

Permit Purchase Guide

The University of Texas
Rio Grande Valley
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Parking & Transportation

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

**University-
Affiliated
Parking**

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

Step 2: Click on “Get Permits” then on the “Student/Employee Log In” button.

Step 3: Sign in with your UTRGV email and password. Then click the “Sign in” button.

Step 4: Select the campus you will spend most of your time at. Click on the “Next >>” button.

Step 5: Select the permit you wish to purchase and, after clicking on the terms and conditions, click the “Next>>” button.

Step 6: Select or add a vehicle that you want to use with your permit. A vehicle license plate number is required (maximum of 2 vehicles) with the purchase of a parking permit, click the “Next>>” button.

Step 7: Review your order and select your method of payment, if only one payment method is available, your payment information is selected automatically. Student permit charges are moved to Student Account. Employees can pay through Payroll Deduction or credit card if not eligible for Payroll Deduction. click the “Pay Now” button.

Step 8: View your payment information to make sure everything looks correct, verify the “Due Now” amount and if everything looks accurate click on the “Pay Now” button. Do not hit the back button. Once the transaction is complete a confirmation of payment receipt can be printed for your records. An email with a copy of your receipt will be sent to you as well.

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