

UW Employee 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” then select what state your vehicle’s license plate is registered in.

3.) Choose which picture best represents your license plate and read through the examples to determine the correct entry format.

4.) Select

**I’m ready!
Order Permit Now!**

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

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

6.) 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 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!

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.

