The following process will only need to be done the first time you log into the Aztec Parking Portal. Please make sure you have your vehicle information prior to purchasing a permit. You will not be able to purchase a permit unless you enter your vehicle information (license, make, model, etc.) into the portal. If you commute to campus and drive more than one vehicle put in the primary vehicle when prompted. If you already have a payroll deduction permit, you will still need to follow the procedures for logging in the first time. Please read each page carefully.

LET’S GET STARTED!

Go to the following webpage: https://aztecs.t2hosted.com/cmn/email_recover.aspx

Enter your email on file with the university (Web Portal, Peoplesoft, etc.) Please use all lower caps.
Once you submit your email you will be sent an email to that account with a link. Click on that link in your email to create your Aztec Parking Portal password.

Always use a strong password that contains 10 characters upper & lower case, numbers, and a special character. Click “Update” once you have confirmed your password.
You will now be brought to the log in screen. You can now log into the Aztec Parking Portal with your red id and your password.

Once you log in, you will have a menu of options. You can either add your vehicle information at this time if you are a payroll deduction permit holder or you can select “Purchase Permit.” Should you choose the latter you will still be directed to put in your vehicle information prior to purchasing the permit.
Once you have entered your vehicle information and purchased the permit you have the ability to print an 8 day pass. Click on “Print Permit” to use this print out as a temporary pass. It is only valid for 8 days from the date of purchase.

Next time you log onto the portal you can use this link: [Aztec Parking Portal](#)