

Visitor Account Setup & Permit Purchasing Instructions

1. Visit VSUparking.com
2. Click the button that says: “Citation Payment/Appeals/Permit”
3. In the top right corner of your screen click “Sign Up” if you do not already have an account.
 - a. If you do have an account, click “Log in” and then click the “Guest Login “ button
 - b. If you have an account but do not remember your password, click “Retrieve your lost information”
4. Enter the following information where prompted
 - a. **Required**
 - Email Address
 - Confirm Email Address
 - First Name
 - Last Name
 - Address
 - City
 - State
 - Zip Code
 - Password
 - Confirm Password
 - b. **Optional**
 - Middle Name
 - Phone 1
 - Phone 2
 - Phone 3
 - Address Line 2
 - Suite/Apt #
5. Click “Create Account”
6. Email parking@valdosta.edu and request your account be set up to allow purchasing a permit online.
7. Once you receive a reply to your email go to the “Permits” tab at the top of the screen and click the drop-down menu
8. Click “Get permits”
9. Click “Next”
 - a. If you do not see a message above the “Next” button that says “you have been authorized to purchase a permit. Please read the instructions on each page carefully!!!”, then your account has not been configured properly and you will need to reach back out to the parking office.
10. You will see the visitor permit option is already selected for you

- a. If you see a message that says “there are not currently any permits for you to purchase” you will need to log out of your account and log back in.
11. Click the “I agree to follow the rules and regulations as outlined at www.vsuparking.com” box.
12. Click “Next”
13. If you do not already have vehicles associated with your account.
14. Enter the following information where prompted
 - a. **Required**
 - Vehicle Tag Number (NO LETTER “O” ALWAYS NUMBER “0”)
 - State
 - Year
 - Make
 - Model
 - Color
 - Style
 - b. **Optional**
 - VIN (only used when there is no license plate on the back of the vehicle)
15. Click “Next”
16. Ensure the vehicle information you entered is correct and the box for the vehicle is checked
 - a. If you would like to add another vehicle click “Add Vehicle”
 - b. You can have up to three vehicles on one permit, but only one vehicle can be on campus at a time.
 - c. If you have more than three vehicles and would like to remove one to add another or you would like to remove a vehicle from your account and/or permit, please email parking@valdosta.edu with your name, license plate numbers, and a brief description of what changes you would like made.
17. Click “Next”
18. Ensure the permit information is correct and you are only purchasing one permit
19. Click the drop-down menu for “Select Payment Method” and select your desired payment method (Visa, MasterCard, Discover).
20. Click “Pay Now”
21. Verify this is the permit you would like to purchase and click “Next”
 - a. You will be redirected to the payment site
22. Enter the following information where prompted
 - a. **Required**
 - Credit Card Type
 - Account Number
 - Expiration Date
 - Security Code

Name on Card
Street Address 1
City
State [default is Georgia]
Zip Code
County [default is United States]
Email

23. Click “Continue”
24. You will receive confirmation of your receipt
 - a. Click “View Details” under the permit to view the vehicles associated with the permit and the date(s) the permit is valid for.
25. Click “Logout” when once you have finished on this page.