Steps for Adding Vehicles to an Active Permit

Students can have up to three active vehicles on their parking permit at a time, while faculty and staff can have five. This is different than it was in the 22-23 academic year, when everyone was limited to one active vehicle on a permit at a time. Although multiple vehicles are allowed on your permit, only **one** vehicle can be on campus at a time.

If a vehicle is parked on campus, make sure it is one of the active vehicles on your permit. If it is not, follow these steps to add it:

1. Log in to AccessUH
2. Go to your myParking account
3. Click "Manage Permit Vehicles"
4. Click on the permit number of your active parking permit
5. Scroll down and click "Add Vehicles to Permit"
6. You will see a list of active vehicles on your parking account
7. Check the box of the vehicle to add to the permit
8. Click "Add the Selected Vehicle"
9. If vehicle to add to permit is not on the list, click "Add a New Vehicle," then fill in the vehicle details and click "Next"