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.) 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. Individuals wishing to purchase their permit via check, cash or by student account charge will need to come into 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.