1.) Go to the Transit & Parking Services website at www.uwyo.edu/tps.

2.) On the main page, under “TPS Announcements”, click on “Purchase A Parking Permit”.

3.) Read “Important License Plate Information”.

Once read select

4.) If you **have** a UW login, select “Faculty, Staff & Student Login”.

If you **do not have** a UW login, select “Guest & Affiliate Login”.

5.) Enter your UW username and password or click to reset your password.

6.) Click on “Get Permits” and follow the step-by-step instructions. Be sure to read the directions on each page carefully.

   *Payment via Visa and MasterCard are available online through a secure connection. Payment through cash or check available in the TPS office.*

7.) Logout and close your browser to disconnect your session.

**Permits will be available for mailing or pick-up beginning mid-August.** You will receive a confirmation email when your permit has been mailed or when it is available for pick-up. Please allow 24 hours after time of purchase for pick-up and please note that a photo ID is **required** in order to pick-up a permit.

If you’re having trouble ordering your permit:

1.) Try a different internet browser, such as Firefox or Chrome.

2.) Delete your temporary internet files and cookies.

3.) Still having trouble? Contact us at 307-766-9800 or tps@uwyo.edu.