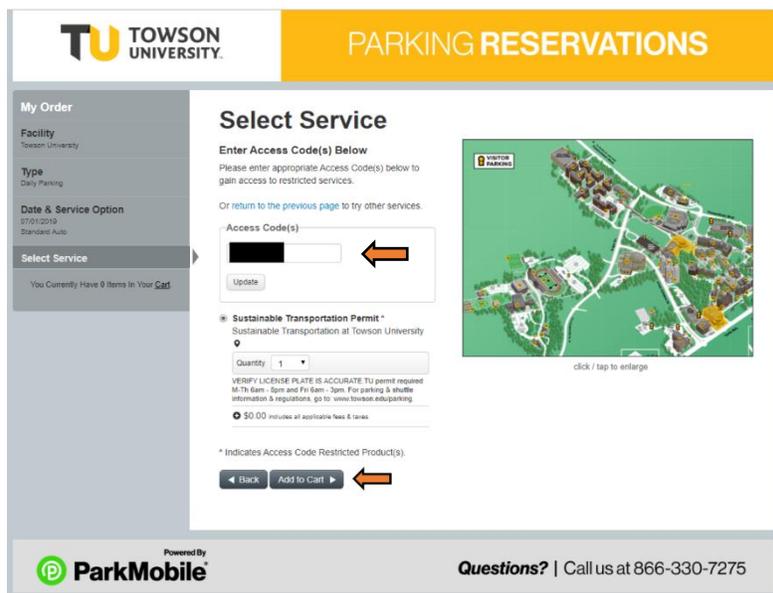The Sustainable Transportation Program uses the online reservation system for parking called "**ParkMobile Reservations**." Program participants will be issued 8 codes annually (4 per term) and codes are valid until the end of August each year. Tiger Go Green participates will be issued 4 codes annually (2 per term) which will be valid until the end of August each year.

See the Instructions for ParkMobile Reservations below.

- Go to the website: https://towson.pmreserve.com to create your account. (You cannot access through the ParkMobile app)
- Click on **Create Account** at the top right corner, then follow the prompts to create your account. (No credit card information needs to be entered for the use of Sustainable Transportation codes.)
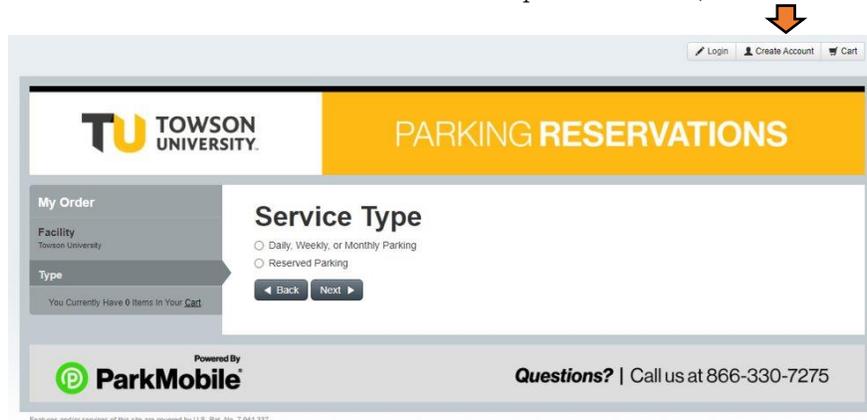

- Once your account is created, an email will be sent to you to activate your account. (***Please note:*** *You do not have to create an account, if you choose not to create an account, go directly to* http://towson.pmreserve.com*, then choose "daily parking" and when prompted, select "Guest Checkout."*
- After the account has been successfully activated you will return to the main page (www.towson.pmreserve.com) and select the **Daily, Weekly, and Monthly Parking** option.
- Next, you will **Select the Date** that you plan to come to campus.
- The next screen is the **Select Service** page. You will need to enter your **Access Code**, which is your TU ID #. (If TU ID starts with a "0," make sure to include.
- After you enter the access code, click **Update**. You will see **Sustainable Transportation Permit** appear under "Update."
- Click **Add to Cart**.

- Verify that Sustainable Transportation Permit date in **Shopping Cart** is accurate. (This should be the day that you are visiting the campus.)
- When you get to the **Finalize Order** screen, at the bottom of the page you will see the **Vehicle Information** section, enter vehicle information or if information has already been entered and saved previously, select the vehicle that you will drive to campus from the drop-down list.
    - *Please note: if you are using a car that is not on the list, then click the box that reads "Use a New or Different Vehicle," then enter the information for that vehicle.)*
    - Also, you do not have to enter the vehicles make, model or color—simply put NA if you do not have access to that information. <u>You are required to enter the correct license plate and state information.</u>
- Read the **Terms and Conditions** of ParkMobile Reservations. If you agree then click the box to accept.
- Review your license plate information for accuracy then click **Complete Purchase**.

- Once you have clicked on "Complete Purchase," you will come to the **Order Summary** page, where you can choose to **View/Print** or **Download Permit (PDF).** You will <u>NOT</u> need to display the permit while your vehicle is parked on campus.
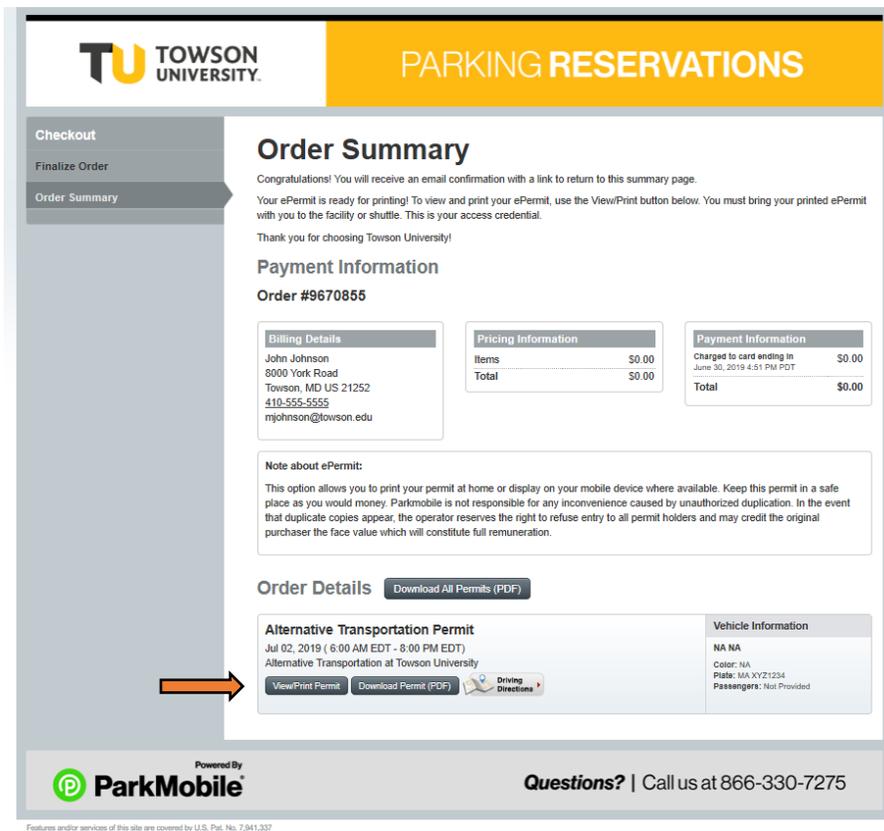
Frequently Asked Questions

Where is my ParkMobile Reservations Sustainable Transportation Permit valid?

- Your parking permit through ParkMobile Reservations is valid at any **visitor** space in the Union, Glen, Towsontown, and West Village Garages. It is also valid in overflow spaces at West Village Garage and the Stadium Lots, (Lots 4, 5, a portion of Lot 6, 7 and 8) where the black bordered signs read: **"All TU Permits Valid."** Read all posted signage prior to parking.

Where can I park if I have an accesibility (handicap) plate/placard?

- You may park in any accessible parking space on campus. Please consult a campus map (www.towson.edu/maps).

What if I have to bring another vehicle to campus instead of the one I registered through ParkMobile Reservations?

- If you have to bring another vehicle to campus instead of the one registered through ParkMobile Reservations, contact Parking & Transportation Services at 410-704-PARK, select option #1 or upark@towson.edu at least one business day in advance. If you unexpectedly have to use another vehicle on the same day of your reservation, contact the office immediately during business hours (Monday through Friday, 8 a.m. - 5 p.m.). Do not attempt to park a car on campus that is not registered. This could result in a citation.
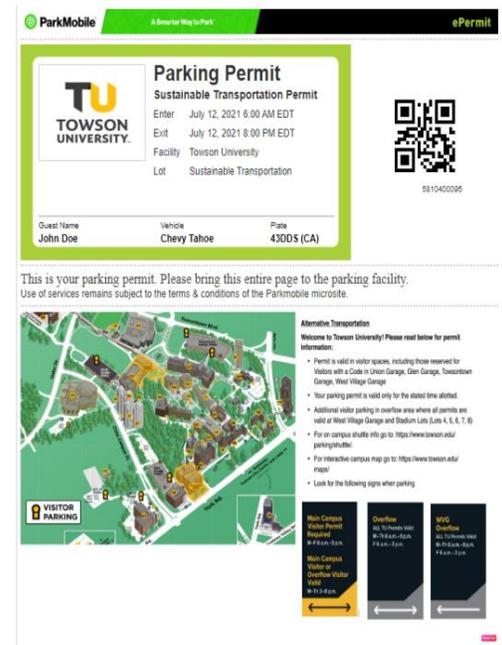
For more information about ParkMobile Reservations please visit https://www.towson.edu/parking/visitors/