

Step 1:

The screenshot shows a web browser window displaying the Virginia Tech Parking and Transportation website. The browser's address bar shows the URL `parking.vt.edu`. The website's header features the Virginia Tech logo and the text "PARKING AND TRANSPORTATION". A search bar is located in the top right corner. A navigation menu is visible, with the "Permits" link highlighted by a yellow circle. A dropdown menu is open under "Permits", showing options for "Pricing" and "Commuter Alternatives Program".

The main content area features a large banner with the text "CAMPUS to CAMPUS / BLACKSBURG NATIONAL CAPITAL REGION / BUS". Below this banner is a video player with the title "Community asked to test new bus service from Blacksburg to Arlington and provide feedback". The video player includes navigation controls and a progress bar.

At the bottom of the page, there is a text box containing the following information: "Virginia Tech has more than 16,400 parking spaces, a motorist assistance program, a fleet of approximately 300 vehicles, and a robust and award-winning alternative transportation". To the right of this text is a weather widget showing a temperature of 74°F and a partly cloudy sky.

Step 2:

The screenshot shows a web browser window displaying the Virginia Tech Parking and Transportation website. The browser's address bar shows the URL parking.vt.edu/permits.html. The website header features the Virginia Tech logo and the text "PARKING AND TRANSPORTATION". A navigation menu includes links for "Quicklinks", "About", "Parking", "Permits", "Citations", "Alternative Transportation", and "Fleet Services". The "Permits" link is highlighted. The main content area is titled "Permits" and contains a yellow box with the heading "2017-18 parking permits on sale" and the text: "Parking permits for the 2017-18 year will be available for purchase beginning July 5. Current permits for 2016-17 expire Aug. 12 (faculty/staff)/ Aug. 18 (students)." Below this, it states: "Parking permits are required on campus between 7 a.m. and 5 p.m., Monday through Friday, unless otherwise signed." and "Permits are not required after 5 p.m. or on weekends, except in the following lots:" followed by a list of lots: Owens, Hahn Hurst, Basketball Practice Facility Extension, Pamplin, 417 Clay Street (Old Cranwell Lot), and Dietrick. It also notes: "Additionally, parking around the Drillfield is restricted from 5-8 p.m. Monday through Friday and is reserved for those with a valid faculty/staff and/or graduate student parking permit." and "The university's parking regulations are in effect 24 hours a day, seven days a week, including when classes are not in session." The section "Purchasing a Permit" is highlighted with a green circle, and the text below it says: "Permits may be purchased [online](#) or at the Office of Parking and Transportation. Permits may be purchased annually, for a semester at a time, or on a daily basis, depending on a number of". On the right side, there are sections for "Pricing", "Commuter Alternatives Program", "Contact" (with address: 605 Research Center Drive, Blacksburg, VA 24061 (0540)), "Phone" (540-231-3200, 540-231-3027 (fax)), "Email" (parking@vt.edu), "Follow Us" (Twitter, Facebook), and "Purchasing a Parking Permit" (Students and employees may purchase permits and pay/appeal citations online at any time...).

File Edit View History Bookmarks Tools Help

Permits | Parking and Tran... x +

parking.vt.edu/permits.html

Search

VirginiaTech
Invent the Future®

PARKING AND TRANSPORTATION

Search...

Quicklinks About Parking Permits Citations Alternative Transportation Fleet Services

Parking and Transportation

Permits

2017-18 parking permits on sale

Parking permits for the 2017-18 year will be available for purchase beginning July 5. Current permits for 2016-17 expire Aug. 12 (faculty/staff)/ Aug. 18 (students).

Parking permits are required on campus between 7 a.m. and 5 p.m., Monday through Friday, unless otherwise signed.

Permits are not required after 5 p.m. or on weekends, except in the following lots:

- > Owens
- > Hahn Hurst
- > Basketball Practice Facility Extension
- > Pamplin
- > 417 Clay Street (Old Cranwell Lot)
- > Dietrick

Additionally, parking around the Drillfield is restricted from 5-8 p.m. Monday through Friday and is reserved for those with a valid faculty/staff and/or graduate student parking permit.

The university's parking regulations are in effect 24 hours a day, seven days a week, including when classes are not in session.

Purchasing a Permit

Permits may be purchased [online](#) or at the Office of Parking and Transportation. Permits may be purchased annually, for a semester at a time, or on a daily basis, depending on a number of

Pricing

Commuter Alternatives Program

Contact

Parking and Transportation
605 Research Center Drive
Blacksburg, VA 24061 (0540)

Phone
540-231-3200
540-231-3027 (fax)

Email
parking@vt.edu

Follow Us
Twitter
Facebook

Purchasing a Parking Permit

Students and employees may purchase permits and pay/appeal citations online at any time...

[https://pay-parking.vt.edu/cm/auth.aspx](https://pay-parking.vt.edu/cm//auth.aspx)

Step 3: You should login using two-factor identification. If you have trouble logging in, make sure your two-factor login information specifies a primary device.

File Edit View History Bookmarks Tools Help

Virginia Tech - Customer A... x +

https://pay.parking.vt.edu/cmn/auth.aspx

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

If you want to appeal a citation and you do not have a Virginia Tech PID you need to [create a guest account](#).

If you have previously created a **guest account** you may [log in here](#).

Guest accounts are not eligible for permit purchase. The faculty, staff or student PID and password must be entered to purchase a permit.

Return and Refund Policy is located here http://parking.vt.edu/content/dam/parking_vt.edu/parking-operational-manual.pdf

Privacy Statement <http://www.vt.edu/about/privacy.html>

Virginia Tech Parking and Transportation
Mail code: (0540)
605 Research Center Dr.
Blacksburg, VA 24061-0540
Phone: 540-231-3200
Fax: 540-231-3027
Email: parking@vt.edu

Shipping Method For Permit;
Standard - 7-10 business days
Includes 1 day for processing and 6-10 days for transit
Currency of transaction is in U.S. dollars

2FA is now enabled. You should receive DUO push or Call by default from the DUO system to complete the login process.

VT PID

Password

* indicates a required field

Log In

Step 4:

The screenshot shows a web browser window displaying the Virginia Tech Parking Portal. The browser's address bar shows the URL <https://pay.parking.vt.edu/Account/Portal>. The website's navigation menu includes 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. A dropdown menu is open under 'PERMITS', with 'View Your Permits' and 'Get Permits' options. The 'Get Permits' option is circled in green. The main content area features a large banner for 'Manage Parking Account' with a 'Manage Account' button. Below the banner, the page title is 'Virginia Tech Parking Services - Parking Portal'. A welcome message reads: 'Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.' The section 'Purchasing a 2017-18 Parking Permit' contains instructions: 'To purchase a parking permit online, you must have previously enrolled in 2-Factor Authentication and selected a "default device". You can confirm that you have selected a "default device" by logging into www.my.vt.edu and confirming that one of the numbers listed by "device" at the top of the screen has a check mark beside it. If you have not enrolled or need additional help with the 2-Factor Authentication process enrolled contact 4HELP at 540-231-4357.' The 'CITATIONS' sidebar on the left lists 'View Your Citations' (0), 'View Your Appeals' (0), and 'View Your Letters' (0). The 'CITATIONS' form includes a 'Citation Number' input field, a '-OR-' separator, and 'State' and 'Plate Number' input fields. The 'State' dropdown is set to 'VIRGINIA'. A 'Search Citations' button is located below the form. At the bottom of the page, a 'Get Permits' button is visible.

File Edit View History Bookmarks Tools Help

Virginia Tech - Virginia Tec... x +

https://pay.parking.vt.edu/Account/Portal

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

View Your Permits
Get Permits

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

Virginia Tech Parking Services - Parking Portal

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

Purchasing a 2017-18 Parking Permit

To purchase a parking permit online, you must have previously enrolled in [2-Factor Authentication](#) and selected a "default device". You can confirm that you have selected a "default device" by logging into www.my.vt.edu and confirming that one of the numbers listed by "device" at the top of the screen has a check mark beside it. If you have not enrolled or need additional help with the 2-Factor Authentication process enrolled contact 4HELP at 540-231-4357.

CITATIONS

[View Your Citations](#) 0

[View Your Appeals](#) 0

[View Your Letters](#) 0

Citation Number

-OR-

State Plate Number

VIRGINIA

Search Citations

PERMITS

Get Permits

<https://pay.parking.vt.edu/per/index.aspx>

Step 5:

File Edit View History Bookmarks Tools Help

Virginia Tech - Select Perm... x +

https://pay.parking.vt.edu/per/selectpermit.aspx

PARKING PORTAL PERMITS CITATIONS VEHICLES

(0 ITEMS \$0.00) Welcome,

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

Only Yearly and Semester hangtags are available to purchase on-line. All other permit types must be purchased at the Parking Services office.

| Select | Quantity | Permit Fee | Permit Description | Permit Effective | Permit Expires |
|-----------------------|----------|------------|----------------------------------|------------------|----------------|
| <input type="radio"/> | 1 | \$0.00 | BIKE WEB / BIKE WEB | 07/01/2017 | 08/31/2021 |
| <input type="radio"/> | 1 | \$179.00 | F/S Fall Semester Hangtag 17 Web | 08/12/2017 | 12/31/2017 |
| <input type="radio"/> | 1 | \$91.00 | FSU17 / F/S Summer Hangtag 17 | 05/01/2017 | 08/11/2017 |
| <input type="radio"/> | 1 | \$312.00 | FY18 WEB / FS Year Hangtag 18 | 08/12/2017 | 08/31/2018 |

I understand that I am responsible for obtaining and familiarizing myself with Virginia Tech's Parking Rules & Regulations, and by checking the checkbox below agree to abide by them. I also understand that I am responsible for any fines or fees associated with this permit or the vehicle to which it is attached, and that non-payment of any fines or fees could result in the immobilization or towing of my vehicle and/or deactivation of my permit.

Please Note: if you are working at the Northern Virginia Center, please notify Phil Skomra - pskomra@vt.edu and/or Barbara Barrell - bbarrell@vt.edu that you have purchased a current permit to keep your

Step 6: A new vehicle must be created to properly register a bicycle.

The screenshot shows a web browser window with the URL <https://pay.parking.vt.edu/per/selectvehicle.aspx>. The page header includes navigation links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES, along with a shopping cart icon showing 0 items for \$0.00 and a 'Welcome,' message.

The main content area features a banner for 'Manage Parking Account' with the subtext 'Easily manage your parking account from one location.' Below this is a 'Manage Account' button.

A light blue information box states: 'You may select between 1 and 8 vehicles for this permit.'

Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. Please contact Parking Services at parking@vt.edu to remove vehicles that you no longer own. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

| Select | State | Plate Number | Year | Make | Model | Color |
|--------|-------|--------------|------|------|-------|-------|
|--------|-------|--------------|------|------|-------|-------|

At the bottom of the page, there are two buttons: 'Add Vehicle' (circled in green) and 'Next >>'.

Step 7: When filling out this form, make sure to have the correct serial number on the bicycle being registered. The field "Plate Number/SN" is where you should put the serial number from the bicycle. For the "State/Province" field, you should select "Bicycle Use." The more information that is provided the better, but all other fields are optional. DO NOT fill in the field labeled "VIN."

File Edit View History Bookmarks Tools Help

T2 eBusiness

https://pay.parking.vt.edu/cmnn/addvehicle.aspx

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

For temporary tags, enter only the numbers, without a 'TEMP' prefix.

For Those who adding a Bicycle, please type the Serial Number of the bicycle you are adding in the License Plate/SN area.

If you need to see where your S/N will be, please look [here](#) and it will be at the bottom of the page.

Plate Number/SN

State/Province

Bicycle Use

Year

Vehicle/Bicycle Make

Select One

Vehicle/Bicycle Model

Select Make First

Color

Select One

Style

Select One

VIN

leave blank

Next >>

Step 8: The field "Pay.Parking Notes" should be filled in with "na."



Register Additional Vehicle - Step 2 of 2

Please enter the details for your new vehicle and then click Submit.

Pay.Parking Notes:

[Back to Vehicle Information Form](#)

[Next >>](#)

Step 9: Select the Bicycle you have just entered and click the next button.

File Edit View History Bookmarks Tools Help

Virginia Tech - Select your ... x +

https://pay.parking.vt.edu/per/selectvehicle.aspx

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

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

i You may select between 1 and 8 vehicles for this permit.

Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. Please contact Parking Services at parking@vt.edu to remove vehicles that you no longer own. 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"/> | | Bicycle Use | BK | | BICYCLE | Gold |

Add Vehicle

Next >>

Step 10: If the website will not allow you to select your Virginia Tech email, a primary email must be registered with Parking Services. This can be done online, and the process will not restart if you leave this page. You may also need to do this with your local address. If you live in a dorm, be sure to include your room number and ask your resident advisor if you are unsure of your mailing address.



Select Other Permit Information

Select the information below and click Next >>

Delivery Option

Select One * Add

Email Status To

* Add

* indicates a required field

Next >>

Step 11: The checkout will not ask for payment information or charge you.

File Edit View History Bookmarks Tools Help

T2 eBusiness x +

https://pay.parking.vt.edu/crt/view.aspx

SEARCH

PARKING PORTAL PERMITS CITATIONS VEHICLES (1 ITEMS \$0.00) Welcome,

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

View Cart

Below are the items in your cart. If this is correct, click Pay Now to pay with Visa or Mastercard or select alternate payment method if it is available for your customer group. You may add additional items to your cart as linked above. If you wish to cancel this transaction and clear your cart, click the Abandon link. Please Note, Currency of transaction is in U.S. dollars

| Qty | Type | Description | Amount | Actions |
|-----|--------|--|--------|------------------------|
| 1 | Permit | BIKE WEB / BIKE WEB [18BIKE0007] (07/01/2017 - 08/31/2021) view details | \$0.00 | Remove |

Due Now: \$0.00

[Cancel Purchase](#) [Add Permits](#)

Checkout

Email Address

email of choice here

[Pay Now](#)