

TU Access Permit –ParkMobile Reservation Cheat Sheet

When scheduling a TU Access Permit parking for your department or non-affiliate for work related need to load/unload items near buildings, you will need to reserve the TU Access Permit online with ParkMobile Reservations which requires the Name and Vehicle License Plate information of individual requiring temporary access. ParkMobile Reservations is easy, and it allows the departments obtain a short-term permit.

Here's how It works:

- Go to <https://towson.pmreserve.com> Under Service Type, choose **Reserved Parking**.
- Then **Select the Entrance Date** of the scheduled appointment and it is suggested to enter the exact timeframe the permit is required for the start time. Then enter the same date for the **Select Exit Date** and the exit time should be 90 minutes (1 hour and 30 minutes) from start time and click **Next**.
- On the **Select Service** page, enter the **Access Code** provided via email for the department representative or non-affiliate obtaining the short-term permit.
- Click **Update** and you will see the option for **TU Access Permit**. (This permit is only valid maximum 1.5 hours from the set entrance time per person/vehicle/day) Click **Add to Cart**.

In the **Shopping Cart** area, you will see an option for **Returning User Checkout** which you may login using the department username and password established or utilize **Guest Checkout**.

- Enter your information in the **Finalize Order Screen**.
- **Billing Details**-Enter department rep or non-affiliates contact info. No charge for permits will occur unless otherwise advised by parking.
 - Ensure to log the driver's information on the log provided to your department to monitor/track TU Access permits codes issued each academic/fiscal year.
- In the **Vehicle Information** section, make sure to double-check that you entered the correct plate and state Information. (You can enter NA for all of the other areas in the Vehicle Information area.)
- Read and agree to the **Terms & Conditions** then click **Complete Purchase**.
- You will be sent a confirmation email to the email address you listed.

Once you receive the confirmation, you can print or download the e-permit. **No need to display permit** in your vehicle. Confirmation emails may also be forwarded to the non-affiliate or TU affiliate as it contains information regarding parking for this permit type.

NOTE: TU affiliates and non-affiliates issued a TU Access permit must have their own valid TU parking permit or visitor permit, based on their status at time of use of the TU Access Permit. After the validation time of the permit expires, please relocate vehicle to designated area based on their TU parking permit type.

The screenshot shows the 'Service Type' selection screen on the ParkMobile website. The 'Reserved Parking' option is selected. The page includes the TU Towson University logo, the ParkMobile logo, and a contact number: 866-330-7275.

The screenshot shows the 'Reserved Parking' form. It shows fields for 'Select Entrance Date' (10/05/2021), 'Select Exit Date' (10/05/2021), 'Select Entrance Time' (2:00 PM), and 'Select Exit Time' (4:00 PM). The 'Service Option' is 'Standard Auto'.

The screenshot shows the 'Returning User Checkout' form. It shows fields for 'Email Address' and 'Password'.

The screenshot shows the 'Guest Checkout' form. It shows the 'Vehicle Information' section with fields for 'Vehicle Make' (N/A), 'Vehicle Model' (N/A), 'Vehicle Color' (N/A), 'Vehicle Plate' (TEST1234), and 'Vehicle State/Province' (Maryland).



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If you have questions about ParkMobile Reservations, please contact TU Parking & Transportation at 410-704-PARK, select option #1 or upark@towson.edu.



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