

## 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



Parking & Transportation |(914) 251-6177|stephanie.ferrer@purchase.edu

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#### 5. Click on Personal Information

Browse			
Banner	Personal Information Student Financial Aid Proxy Access		
Personal Information	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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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.