LU Faculty & Staff:
Instructions for Ordering Parking Permit (Hangtag)

1. Go to www.lamar.edu
2. Click Quick Links to the right center of the website.
3. Scroll down to Self-Service Banner and click.
4. Type in your User ID (your “L” number) and PIN. Click Login.
5. Click the far-right tab Parking.
6. Click Request a Permit (the top tab).
7. Click Continue when Fall 2019 appears on the next screen.
8. Either select a vehicle from your list on file or add a vehicle at the bottom if you have a new vehicle.
   If you have changed vehicles since last year, you will need to update make, model, license plate number, etc. After adding the new vehicle, go to the top and check it.
9. Choose the type of permit you want. Permit types are explained below. (Quick Tip: If you want the same type of permit as last year, look at the permit you had last year and choose the same one for Fall 2019.)
10. Choose to have the parking hangtag mailed to you or held for pick-up at the Parking Office (Wimberly Building, Room 118).
11. Select the Purchase/Request button to confirm order. (There might be a pop-up; press Okay to confirm.)
12. If available, print your temporary permit to use and keep for your records.
13. If you chose to pick up your parking permit, make sure to bring a copy of the temporary permit with you to the Parking Office in Wimberly.

If you have any questions, please contact Parking at 409-880-8308.

Faculty/Staff Permit Types & Costs:

*ACCESSIBLE* NON-RSVD Fee: $48.00
   Non-reserved parking lots and Permit fee will be one-time paid in advance.

*ACCESSIBLE* NON-RSVD PAYR Fee: $48.00
   Non-reserved parking lots and Permit fee will be deducted from your payroll check over the next year. ($48/12=$4 per month)

*ACCESSIBLE* RSVD (CAT2) Fee:
   Reserved parking lots (gated lots) and Permit fee will be one-time paid in advance.
   Permit amount based on amount of annual salary.

*ACCESSIBLE* RSVD (CAT 2) PAYR Fee:
   Reserved parking lots and Permit fee (based on annual salary) will be deducted from your payroll check over the next year.

   *NOTE. If you are eligible for accessible parking, please provide your state-issued hanging placard or a picture of your state-issued license plate to the Parking Office.

*EMP NON-RSVD Fee: $48.00
   Non-reserved parking lots and Permit fee will be paid in advance.

*EMP NON-RSVD PAYR Fee: $48.00
   Non-reserved parking lots and Permit fee will be deducted from your payroll check over the next year. ($48/12=$4)
*EMP RSVD (CAT2) Fee:
Reserved parking lots (gated lots) and Permit fee (based on annual salary) will be one-time paid in advance.

*EMP RSVD (CAT 2) PAYR Fee:
Reserved parking lots and Permit fee (based on annual salary) will be deducted from your payroll check over the next year.

*Permit fees based on annual salary are as follows:
- If salary is less than $25,000 = $60/12 = $5 per month
- If salary is between $25,000 and $60,000 = $72/12 = $6 per month
- If salary is over $60,000 = $84/12 = $7 per month

*MOTORCYCLE ONLY Fee: $13.00