Effective July 1, 2019, department guest permits must be obtained through the new online reservation system ParkMobile Reservations.

If you elect to have your guest obtain their permit, please provide them with the department parking code & direct them to the ParkMobile Reservations site at http://towson.pmreserve.com.

Below are instructions for your guest to obtain a ParkMobile Reservation permit:

- Go to the website: http://towson.pmreserve.com to obtain your department guests permit. (You cannot access through the ParkMobile app) 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.”
- 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 to obtain your guest permit. You will use the code provided by the department when asked for the “Access Code”.
- Once your account is created, an email will be sent to you to activate your account. After the account has been successfully activated you will return to the main page (https://towson.pmreserve.com/)

To obtain your guest permit, please follow the instructions below:
- On the main page (https://towson.pmreserve.com/) select the Daily Parking option, click "Next".
• **Select the Date** that you plan to come to campus, click "Next".
• The next screen is the **Select Service** page. You will need to enter your **Access Code**, which is the parking code provided by the department.

![Parking Reservation Screen](image)

- After you enter the access code, click **Update** to display available permit options.
- Select the permit type best suited for the time and location of your visit.
- Click **Add to Cart**.
- Verify permit date in **Shopping Cart** is accurate. (This should be the day that you are visiting the campus.)
- Leave "Promo Codes" section blank.
- Select "Sign In" if you have an existing account. If you do not have an account, you can simply choose "Guest Checkout."
- Under **Billing Information**, please complete the (*) items. *The department will be charged for your parking. The information is used to provide you with a confirmation of your permit & general parking information.*
- On 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.
  - Enter the vehicle make, model or color— or "NA" if that information is not available.
  - Please ensure you enter the correct license plate and state information, as this will be used to verify you have a parking permit while on campus.
- Check box that you have read & agree to the **Terms and Conditions** of ParkMobile Reservations.
- Review your license plate information for accuracy then click **Complete Purchase**.
- Once you have completed, the purchase you will come to the **Order Summary** page, where you can choose to **View/Print** or **Download Permit (PDF)**. You will **NOT** need to display the permit while your vehicle is parked on campus.
Frequently Asked Questions

Where is my permit valid?
- Your parking permit, through ParkMobile Reservations, is valid, at any visitor space, including those restricted to visitors with a "Code," 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, 6, 7 and 8) where the black bordered signs read: "All TU Permits Valid."

Where can I park If I have an accessibility (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 that you registered through ParkMobile Reservations, contact the Parking & Transportation Services Office at upark@towson.edu to cancel the previous reservation. Do not attempt to park a car on campus that is not registered. This could result in a citation.

For more information please visit https://www.towson.edu/parking/visitors/ or call 410-704-PARK.