TU Parking & Transportation Services will provide daily, weekly and monthly permits for approved construction workers assigned to park on the roof of Union and Glen Garage. The **Construction Roof Daily, Weekly or Monthly permits** are available for purchase when approved for parking through Parking & Transportation Services.

Purchasing options for the permit may only be accessed by use of a parking code (also called coupon code) given by Parking & Transportation Services. Once the code is entered, the parker will be able to pay for their permit. Paystations accept credit/debit cards or cash in the amount of $10, $5, and $1 as well as quarters and nickels (dimes and pennies are not accepted). Only exact change should be used, there are no refunds. See the instructions for purchasing your permit below at the paystation.

- Go to the yellow paystation and you will see the **“Welcome to Towson University”** screen, press any button on the keypad below the screen.

- You will be prompted to enter your license plate number then press “**OK**” on the keypad.

- Once the license plate is entered, the next screen will show the options for parking. In order to select the option for Construction Roof permits, (daily, weekly or monthly) you will need to advance to the 2nd screen of options by selecting “**5**” for more selections.
- On the 2nd page of selections, you will see the option for the Construction Roof permits. Make your selection for a daily, weekly or monthly permit.

- Once you have made your selection, if it’s a daily permit, you will be asked to enter the number of days you will need the permit. Press “1” on the keypad. Then press “OK.” If you selected weekly or monthly the dates will automatically be set by the system.

- Enter the code you were given by Parking & Transportation Services. The screen will read, “Enter Coupon Code.”
• Once the code has been entered, you will be prompted for payment.

• Next, the screen will show your selection for a daily, weekly or monthly permit along with the valid date and times. You will not have to display your receipt in your vehicle. The permit is virtual.