ODU parking account and are automatically directed to the purchase a permit page. If you need to add or update your vehicles, please do so first, prior to purchasing your permit, using the following steps.

If you do not need to update or add vehicle please skip to step 10

6. Click on "Vehicles" at the top of the page.




- From this page you can add any new vehicles to your account. This is also where you can add any rental vehicles should you have them.

Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to your record, select the "Add Vehicle" button below. After adding a new vehicle, please check the permit tab at the top of the page to ensure the new vehicle is linked to your current permit.

Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Driver	ODU1234	VIRGINIA	2017	Toyota	Camry	Gray	
Driver	ODU1234	VIRGINIA	2009	Toyota	RAV4	Silver	
Driver	ODU1234	VIRGINIA	2014	Chevrolet	Suburban	Gold	

1

Add Vehicle

- Enter your new vehicle information and click "Next." All fields are required.

Register Vehicle

Please enter the details for the vehicle and then click Next.

Plate Number

Plate Number (confirm)

State/Province

Year (Vehicle)

Make

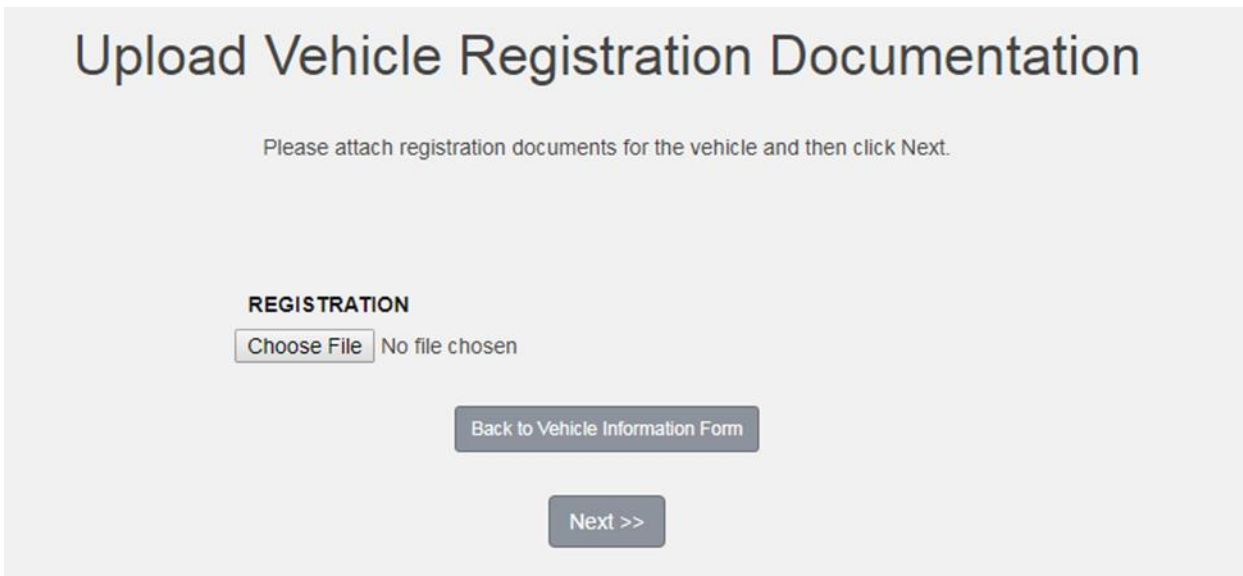
Model

Color

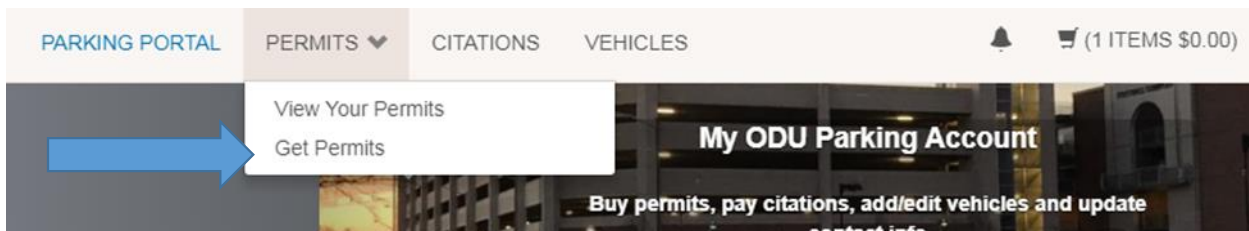
Style

Next >>

9. Upload a copy of your vehicle registration. This information is used for license plate verification. Then click "Next."



10. Your vehicle is now loaded in the system and you are ready to purchase your new permit. Click on "Permits" at the top of the page. Choose "Get Permits."



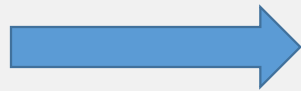
11. When purchasing a permit, please note you will be able to print a temporary permit after you have completed your transaction.

Purchase a Permit

ACCESS GRANTED:

You have been successfully authorized to purchase a permit.

After you purchase your permit online, please print your temporary permit from the link provided and display it in your vehicle until your permanent permit arrives in the mail.



Next >>

12. Chose the permit type that you wish to purchase. Please note that a “Temporary Printable Permit” will also show up as a choice. This temporary permit can be purchased for one or more days and be printed in advance if you have visitors coming to campus or need to have more than one vehicle on campus at a time. Check the box stating that you agree to the ODU Transportation & Parking Services parking regulations. Then click “Next.”

Select Permit and Permit Agreement

Select the permit you wish to purchase (if applicable).
Read the permit agreement and check the confirmation box.
Click the "Next >>" button.

***Accessible Parking on Campus:** Bring your DMV-issued Accessible Parking registration card to the office, and we will provide you an Accessible Parking sticker for your permit.

***Fall Commuter Permits:** Commuter permits are valid in Lot 1, Lot 11, Lot 16, Lot 47, Lot 58 and Garage A, Garage C, and Garage D (some restrictions apply).

***Fall Perimeter Permits:** Perimeter permits are valid in Lot 42 and 43 on the west side of Powhatan Avenue.

***Fall Evening Permits:** Evening permits are only valid after 3:45 pm* and many faculty/staff evening lots.

***Fall Resident Permits** are valid in all Resident, Quad and Village lots.*

***Fall HEC Permits** are valid only at VBHEC.*

*Reference the campus map for specific parking locations (ODU Transportation & Parking homepage)

Select	Quantity	Permit Fee	Permit Description
<input checked="" type="radio"/>	1	\$540.00	18/19 FACULTY / STAFF
<input type="radio"/>	1	\$7.00 / day	Temporary Printable Permit

PERMIT AGREEMENT:

I agree to abide by the rules and regulations outlined in the ODU Transportation & Parking Services' Motor Vehicle and Parking Regulations. ODU Transportation & Parking rules and regulations can be found on our Internet homepage. (www.odu.edu/parking)

I have read and understand the above statements

Next >>


13. Choose the Vehicles that you wish to be associated with your permit. You must have at least 1 vehicle associated with your permit, but you can have up to 3. When you have chosen your vehicles click "Next."

Select your Vehicles for Permit Association

You can choose up to 3 vehicle(s).
If no vehicles are displayed, click the "Add Vehicle" button.

When finished adding/selecting vehicles, click the "Next" >> button.

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	VIRGINIA	ODU1234	2017	Toyota	Camry	Gray
<input type="checkbox"/>	VIRGINIA	ODU1234	2014	Chevrolet	Suburban	Gold
<input type="checkbox"/>	VIRGINIA	ODU1234	1991	Ferrari	550	Red
<input type="checkbox"/>	VIRGINIA	ODU1234	2009	Toyota	RAV4	Silver



14. Choose the mailing address for your permit as the delivery option and verify that your email is correct.

Select Other Permit Information

Complete the information below by selecting and populating the required fields.
If fields are blank, click the "Add" button and input the missing elements.
Once all fields have been completed, click Next >>


Delivery Option

Select One *

Email

Select One *

* indicates a required field



15. Choose your payment method using the drop down box. Choices will include Payroll Deduction, Visa, Master Card, and Discover. After you make your choice, click “Pay Now.”

View Cart

Review your order and select your method of payment.
If you wish to utilize payroll deduction, please select it from the drop down box below.
Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	18/19 FACULTY / STAFF [19FS00[] view details	\$540.00	Remove

Due Now: \$540.00

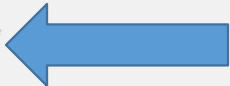
Select Payment Method

Payroll Deduction▼*

[Cancel Purchase](#)

Checkout

[Pay Now](#)



16. Verify the information regarding payroll deduction and confirm the last 4 digits of your UIN#. Then click "Next."

Payroll Authorization and Information Page

There are two plans available based on eligibility: Post-tax 24 deduction plan and the Post-tax 16 deduction plan.

24 Payment Post-tax Deduction Plan

RENEWAL OR NEW PLAN: You must be teaching /research faculty on 24 pays, AP Faculty on 24 pays or a classified staff member on 24 pays to be eligible for post-tax parking. The 24 post-tax payroll deduction plan for F/S permit or reserved space owners will be withdrawn over 24 pay periods. The first payroll deduction will commence on October 16, 2018.

16 Payment Post-Tax Deduction Plan:

RENEWAL OR NEW PLAN: The 16 post-tax payroll deduction plan for F/S will be withdrawn over 16 pay periods. The first payroll deduction will commence on October 16, 2018.

If you choose payroll deduction, you agree to the following:

- I understand Old Dominion University will reduce my salary each semi-monthly pay period by the fee specified for University Parking in the F/S payment options permit fee chart (www.odu.edu/parking)
- I understand Old Dominion University will forward the amount of the reduction to Transportation and Parking Services(TPS) on a semi-monthly basis.
- This Post-Tax Salary Reduction Agreement will remain in effect until I complete another salary reduction agreement, a new permit period has begun, or I notify TPS of any changes and/or cancellation.
- If you leave the University before payroll deduction is complete the permit must be returned or the uncollected balance will be deducted from your final paycheck.

Please enter the last 4 digits of your UIN # and select "Next >>" to confirm. Otherwise, close the browser and your transaction will be cancelled.

Last 4 digits of UIN#

Next >>

17. Please confirm that the correct permit is in your cart and check the box that you have read and understood the conditions of your permit purchase.

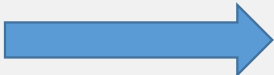
Payment Information


Qty	Type	Description	Amount	Actions
1	Permit	18/19 FACULTY / STAFF [19FS00C .] view details	\$540.00	Remove

Due Now: \$540.00

If you agree to the terms and conditions for payroll deduction, check the box below and select your appropriate payroll deduction plan. Then, click "Pay Now" only once to finalize your transaction. Wait for processing as the next page generated will be your receipt.

Payroll Deduction Terms and Conditions:
I authorize a payroll deduction for the purpose of paying for the total cost of my parking permit and/or reserved space until paid in full.

 I have read and understand the above statements.

 [Pay Now](#)

18. You will receive a payment receipt showing your purchased permits. Please click on "Print Temporary Permit" to get a printable 15 day temporary permit to display in your vehicle until your new permit arrives in

Payment Receipt

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

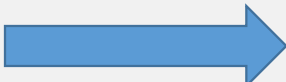
Purchased Items


Qty	Type	Description	Amount
1	Permit	18/19 FACULTY / STAFF [19FS00C .] view details	\$540.00

Total Paid: \$540.00

Transaction Summary

CC Receipt Number PAYROLL DEDUCTION
Payment Method Payroll Deduction
Payment Date 08/30/2018 12:32:15

 [Logout](#)




19. After purchasing your permit, you will receive an email confirming your permit purchase. This email will also contain a link from which you can print your 15 day temporary permit. Your permit should arrive via the US Mail within 5-7 business days.


Please keep this email for your records.

Date: 08/30/2018 12:32:15
Payment Method: Payroll Deduction
Receipt Number: PAYROLL DEDUCTION
Total: \$540.00
Basket Number: 1317621

Items purchased:
\$540.00 - 18/19 FACULTY / STAFF [19FS00C _] [Print Temporary Permit](#)
Valid for dates: 10/16/2018 - 10/05/2019
Item will be mailed to:
123 ANYWHERE STREET
NORFOLK, VA 23529
Valid for vehicles:
ODU1234, 2014, Toyota
ODU, 2011, Honda
Valid for facilities: FACULTY



SAMPLE PERMIT

Transportation and Parking Services	 Customer UID (.....)
PERMIT NUMBER: 19FS000	
EXPIRES: 9/14/2018 12:32:11PM	
Vehicle License Plate Number: V.....4	
Vehicle Make: Toyota	
Vehicle Color: Burgundy	
Please print and place on your dashboard. This temporary permit is valid for 15 days. If you do not receive your permit within 15 days, please contact Transportation and Parking Services @ (757) 683-4004, regarding a replacement permit.	
