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) Then select the Campus Safety and Parking icon.

4) On the left hand side of the screen, there will be a My Parking section. Make sure that you have all the following listed in the bullet points before selecting MyParking. This will ensure purchasing of your permit will go more quickly and accurately.
5) 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.

6) 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.

7) 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.
8) 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**. This means for the 20/21 school year at midnight on July 6th, 2020 commuter and apartment permits are on sale. For Residence Halls, it is at midnight on August 3rd. 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. We only sell the allotted amount of spots for each lot. Once the lot is filled, it is unlikely to get a spot in that lot. **The parking office will notify you if a spot opens up, and movement to that lot is based on when you purchased your permit.** I.E. If you bought yours on August 5th and someone else bought theirs on August 6th, you would be more likely to move first. Lot moves are done after semester housing check outs are completed and processed.

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

10) 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.**