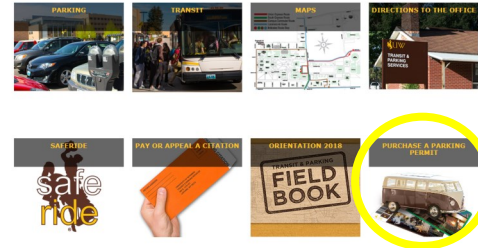


UW Board Retiree Parking Permit

Online Ordering Instructions

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

**I'm ready!
Order Permit Now!**

4.) Select “Faculty, Staff & Student Login”

FACULTY, STAFF, & STUDENT 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.

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.

Wyoming Hall, #340

Dept. 4313, 1000 E. University Ave. Laramie, WY 82071
307.766.9800 • tps@uwyo.edu • www.uwyo.edu/tps

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