Purchasing your permit online can be quick with the added benefit of having it mailed directly to you if you are a commuter student. Follow these steps to purchase your student-parking permit.

1) Log on to your MyFSU account and select Student at the top.

2) Then from the Student Tab select Life@FSU icon.

3) On the right hand side of the screen under the Parking Information box click on MyParking.
4) Now you will be in the MyParking Portal. Select the Manage Account button. It will bring you to your account to verify your information before purchasing your permit. You will see your specific information including your address, emails, and telephone numbers. **Verify that all of this is correct BEFORE purchasing your permit.** This will ensure that your permit will go to the address you wish to receive it. The steps for changing your address are under Account Information.

5) Once you have verified everything is correct, you can either click on the Parking Portal, which will take you to the main portal account. From there you can select Get Permits on the bottom right corner. Alternatively, from the top, click the down arrow on Permits and select Get Permits. From both screens, you are able to view which permits you already have attached to your account.

6) Now you will verify your driver’s license number is correct or enter it in. Follow the instructions you see on the screen. Then select the Next button.
7) From this screen, you will see the permits that are available for you to purchase. It is important to note the permits go **on sale at midnight for that day**. Check that you have read the statements and click next.

** For the best available spot, please purchase your permit as soon as possible. When the lot has filled up, it will no longer be displayed on the screen. Chose the first lot listed as the closest available remaining lot. **If a spot opens up, the Parking Office will notify you.** The movement into that lot is based on when you purchased your permit. I.E. “First come, first served.” Lot moves are done after semester housing check outs are completed and processed.

8) Select the vehicle or add a new vehicle in. The plate number **MUST** be correct. Then click next.

9) On the final screen you should see the permit you are purchasing, the amount, the expiration date, and how you would like to pay. **It is important to select the down arrow to see the different ways that are available to pay.** Then click Complete Transaction.

**If you qualify for Stay-On-Housing select Stay On as your payment method. This will not charge it to your student account or a credit card. If it shows up on your student account, the Housing Office should refund you. Do not enter any credit card information and be sure your transaction is complete by having nothing remaining in the cart. If you do not get a receipt, your purchase **DID NOT** complete. You **DO NOT** have your permit.**