Visitor’s Guide to Permits

If you are attending a function on campus and a permit is being provided by the host(s) of the event, you should receive an email.

Simply click the link inside the email that you receive.

Dear attendee,

Please click the link below and secure your parking permit for the event.

https://mtsu.t2hosted.com/per/index.aspx?key=0ca80c709b33448cb6633b3909431346

Thank you,

Host

Click the “Next” button to acknowledge that you will be securing a permit.
If you have created an account in the past, please click the appropriate link to log in using a previously created user name and password. If you are new to the system, you will be required to create a “Guest Account” prior to securing a visitor permit.
Select the permit that has been provided for you by the event host(s).

### Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Permit Fee</th>
<th>Permit Description</th>
<th>Permit Effective</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>1</td>
<td>$0.00 / day</td>
<td>Event Permit Printable / 1 Day Event</td>
<td>-select-</td>
<td>-select-</td>
</tr>
</tbody>
</table>

* Pro-Rated prices shown with an asterisk.

I agree to follow the rules and regulations as outlined in the Parking Handbook.

- [ ] I agree to abide by parking rules and regulations
- [ ] I agree that my permit may not be transferred to another user
- [ ] I agree that my parking rights may be revoked at any time

Next >>
Refer to [www.mtsu.edu/parking](http://www.mtsu.edu/parking) to review the current Traffic & Parking Regulations. In order to secure the permit, you will be required to check the three boxes at the bottom of the screen.
Select the vehicle that you will be parking on campus. If you are a new user, you will be required to select the “Add Vehicle” button and enter your vehicle information. If you are a returning user and the vehicle you will be parking is not displayed as an option in your guest account, please select “Add Vehicle” and enter this information.
License plate number, state, year model, and vehicle style should be entered before clicking “Next.”

<table>
<thead>
<tr>
<th>License Plate Number</th>
<th>LH111H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate Type</td>
<td>NA</td>
</tr>
<tr>
<td>State/Province</td>
<td>TENNESSEE</td>
</tr>
<tr>
<td>Year</td>
<td>2000</td>
</tr>
<tr>
<td>Style</td>
<td>Four Door</td>
</tr>
</tbody>
</table>

Please enter the details for your new vehicle and then click Next.
Select the vehicle that you will be parking on campus and click “Next.”

```
<table>
<thead>
<tr>
<th>Select</th>
<th>State</th>
<th>Plate Number</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TENNESSEE</td>
<td>MT9999</td>
<td>2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

You must select one vehicle for this permit.

Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose “Add Vehicle” below. When finished, click Next >>

Add Vehicle

Next >>
You may view the details of your permit by clicking the “view details” line in the description.
If everything looks correct, click the “Pay Now” button under Checkout at the bottom of the screen.
To complete the transaction, you are required to check the box in the middle of the screen, then click the “Pay Now” button.
Print the permit by clicking the “Print Permit” line.
Permit example (Please note that the license plate number on the permit must match that of the vehicle in which the permit is displayed)

This permit EV00035 must be fully visible and displayed on the dashboard of the vehicle with license plate MT9999. Failure to do so may result in a fine or tow. All lots have signs indicating the permit colors allowed to park within. It is the responsibility of the driver to park in an appropriate lot.

- Permit is valid in White, Red or Green spaces that are NOT reserved.
- Not valid in Meter Spaces.
- Permit is invalid if altered in any way.
- Permit is invalid in student or employee vehicle.
- This permit is valid on above date and in above vehicle only.
- This permit is non-transferable between people or vehicles.

By use of this parking pass, you agree to abide by the Middle Tennessee State University Parking and Transportation Regulations. You are responsible for the vehicle upon which this pass is displayed. You verify that the information on this pass is true and correct prior to using it.

Possession or use of a lost, stolen or forged parking permit will result in a fine of at least $200 and the vehicle will be immobilized or towed. The matter will also be referred to the appropriate university department for review and possible disciplinary action.

Full parking regulations as well as other information is available online at https://www.mtsu.edu/parking or at the Parking and Transportation Services office, located at 1403 E. Main Street.
Logout by clicking the button at the bottom of the screen.