

Permit Purchase Guide

A Step-By-Step Guide for Purchasing Your Parking Permit

Visitor /
Guest
Parking

Step 1: Navigate to www.utrgv.edu/myparking.

Step 2: Once there, scroll down and click on “Get Permits”.

Step 3: Click on the “Guest Login” button.

Step 4: Enter your email and contact information. Then click on the “Create Account” button.

Step 5: Click on the “Next >>” button.

Step 5: Log in using your guest account credentials. Click on the “Next >>” button.

Step 6: The next page will show the types of permits available for purchase.

Step 7: Select the permit you wish to purchase and, after clicking on the terms and conditions, click the “Next >>” button.

Step 8: Select the date(s) you need the permit for. Click the “Next >>” button.

Step 9: Add a vehicle that you want to use with your permit. A vehicle is required with the purchase of a parking permit click the “Next>>” button. You will have the option of adding insurance information. You may skip this

Step 10: View your cart and check your cart amount. If everything looks okay, select “Pay Now”. You will be taken to the payment page. Fill in your information and then select “Pay Now”. Once the transaction is complete a confirmation of payment receipt can be printed for your records. An email with copy of your receipt will be sent to you as well.

Step 11: Click on “Print Permit” to print your permit and display it on your dashboard with the barcode facing outward. More information regarding validation of your permit and where you can park can be found printed on the permit.

For questions, call us at 956.665.2738 (Edinburg) or 956.882.7051 (Brownsville).
Or email (slower response time): parking@utrgv.edu