

What Steps Do You Need to Take?

2018	Parking Permit Holders (Daily, Monthly and Long-Term Permits)	Commute Club Members	Departments
Refer to our "How To" Guide for step-by-step instructions on using the new system.			
September Onwards	<ul style="list-style-type: none"> As of Sept. 1, purchase a virtual permit online. Almost all physical parking permits will no longer be valid except for certain exceptions <ul style="list-style-type: none"> Previously purchased daily "scratcher" permits will remain valid through their expiration dates. SH and Emeritus permits will continue to use their current permits until they expire on Dec. 31, 2018. If a new permit is needed, contact or come to the P&TS office Physical department "scratcher" permits will be valid through Dec. 31 or their expiration dates. Departments will continue to purchase physical permits at the P&TS office through Aug. 31, 2019. Confirm and update vehicle information for all vehicles you may want to park on campus. Ensure you enter your license plate(s) correctly when purchasing a permit. Taking a photo with a smartphone could help. 	<ul style="list-style-type: none"> Log in to the new portal on the P&TS site to join the Commute Club and re-confirm or manage your membership in the new system. If you need daily parking permits, enter license plate and vehicle information and manage parking permit purchases in the new system. Previously purchased daily "scratcher" permits will remain valid through their expiration dates. New and returning members: Cancel your parking permit, if you have one, then join the Commute Club through the new system. Carpool and vanpool members: Start or join a carpool or vanpool online and manage your carpool/vanpool membership. Multiple vehicles can be entered in the system. Carpool/vanpool members do not need to remove their vehicle information from a carpool permit when purchasing daily permits. If a carpool member buys a daily permit for that day, you will need to link the vehicle to the daily permit. Re-confirm your membership status. Your membership will be ongoing. Remember to re-enroll in Commute Club, if you become temporarily ineligible or plan to go in and out of the Commute Club throughout the year. Retroactive Commute Club enrollment is not available in the new system as of late June. 	<ul style="list-style-type: none"> Departments will continue to purchase physical permits at the P&TS office through Aug. 31, 2019. Physical department "scratcher" permits will be valid through Dec. 31 or their expiration dates. Confirm or update department contact information as needed. Contact P&TS if you have questions or want our help with the department permit transition.