Permit Purchase Guide

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

Visitor / Guest Parking

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

Step 2: Click on "SIGNUP" on the top right corner of the navigation bar.

Step 3: Enter your email and contact information. Then click on the "Create Account" button.

Step 4: Once account is created click on "Manage Account".

Step 5: Click on Guest Login

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

Step 6: Click on "PERMITS" on upper-left navigation bar then select "Get Permits"

Step 7: Select the campus you intend to visist.

Step 8: Select the permit you wish to purchase and, after clicking on the terms and conditions, click the "Next >>" button.

Step 9: Select the date(s) you need the permit for. Click the "Next >>" button.

Step 10: 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 11: 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.

NOTE: A virtual permit is a digital parking permit linked to your vehicle's license plate number. Instead of displaying a physical sticker or hangtag on your car, your license plate is used to verify parking privileges.

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