

Employees may purchase weekly permits online for select facilities. There is no limit to the number of weekly permits that can be purchased. Please note, permits must be printed and displayed on your vehicle while parked in a campus facility.

---

Please ensure your vehicle license plate information, permit mailing address, and credit card information are available.

Steps:

1. Click on "[Manage My Account](#)" in the upper right-hand corner of the site.
2. Click "LOGIN" in the upper right-hand corner, then click on the "VCU/VCUHS Login" button.  
Note: If you are purchasing a temporary permit, you can create a guest account by clicking "SIGNUP" instead of "LOGIN." Permanent/long-term subscriptions will require your eID and password.
3. Use your VCU eID and password to log in to the site. If you do not know your eID, click "Don't know your eID?" Provide your birthday and VCU ID card information to retrieve your eID. Not sure of your password? You may need to reset it or activate your eID. Click on "Forgot your password?" Enter your eID, and follow the prompts. Once completed, hit "Login."
4. Once you log in successfully, click "PERMITS" at the top of the site, then click on "GET PERMITS."
5. Click "Next >>" at the bottom of the screen to purchase a permit. Select your weekly permit and review the permit agreement.
6. After reviewing and agreeing to abide by the permit agreement and parking guidelines, check the boxes to proceed.
7. Confirm your start date (Note: you can select your start date; however, the permit will expire seven days following this date), vehicle information, and mailing address. Select "print at home" for the mailing option.
8. Review your purchase, and hit "Pay Now" to complete the payment with any major credit card.
9. Click "Next," then enter your credit card information. Be sure not to hit the back or refresh buttons on your browser while your payment is in processing mode.
10. You will receive a confirmation when your purchase is complete.
11. Print and display your weekly permit on your dashboard. If you are using a weekly permit for a deck, scan the barcode at the gate entrance to enter and exit the facility.