Faculty and Staff Instruction Guide

Welcome to our new online parking program. This instruction guide will hopefully help you in registering for a new parking permit making this process simple and easy. For any questions please call the Public Safety Main Office at 415.422.4222. You can also stop by our office located on the 5th floor of the UC building. Our hours of operation are M-Th 8:30am to 5pm and F, 8:30am to 4:30 pm.

Please visit: http://usf.thepermitstore.com to purchase permits

What you will need to complete your purchase:

- CWID (This is your USF ID. If you don’t know your CWID there are directions below that can help you to look up your CWID.)
- USF email address
- Vehicle License Plate Information (Faculty and Staff will only be issued one permit per person but can register up to 5 vehicle license plates per permit.)
- DMV Disability Placard Registration ** Only required if purchasing a Disability Permit **

To look up your CWID just follow 3 easy steps:

Step 1: Go to the myUSF home page at: https://myusf.usfca.edu and click on link:

Step 2: Click on USF ID Number Lookup:

Step 3: Input USF Username and Password:
Link to purchase permits: [http://usf.thepermitstore.com](http://usf.thepermitstore.com)

**Step 1:** Click the “Click here” area in the Buy Permits to start purchase.

***For Able, Bon Appetit and Follet Employees, please click link at bottom of page to purchase permit. Select permit type from drop down menu. Skip to the second part of Step 3 and follow directions from there.***

- [Click here to purchase Koret Gym permits](#)
- [Click here to purchase Vendor permits](#)
- [Click here to purchase Able, Bon Appetit, and Follet Employee permits](#)
In order to purchase a permit you must be pre-approved. This means you need a valid CWID and USF email address.

**Step 2**: Enter applicable information below and select the appropriate information from the drop down fields. Please note: CWID, USF email, and Register As information must match to proceed.
Step 3: After selecting your permit type (full time, 3day etc.) select the time frame you would like the permit for (Fall Semester, Fall and Spring, or Annual which is Fall, Spring and Summer Semesters).

Most types of permits have 3 different sessions that are offered:
- Annual Permits: valid for the entire academic year which is the fall, spring and summer semesters
- Fall: valid for just the fall semester
- Fall and Spring: valid for the fall and spring semesters

<table>
<thead>
<tr>
<th>Pre-Approved</th>
<th>Price</th>
<th>Valid Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F/S Full Time Fall &amp; Spring (2013-14)</strong></td>
<td>$564.00</td>
<td>Aug 11, 2013 to May 31, 2014</td>
</tr>
<tr>
<td><strong>F/S Full Time Fall 2013</strong></td>
<td>$282.00</td>
<td>Aug 11, 2013 to Jan 31, 2014</td>
</tr>
</tbody>
</table>
Step 4: Click Proceed to Checkout to create your account.

Step 5: Create your account. You MUST create an account to purchase the permit.
Note: You will only need to create an account once. Going forward, when purchasing permits you will log in to your current account to purchase or make changes to your account such as address changes, or changing/adding vehicles.
Step 6: Add vehicle information.

Select “Add New Vehicle” from the drop-down menu.

Enter vehicle info.

If you would like to add another vehicle, select the option add new vehicle from drop-down menu and add vehicle information.

You may add up to 5 vehicles to your account. **It is your responsibility to input the correct vehicle information.** Failing to do so could result in a citation.
If you have a disability, here is where we will need an uploaded copy of your placard registration from the DMV. If you do not have a disability, you can skip this step and click “continue.”

Note: The only way to obtain a D Permit is with a DMV placard. This will give you the ability to park in disability stalls on campus.
Step 7: Confirm delivery address and select payment.
Note: Please do not mail your permit to your office. Permits have been known to be lost or stolen.
Payment methods include Visa, Mastercard, American Express, or through payroll deductions. If you select payroll deduction as your payment method, the first deduction will start in September.

Step 8: Review your order:
Please review your order and carefully read through the important permit and parking terms and conditions.
Important information to remember:

1. Faculty and Staff living within a ½ mile of campus are not eligible for parking permits. Students living within 3 miles of campus are not eligible for parking permits.

2. PARKING PERMITS DO NOT GUARANTEE YOUR VEHICLE A PARKING SPACE. Please be aware of parking signs indicating which parking spaces/lots/garages you are allowed to park in.

3. A valid University of San Francisco issued parking permit is required/must be DISPLAYED to park on University of San Francisco property. Payment alone does not qualify someone to park. Permits are only valid through the expiration date shown when permit is scanned.

4. Do not lose your permit. A $50 replacement fee will be in effect for lost, misplaced or stolen permits. If you purchase a new vehicle, please log in to your account and update with your new vehicle information. For the addition of your vehicle you can include the VIN information. If your permit becomes damaged, please contact the Department of Public Safety main office at 415.422.4222 and we can assist you in getting a new one.

5. Any persons with outstanding on-campus vehicle citations will not be issued a USF parking permit.

6. It is the sole responsibility of the person applying to provide the correct vehicle information in the application for the USF parking permit. Any misinformation may result in a citation. While we do not require copies of vehicle registration, up to 5 vehicles for Faculty/Staff, 1 for Students, 1 for Vendors, and 2 for Koret Patrons may be registered at any time and attached to the applicants account.

7. Permits are for the sole use of the person named in the parking permit application. Any attempt to transfer, loan, or resell the permit will result in confiscation of the permit and denies the right to obtain future permits with the University.

For any questions regarding parking, please visit the Public Safety website www.usfca.edu/public_safety or call us at 415.422.4222.

Thank you,

Department of Public Safety
Step 9: Complete your order

By clicking “I Agree” you are confirming all information provided as well as agreeing to the terms and conditions.

Step 10: Print your temporary permit

After completing your order, you will then be able to print a temporary permit that is valid upon completion of purchase. You will see “print temporary permit” in red. The temporary permit will be valid for 10 days. You should receive your static cling permit in the mail within 5 to 7 days. If for some reason you do not receive your permit and need to extend your temporary permit, please contact the Department of Public Safety Main Office at 415.422.4222.

Confirmation Messages will be sent to your USF email as well as your account inbox in iParq. If you have any questions about the status of your permit or where to obtain a receipt, please call the Department of Public Safety at ext. 4222. Thanks for your cooperation and patience in this new process!