

TO: TURFA members
Re: Parking Permits

As a current member of TURFA, you are eligible for free parking on campus. Parking permits are granted to you in blocks of 10 at a time. When you have used your 10 permits, you are eligible to receive your next block of them.

On your behalf, TURFA has forwarded your name, address, email, phone number, and ID number to Parking and Transportation Services so that you can readily access these TURFA parking permits. Certain restrictions apply. Because these parking permits are granted to you as a TURFA member, you cannot transfer them to another person. If you are parking your vehicle on campus in your role as a course instructor, a student taking a course on campus, or an enrolled member of a Campus Recreation program, you need to purchase a daily, monthly, or annual parking permit. See the Parking and Transportation website for the special annual rates for retired faculty and staff.

Below are instructions for accessing and utilizing your parking permits. The procedure may appear confusing at first, but it is easy to use. View the illustrated instructions from Parking and Transportation Services on the TURFA website for additional guidance.

- Register, i.e., create an account, for ParkMobile at towson.pmreserve.com. If you did this last year, skip this step.
- After you register, activate your account by responding to an email from ParkMobile. **Your ParkMobile password is required to use your permits.**
- You will receive a block of 10 permits upon activation. Keep track of the number you use. Once you are close to the end of the initial allotment, email upark@towson.edu to request more blocks of 10 permits.
- You will receive an email when they are issued. This can take several days.
- Every time you wish to park on campus you need to inform ParkMobile.
 - Go to the ParkMobile site towson.pmreserve.com
 - Select **Daily Parking** and enter the **date** you plan to visit campus; then select **Standard Auto** to continue.
 - The next screen is a 'select service' page. Enter your '**ACCESS CODE**' which is your **TU ID** number. It is at the bottom of your TU One Card and includes the initial zero. *If you do not have a record of your ID number, contact TURFA at TURFA@towson.edu in advance of your visit to campus. If we have your TU ID number, we will provide it to you. If we do not have it, we will share with you the phone number of record which was submitted to Parking Services—note the last 7 digits of your phone number will serve as your ID number. If you have an ID number, you must use it.*
 - Click on **UPDATE**. Once you are granted a TURFA permit, click on **ADD TO CART**.
 - Checkout using your email address and your ParkMobile password.
 - Confirm the information that has been entered [date, car, confirm terms and conditions] and complete your purchase.

- You will receive an email confirmation of your order –**THERE IS NO NEED TO PRINT THE PERMIT.**
- You can now park in any visitor, department guest or overflow spot on campus.

Call Parking and Transportation Services if you get stuck in the process: 410-704-PARK (7275) and select option #1 during office hours.

TURFA, August 1, 2023