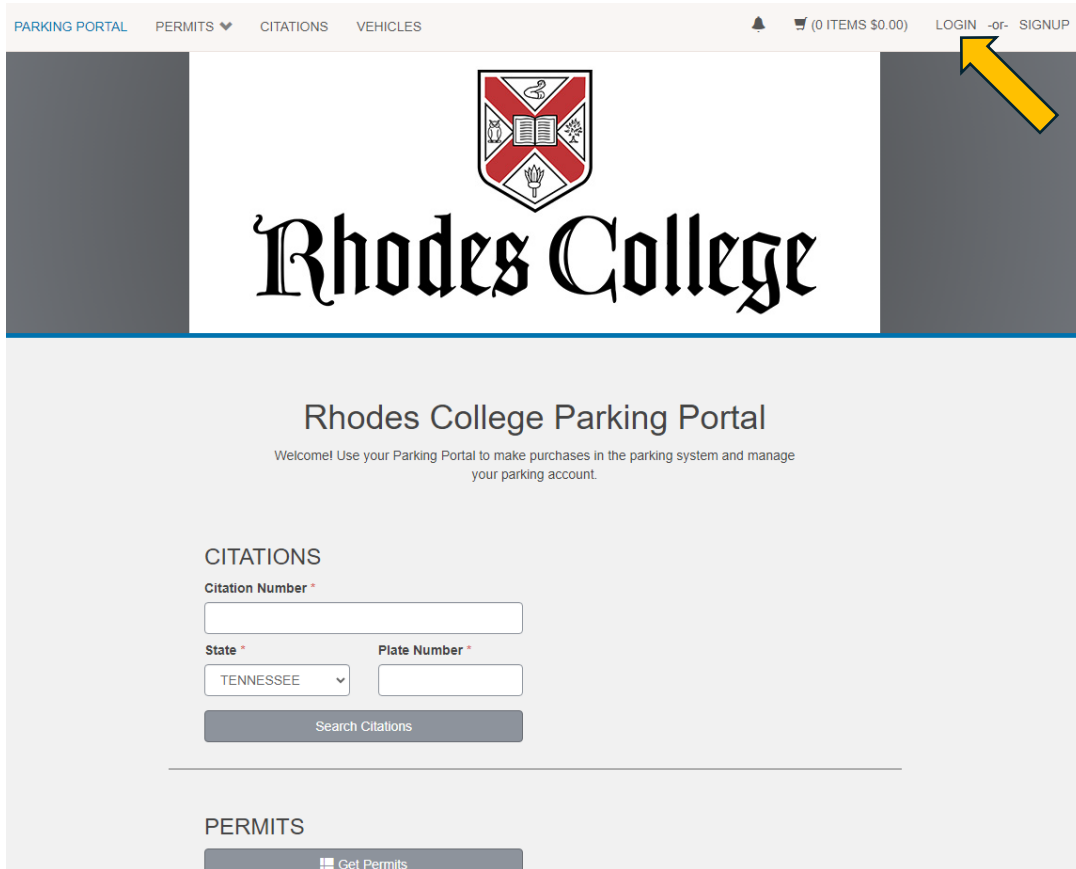# How to Submit a Rhodes Parking Permit Request

Using your computer's web browser, go to parking.rhodes.edu and you will be presented with the new Rhodes Parking Portal. In the upper right corner, click LOGIN
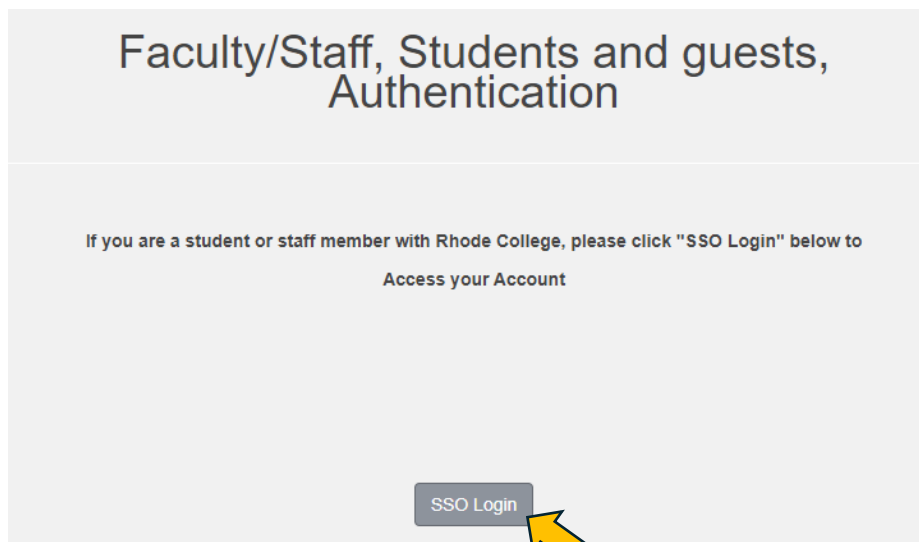
At the login screen, click on the SSO Login button where you will be redirected to OneLogin to use your Rhodes Credentials for Single Sign On authentication
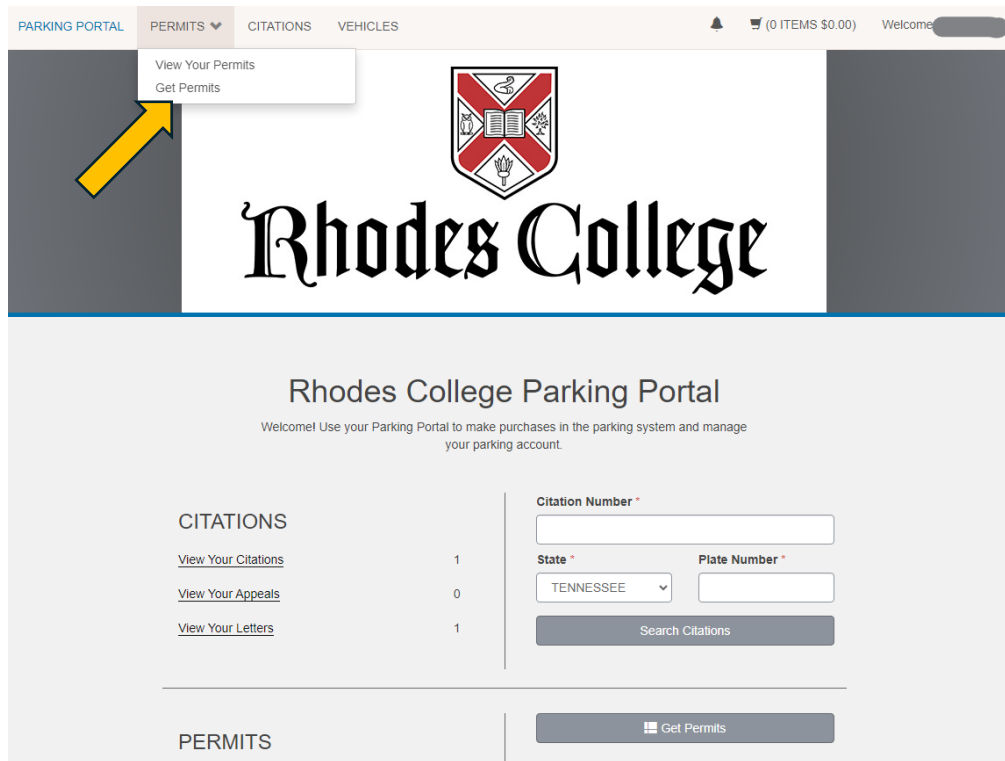
Once logged into the Portal, Click on Permits and select "Get Permits" from the dropdown menu

If you do not have a vehicle registered on campus, you will be presented with a list of required fields to enter your vehicle details to receive your permit. Once completed, the screen will show your vehicle selected as shown below

If you already have a vehicle registered on Campus with an old permit, you will see it pre-selected for your new permit as shown below. (Please note that if you have more than one vehicle, you can select the one for which the permit is being requested, and you can also add a vehicle by clicking "Add Vehicle" under your current one)
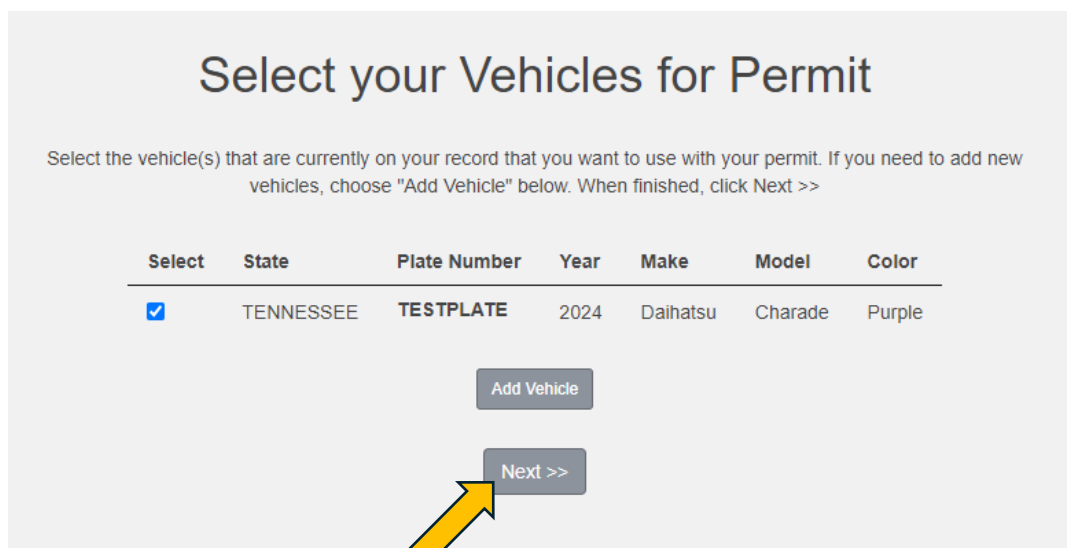
Once your vehicle is selected, click Next >>

You will now be presented with your cart which will show your permit details. You will only be able to select from permits based on your student classification and your Rhodes credentials so this information will be correct

Click Pay Now as shown below

You will then be prompted to complete your permit request by clicking Pay Now as shown below**. Please be patient as this process can take several seconds to complete.** You can then log out of the portal.

Please note that no payment actually takes place, and no form of payment is necessary here as the permit charge will be added to your student bill. If you are a returning student, your permit will be available at Rhodes Express. If you are a first-year student, your permit will be issued to you during orientation