

## Instructions for Obtaining a Cleveland State Parking Permit

Visitors staying at Cleveland State University for the Evolution Conference are eligible to purchase a specialty permit for the Prospect Garage. The Prospect Garage is located at 2350 Prospect Avenue Cleveland, Ohio 44115. The permit is valid from June 18th to June 24th and will cost \$50, regardless of the purchase date. Specialty permits are not eligible for return or refund.

To purchase a specialty permit, you will need to create a visitor parking account by clicking on GUEST LOGIN (at the bottom of the page) and select CREATE ONE (under guest login) using the special link provided in this email. If you are a returning visitor, you may use the guest login credentials that you previously created. Your vehicle information, including the license plate number, is required. Payment should be made with MasterCard, Visa, or Discover. After the purchase is complete you will receive a confirmation email with a link to print out your permit; this is your parking permit. If you do not receive an email, you can print the permit by going to VIEW YOUR PERMITS on the visitor account you've created.

The printed specialty permit must be placed on the left side of your dashboard when parked on campus. The QR code at the top left side of the permit must be scanned to enter and exit the Prospect Garage. DO NOT scan other vehicles in or out of the Prospect Garage; doing so is a violation of CSU Parking Rules and subject to receiving a fine, citation, or loss of parking privileges.

If you have any questions or concerns, please contact us by e-mail at [parkingrequest@csuohio.edu](mailto:parkingrequest@csuohio.edu) and provide a contact number. Please note that e-mails are only reviewed Monday – Friday from 8:00AM to 4:00PM.

By following the directions below you should be able to successfully order the specialty parking permit.

- **If your first attempt fails, STOP! Log out and send an email – do not keep trying.**
- **Our system works with Internet Explorer.**

LINK:

<https://csuparking.t2hosted.com/per/index.aspx?key=31af503142aa47eb81657330f7dc159a>

Email completed parking request forms to [parkingrequest@csuohio.edu](mailto:parkingrequest@csuohio.edu) at least 3 business days prior to date needed; special reservations and large event requests require advance notice. Requests received after 2pm will be reviewed the next business day.