

UCSD Parking

Printable Courtesy Parking Permit

New employees are eligible for a courtesy permit that is valid up to 10 business days, in areas designated on the front of the permit.

- Activate your UCSD email account and your Single Sign On (SSO). If you haven't had a chance to complete this yet, directions were provided in your welcome email and can be found here: <http://blink.ucsd.edu/HR/services/new/preboard.html>
- Go to the Transportation Services New Employee webpage: <http://transportation.ucsd.edu/parking/employee.html>
- In the "How to Get Your Complimentary Permit" section, click the "online" link. Please take note of the required information.

How to Get Your Complimentary Permit Get Your

New employee parking permits will be available online until 15 days after the employee's start date. The permit is valid for 15 calendar days beginning the date you select. If you have questions about the process, contact your department Human Resources representative.

To obtain your free 15-day parking permit **online**, you will need:

- Your Single Sign-On (SSO) username and password
- License plate number
- Vehicle make, model and color
- Access to a printer to print the complimentary permit

Parking Permit Options

- This will take you to Transportation's Online Services. Scroll down and select "Permits."
- Log in with using your SSO.

The image shows two side-by-side screenshots of the UCSD Transportation Services website. The left screenshot is the 'HOME' page, which includes a 'CITATIONS' section with input fields for 'Citation Number', 'Make', and 'Plate Number', and a 'PERMITS' section with a 'Get Permits' button. The right screenshot is the 'Customer Authentication' page, which features a 'UC San Diego Single Sign-On' button and a 'Guest Account' button.

- Enter your mailing information (even though you will be printing the pass).
- Select the Courtesy Parking Permit
- Print the Pass. Please pay attention to the directions on displaying the pass in your vehicle.

If you have questions, contact the Parking Office:
Phone: 858.534.4223 | Email: parking@ucsd.edu