Purchase your Parking Permit

**Cookies must be enabled on your web browser to purchase online**

- Log in to Employee Self Service
  *If you do not know your HRMS log in information, contact the help desk at 701-777-2222.

- Choose ND HE Self Service > Miscellaneous > Parking Permits

- Select VCSU as your campus.

- Select Purchase Permits (you will have the option to purchase additional permits for $15.00)
  *Be sure to use the Next, Back and Home buttons provided, do not use the Back or Refresh buttons on your web browser.

- Choose the type of permit you would like to purchase (employee).

- Select the vehicle for your permit
  *At this point you will see all vehicles currently registered to you.
  *You may add a new vehicle but cannot delete existing vehicles. This can only be done by the VCSU Parking Office.

- Other Permit Information
  o The VCSU Parking Office WILL NOT be mailing out permits. You will need to stop by the Facilities Services Office to pick up your permit.

- Payment Information
  o Confirm the permit type and fee by selecting Next.
  o Choose a payment method → Credit Card, E-Check or Payroll Deduction.
  o If applicable, enter in your credit card number or bank routing and account number.
  o Payment Receipt → PRINT RECEIPT
    *This receipt can serve as a temporary permit until you pick up your permit in the Facilities Services Office, but will not be valid after September 1.