

## Ordering a parking permit



Please visit our website login at [www.SMU.edu/parkingservices](http://www.SMU.edu/parkingservices) or use the QR code

1. Select the “Create a Guest Account” follow the steps to create an account. Remember your log in and password for the system so you can log in again.
2. Select “Order Permits”.
3. Select the permit options that best suits your needs. Permits can be purchased by the day, week, month, multi-month or academic year.
4. Follow the steps to add your vehicle information, address (not an SMU address), phone number, email and pay with a credit or debit card.
5. Click on the hyperlink “Print Temporary Permit Now” and print the temporary permit. Be sure to note the date your permit expires so you can purchase another permit if needed before it expires. There is no grace period for expired permits.
6. Display the temporary permit on your dash so the bar code and expiration date are visible.
7. If you ordered an annual permit, a decal permit will be mailed and the PDF temporary will be valid for ten days to allow for delivery via USPS.

You are ready to park. With your permit displayed, you can park in the “AUP” areas identified in red on the campus map and as red dots on the signs located at the parking lot and parking centers entrances. Please avoid Faculty/Staff, Resident, Reserved spaces and Metered spaces.

A guest code is located on the permit for parking center access. Simply type in the code and press the # or “enter” to raise the gate.

***Thank you for supporting SMU***

*SMU Parking and ID Card Services Office*

*PO Box 750415, Dallas TX 75275*

*214-768-7275 or [parking@smu.edu](mailto:parking@smu.edu)*