1.) Go to the Transit & Parking Services website at [www.uwyo.edu/tps](http://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.) Select “Faculty, Staff & Student Login”

5.) Enter your UW username and password.

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

*Visa and MasterCard are accepted online through a secure transaction. Payroll deduction is available to benefited employees only. IMPORTANT: If you wish to utilize the pre-tax method, you must check the pre-tax box after selecting your deduction method. Semester permits do not qualify for monthly payroll deductions; lump sums only. Payment through cash or check available in the TPS office.*

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.