Managing the Vehicles On Your Account

License Plate Recognition (LPR) means that your plate will become your permit. We’ll be asking you for the following information for each vehicle you want to add to your account:

- License Plate Number and Type
- Registration Expiration Month and Year
- Vehicle Make, Model, Year, and Color

While using the Portal, you may return to the main page at any time by clicking PARKING PORTAL in the top left corner of the page. To log out of the Portal, click your name at the top right.

1. Go to the Parking Facilities web page – purdue.edu/parking – and click on the “Parking Portal” box.

2. At the top left, click VEHICLES

If you’re on a mobile device or a narrow browser window you may see a menu button or a pull-down menu labeled MORE. Either of those will get you to the vehicles option.

3. Follow the on-screen directions to add a new vehicle. When you’re finished adding a vehicle, you should see a screen similar to this:
4. Repeat to add another vehicle. You may add as many vehicles to your account as you wish. When you’re finished adding vehicles, go back to the top of the page and click PERMITS then View Your Permits.

5. On the View Your Account Permits page you’ll see all of your recently purchased permits. Choose the permit you wish to attach vehicles to by clicking the underlined permit number.
6. At the bottom of the Your Permit Details screen you’ll see a button to add vehicles to your permit.

7. Tick the box next to the vehicle(s) you wish to add to your permit. You may have as many vehicles as you like on your account, but faculty and staff may have a maximum of three associated with their permit at any given time.

8. After adding vehicles to your permit, you’ll see them on the Permit Details screen. You are now finished registering your vehicle! Click your name in the upper right corner of the screen to log out.