

## Parking Coordinators:

# How to Update and Renew Department Vehicle Permits

Updated 6/22/21

Parking Coordinators are required to renew Department Vehicle accounts annually on or before July 1<sup>st</sup> – which is the start of the parking year.

### Questions? Contact

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## Renew your department vehicle permits

Access the Parking Coordinators dashboard at <https://parking.mit.edu/manage/>

View the list of your department vehicles in the Department Vehicles box.

If you manage more than one department, use the drop-down list to select a department.

The screenshot shows the MIT Parking Services dashboard. At the top, there are navigation tabs: 'My Department', 'Dept. Vehicles', 'Visitor Parking', and 'Scratch Passes'. The 'My Department' section includes a dropdown menu for 'Libraries (271000)' and a table of department vehicles. The 'Department Vehicles' section includes a dropdown menu for 'Parking and Transportatio...' and a table of department vehicles. A red circle highlights the 'View Details' button in the 'Department Vehicles' section. A callout box points to this button with the text: 'The Department Vehicles associated with your department will populate the box. Click the View Details button to renew an existing permit or request a new permit.'

**My Department**

Department: Libraries (271000)

Name	Affiliation	Location	Status
Abrahamse, Benjamin A.	Employee Economy	Economy Area	Issued
Altman, Micah	Employee Daily	North Area	Issued
Bailey, Helen K K	Employee Daily	North Area	Issued
Beh, Eugenia C C	Employee Economy	Economy Area	Issued
Butler, Christopher	Employee Daily	North Area	Issued

**Department Vehicles**

Department: Parking and Transportatio...

Lot	Make	Model	License	Status
Riverside Area (with all lots access)	Ford	Escape	V37-931	Issued
Riverside Area (with all lots access)	Toyota	Prius	T73983	Issued
Riverside Area (with all lots access)	Ford	F150 Pickup 4WD	P33077	Issued

**Visitor Parking**

Request Visitor Permit

Visitor	Location	Request Date
No Visitor Passes		

**Scratch Passes**

Order Scratch Pass

# of Passes	Request Date	JV #
No Scratch Passes		

The Department Vehicles associated with your department will populate the box. Click the View Details button to renew an existing permit or request a new permit.

## Parking & Transportation

### Renew permit

Click on each vehicle to display and review the vehicle details, including the current JV information.

Click the **Renew Permit** button at the foot of the Details box.

MIT Parking Services My Department Dept. Vehicles Visitor Parking Scratch Passes tompg

Department Vehicles  
- back

Department  
Parking and Transportation Request Permit

LP #	Lot	Make	Model	Renewal Due	JV #	JV Amount	Status
V37-931	Riverside Area (with all lots access)	Ford	Escape	9/14/2020	CUR 2020 0107878866	\$2390.00	Issued
T73983	Riverside Area (with all lots access)	Toyota	Prius	9/14/2020	CUR 2020 0107871902	\$2390.00	Issued
P33077	Riverside Area (with all lots access)	Ford	F150 Pickup 4WD	9/14/2020	CUR 2020 0107878869	\$2390.00	Issued

Details

Year	Make	Model
2019	Ford	Escape
Body Type	Color	
Crossover	White	
License plate #	State/Province	
V37-931	MA	
Start Date	End Date	
8/13/2019	9/14/2020	

JV Transactions

Date	Amount
8/13/2019	\$205.68

Description:  
JV - CUR 2020 0107872137 (Cost Object: 1693800)

8/15/2019	\$2390.00
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Description:  
JV - CUR 2020 0107878866 (Cost Object: 1693800)

Next Renewal due 9/14/2020

Renew Permit

**Click the Renew Permit button**  
If the vehicle information is incorrect, contact [mitparking@mit.edu](mailto:mitparking@mit.edu) to request an update.

Renew Permit

Cost object 1693800 was used to create the original JV. Please enter in the cost object you would like the JV to be created against.

CostObject  
1693800 E B PARKING FACILITIES MANAGEMENT

JV Extended Text  
Enforcement LPR #2

Permit renewal cost is \$2,390.

JV will be created upon submission.

Renew Permit cancel

Confirm or update the Cost Object information.

In the JV Extended Text box, enter any detailed information that will assist in identifying the vehicle.

**Click Renew Permit** at the bottom of the screen.

## Parking & Transportation

The **Details** box will then show the updated information.

Details

Year	Make	Model
2019	Ford	Escape
Body Type	Color	
Crossover	White	
License plate #	State/Province	
V37-931	MA	
Start Date	End Date	
8/13/2019	9/14/2021	

JV Transactions

Date	Amount
8/13/2019	\$205.68
<b>Description:</b> JV - CUR 2020 0107872137 (Cost Object: 1693800)	
8/15/2019	\$2390.00
<b>Description:</b> JV - CUR 2020 0107878866 (Cost Object: 1693800)	
8/31/2020	\$2390.00
<b>Description:</b> JV - CUR 2021 0108241084 (Cost Object: 1693800)	

Next Renewal due 9/14/2021

**Complete the same process for each vehicle.**

### To update / delete a vehicle

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Should there be a need to either **update** information or **delete** a vehicle from your department list, please email [mitparking@mit.edu](mailto:mitparking@mit.edu) as this will need to be completed on the Parking Administration portal.

## Parking & Transportation

### Request a permit

If you are adding a vehicle to your fleet, **click the Request Permit** button at the top of the screen.

MIT Parking Services | My Department | Dept. Vehicles | Visitor Parking | Scratch Passes | tompg

### Department Vehicles

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Department: Parking and Transportation

LP #	Lot	Make	Model	Renewal Due	JV #	JV Amount	Status
V37-931	Riverside Area (with all lots access)	Ford	Escape	9/14/2020	CUR 2020 0107878866	\$2390.00	Issued
T73983	Riverside Area (with all lots access)	Toyota	Prius	9/14/2020	CUR 2020 0107871902	\$2390.00	Issued
P33077	Riverside Area (with all lots access)	Ford	F150 Pickup 4WD	9/14/2020	CUR 2020 0107878869	\$2390.00	Issued

**Request Permit**

**Details**

Year	Make	Model
2019	Ford	Escape
Body Type	Color	
Crossover	White	
License plate #	State/Province	
V37-931	MA	
Start Date	End Date	
8/13/2019	9/14/2020	

**JV Transactions**

Date	Amount
8/13/2019	\$205.68

**Description:**  
JV - CUR 2020 0107872137 (Cost Object: 1693800)

Date	Amount
8/15/2019	\$2390.00

**Description:**  
JV - CUR 2020 0107878866 (Cost Object: 1693800)

Next Renewal due 9/14/2020

**Renew Permit**

MIT Parking Services | My Department

### Parking Request - Department Vehicles

Vehicle Details  
All fields are required

Year:  Make:  Model:

Body:  Color:

License plate #:  State/Province:

**Permit Details:**  
**\$2,390 per year (\$97.95 prorated)**  
Park anywhere on campus on weekends and after 2:30pm on weekdays (excluding reserved spaces).  
Payment must be made via JV

Cost Object:

JV Extended Text:

Each year, the Parking Coordinator will receive an email requesting confirmation of the cost object. Charges will be made via journal voucher.

By submitting this form, you are agreeing that the driver of this vehicle will comply with MIT Parking Rules and Regulations and these terms of service.

**Request Parking** cancel

Enter the vehicle details.  
All fields are required.

Enter the Cost Object and any detailed information in the JV Extended Text box that will assist you in identifying the vehicle.

Click **Request Parking** at the foot of the screen.

**Complete the same process for each new vehicle.**

Once approved by the Parking & Transportation office, the new vehicle will show in your list.