

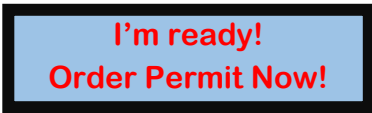
# UW Affiliate Parking Permit Online Ordering Instructions

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

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



*If you don't have access to WyoWeb or don't want to order online, stop in to our office and we would be happy to assist you in purchasing your 2018-2019 permit!*

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 located at Wyoming Hall, # 340 on the corner of 15th St. and Willett Dr.*

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](mailto:tps@uwyo.edu).