

## How to Purchase a Parking Permit

These instructions will guide you through purchasing a parking permit via myHeliotrope.

### **Accessing Housing and Dining Options**

- 1. Go to my.purchase.edu
- 2. Log into myHeliotrope

Browse

3. Click on Browse

# Welcome, Student



#### 4. Click on Banner



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#### 5. Click on Personal Information

Browse			
Banner ►	Personal Information Student Financial Aid Proxy Access		
Personal Informatio	on Student	Financial Aid	Proxy Access
View addresses and contact information; Customize your directo profile.	Register for classes. View your academic records and account information, pay your Advanced Enrollment Deposit	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view Ioan applications.	Create and maintain access for others to your information with Proxy Access.

#### 6. Click on Parking Options

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		Student	► F	Phones	
		Financial Aid	▶ \	/iew E-mail Addresses	
		Proxy Access	- F	Parking Options	
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	Personal Informati	on Studer	nt 👘	Financial Aid	Proxy Access
	View addresses and contact information; Customize your direct profile.	Register for clas your academic r ory account informa your Advanced E Deposit	ecords and tion, pay	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view Ioan applications.	Create and maintain access for others to you information with Proxy Access.

7. This should lead you to the MyParking homepage. Click on Apply for a Permit.



- 8. Select the permit you wish to purchase.
- 9. Once you have completed the process you will be directed to a confirmation page.

Please print this page for your records. If you have selected to not have your permit mailed to you. Place this confirmation page in your window as a temporary parking permit as you pick yours up in room CN1014.