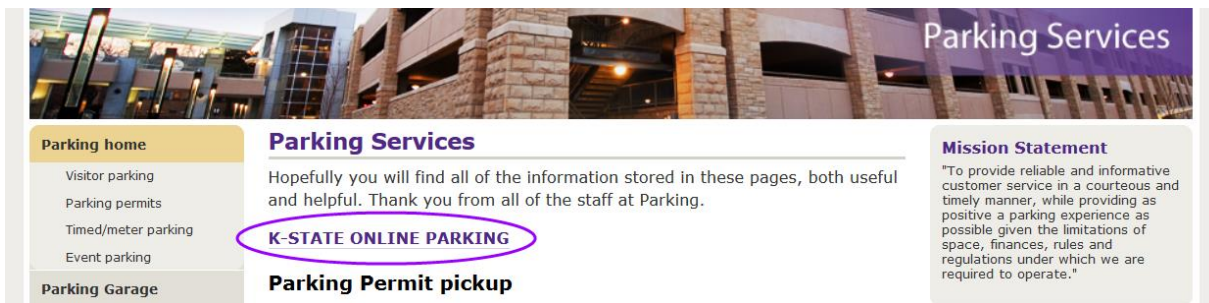


Parking Permit Purchase for Faculty, Staff & Students

1. Go to Parking Services web page <http://www.k-state.edu/parking/> and click on **K-STATE ONLINE PARKING**



Parking Services

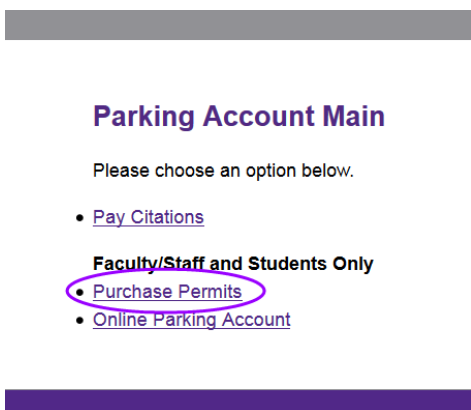
Hopefully you will find all of the information stored in these pages, both useful and helpful. Thank you from all of the staff at Parking.

K-STATE ONLINE PARKING

Parking Permit pickup

Mission Statement
"To provide reliable and informative customer service in a courteous and timely manner, while providing as positive a parking experience as possible given the limitations of space, finances, rules and regulations under which we are required to operate."

2. Click on **Purchase Permits**



Parking Account Main

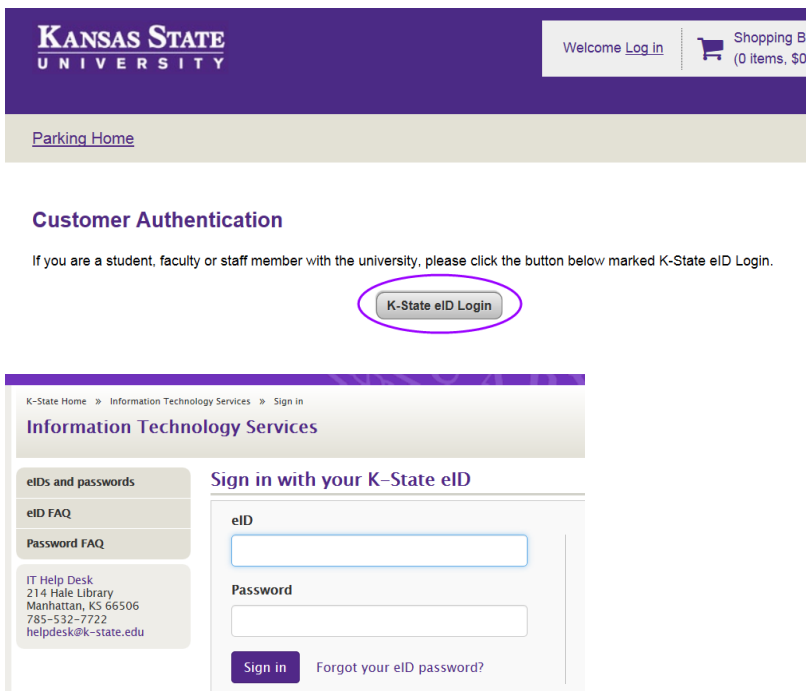
Please choose an option below.

- [Pay Citations](#)

Faculty/Staff and Students Only

- [Purchase Permits](#)
- [Online Parking Account](#)

3. Click on **K-State eID Login** and sign in with your K-State eID & password



KANSAS STATE UNIVERSITY

Welcome [Log in](#) Shopping B (0 items, \$0)

[Parking Home](#)

Customer Authentication

If you are a student, faculty or staff member with the university, please click the button below marked K-State eID Login.

[K-State eID Login](#)

K-State Home » Information Technology Services » Sign in

Information Technology Services

eIDs and passwords

eID FAQ

Password FAQ

IT Help Desk
214 Hale Library
Manhattan, KS 66506
785-532-7722
helpdesk@k-state.edu

Sign in with your K-State eID

eID

Password

[Sign in](#) [Forgot your eID password?](#)

4. Click on **Purchase Permits**

- a. *Note: If you receive **View Your Parking Citations** screen, you must pay your citation(s) first before proceeding to purchase a permit*
- b. Otherwise, you will see this screen

[Main Menu](#) > Introduction

Purchase a Permit

Please read the instructions on each page carefully.
Click Next. (This may take several seconds.)

Next >>

Home

5. Click on **Next >>** to proceed

Purchase a Permit

Please read the instructions on each page carefully.

Next >>

Faculty / Staff – Manhattan and Salina

6. **Select Permit and Permit Agreement**

- a. If you are on the **Manhattan** campus, your options may look similar to this screen image below. Please select **one** permit and click the Terms and Conditions box below in order to proceed to next screen. During the checkout process, you will have an option to order a second permit.

[Main Menu](#) > [Introduction](#) > Select Permit

Select Permit and Permit Agreement

Select a permit from the list below. After checking the Terms and Conditions box at the bottom, click Next.

If you want to purchase a permit not listed below or have any questions please contact the Parking Office at 785-532-7275 or parking@ksu.edu.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$58.00	ANNUAL PERMIT NO GARAGE	08/01/2014	07/31/2015
<input type="radio"/>	1	\$62.00	ANNUAL PERMIT WITH AFTER HOURS GARAGE	07/07/2014	07/31/2015
<input type="radio"/>	1	\$40.00	MOTORCYCLE ANNUAL	08/01/2014	08/24/2015

You may only select one permit. During the checkout process, you will have an option to order more permits.

- b. If you are on the **Salina** campus, your options may look similar to the screen image below. Please select **one** permit and click the Terms and Conditions box below in order to proceed to next screen. During the checkout process, you will have an option to order a second permit.

Select Permit and Permit Agreement

Select a permit from the list below. After checking the Terms and Conditions box at the bottom, click Next.

If you want to purchase a permit not listed below or have any questions please contact the Parking Office at 785-532-7275 or parking@ksu.edu.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$39.00	SALINA ANNUAL	08/01/2014	07/31/2015
<input type="radio"/>	1	\$12.00	SALINA MOTORCYCLE ANNUAL	08/01/2014	08/24/2015

You may only select on permit. During the checkout process, you will have an option to order more permits.

7. You must agree to the Terms and Conditions in order to proceed. Once you have read and understood the regulations, click the check box and then click **Next >>**

Click on the check box here

I agree to the Terms and Conditions as put forth in the Kansas State University Traffic and Parking Regulations for [Manhattan](#) or [Salina](#).

8. **Select Other Permit Information** - Click the drop down arrow and select the appropriate **Delivery Option** for you. The options should include your campus address or "Pick up my permit from the Parking Office". *Note: If you plan to pay by cash or check you need to select "Pick up my permit..." since you will need to go the parking office to make your payment and receive your permit.* Then click **Next >>**.

Select Other Permit Information

Select the information below and click Next >>

Delivery Option *

- Select One
- 119 ANDERSON HALL Manhattan
- Pick up my permit from the Parking Office

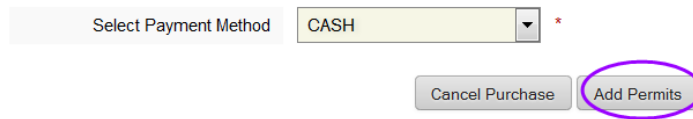
Select this if you plan to pay by cash or check

Next >>

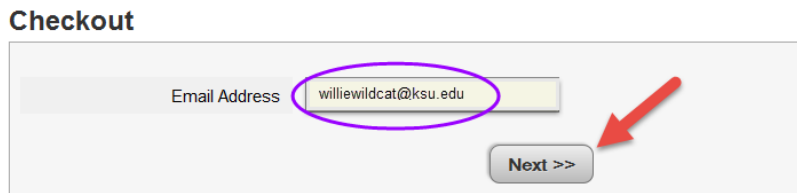
9. **View Cart** – Review your permit and select the appropriate payment method (CASH, CHECK, CREDIT CARD, PAYROLL DEDUCTION)

Select Payment Method *

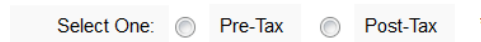
10. If you want to order an additional permit (ex. Motorcycle), click **Add Permits** which will take you back to Step #6 to select your second permit.



11. **Checkout** – Verify your email address and change if necessary. This is where your email confirmation will be sent. Then click **Next >>**.



a. If you select PAYROLL DEDUCTION, you will then be asked to select **Pre-Tax** or **Post-Tax**. Then you should click **Pay Now**.



12. **Payment Receipt** – you will see the purchased items and transaction summary on your screen. A confirmation email will also be sent.

13. Click on the **Logout** button to exit the parking permit web page.



Student – Manhattan and Salina

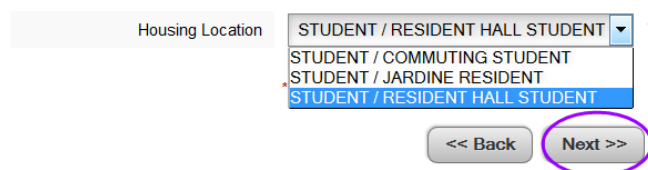
1. Select the appropriate **Housing Location** based on where you will be living during the school year. Then click on **Next >>** to proceed.

a. Manhattan resident hall student example:

Confirm Housing Location

Students are restricted to permits based on their housing location.

For example, if you have a contract with the Residence Halls, select RESIDENT HALL STUDENT, if you have a contract with Jardine Apartments, select JARDINE RESIDENT and if you are living off-campus, select COMMUTING STUDENT.



2. **Student Permit and Permit Agreement** – Select one permit and click the Terms and Conditions box below to proceed to next screen. During the checkout process, you will have an option to order a second permit (Ex. Motorcycle)

a. Manhattan resident hall student example:

[Main Menu](#) > [Introduction](#) > [Select Permit](#)

Select Permit and Permit Agreement

Select a permit from the list below. After checking the Terms and Conditions box at the bottom. If you want to purchase a permit not listed below or have any questions please contact the Parking Office at parking@ksu.edu.

Select	Quantity	Permit Fee	Permit Description
<input type="radio"/>	1	\$40.00	MOTORCYCLE ANNUAL
<input type="radio"/>	1	\$75.00	RESIDENT HALL ANNUAL
<input type="radio"/>	1	\$80.00	RESIDENT HALL ANNUAL WITH AFTER HOURS GARAGE

You may only select one permit. During the checkout process, you will have an option to order more permits.

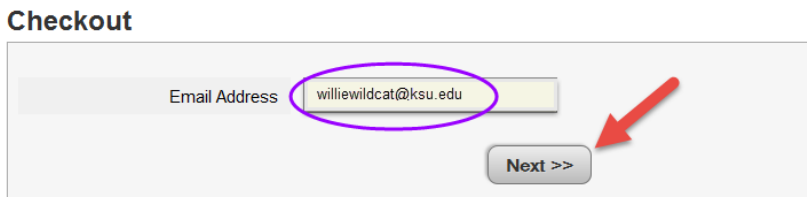
3. You must agree to the Terms and Conditions in order to proceed. Once you have read and understood the regulations, click the check box and then click **Next >>**



14. **View Cart** – Review your permit and click **Next >>**. If you want to order an additional permit (Ex. Motorcycle), click **Add Permits** which will take you back to the **Purchase a Permit** step to select your second permit.



15. **Checkout** – Verify your email address and change if necessary. This is where your email confirmation will be sent. Then click **Next >>**.



16. **Payment Receipt** – you will see the purchased items and transaction summary on your screen. **Your permit will be billed to your student account.** A confirmation email will also be sent. Click **Next >>**.

17. Click on the **Logout** button to exit the parking permit web page.

