Instructions for Requesting a Graduate Student MUNI Pass

1. Go to [onecard.usfca.edu](http://onecard.usfca.edu) and log in with your USF username and password:

![Central Authentication Service (CAS)](image)

2. Deposit the **full amount of funds to purchase your MUNI Pass**. Your balance should be equal to or greater than the required amount. You **MUST** complete this step first:

![USF OneCard Online](image)
3. Click on the button “Grad Student Muni Pass”

3. If you have deposited the appropriate funds into your Don Dollars account, you will be able to proceed to the next step and see this page:

If you have not deposited the appropriate funds into your Don Dollars account, you will not be able to proceed to the next step and see this page:
4. Check the box next to “I authorize USF to debit my Don Dollars $1XX.XX for a Muni Pass Purchase” and click on the button “Complete Purchase”

5. Once you have successfully completed your purchase, you will be given a Muni Purchase # to keep for your records. You will also receive an email from parking@usfca.edu to confirm that you have successfully purchased a MUNI pass for the current semester.

If you have any questions about this process, please call the One Card office at (415) 422 – 7663 or email us at onecard@usfca.edu