Contents

DPR Guide

Login

You can reach the DPR site one of two ways:

① Use the direct link to the **DPR site:** https://transport2.tamu.edu/DPRWeb

② Go to our website (transport.tamu.edu) and select **Departments > DPR Login**
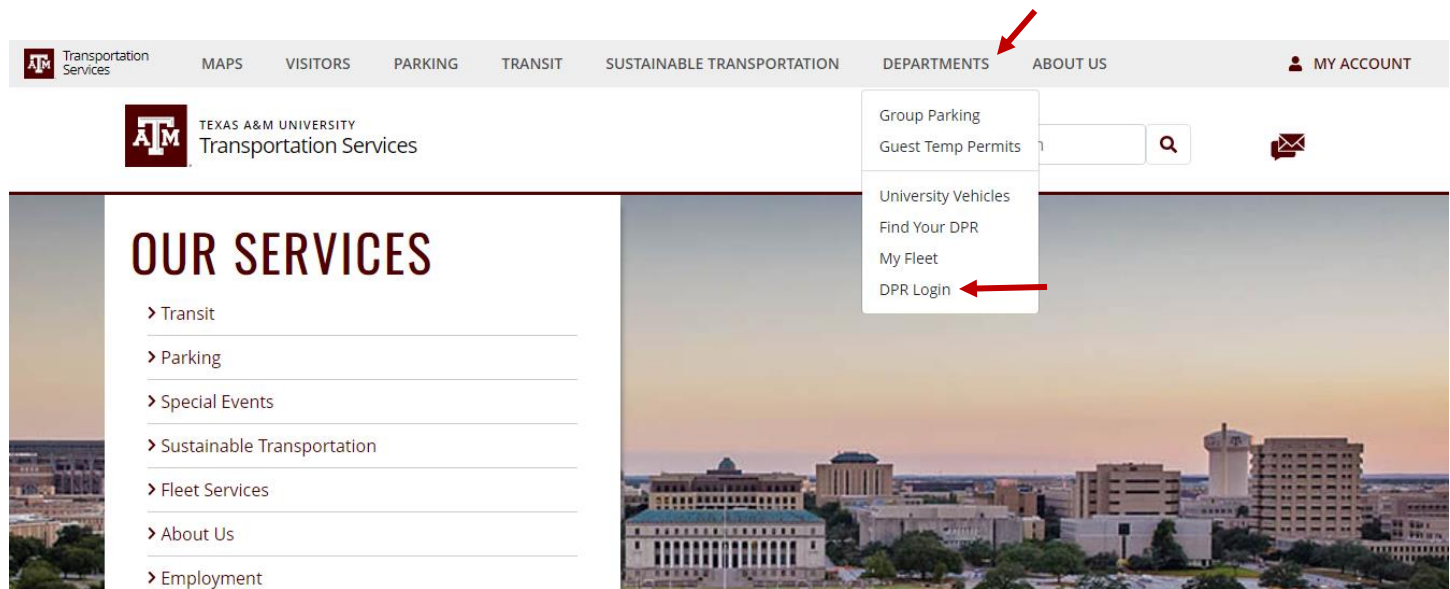
**Log in by using the box on the left to login with your Net ID and password:**
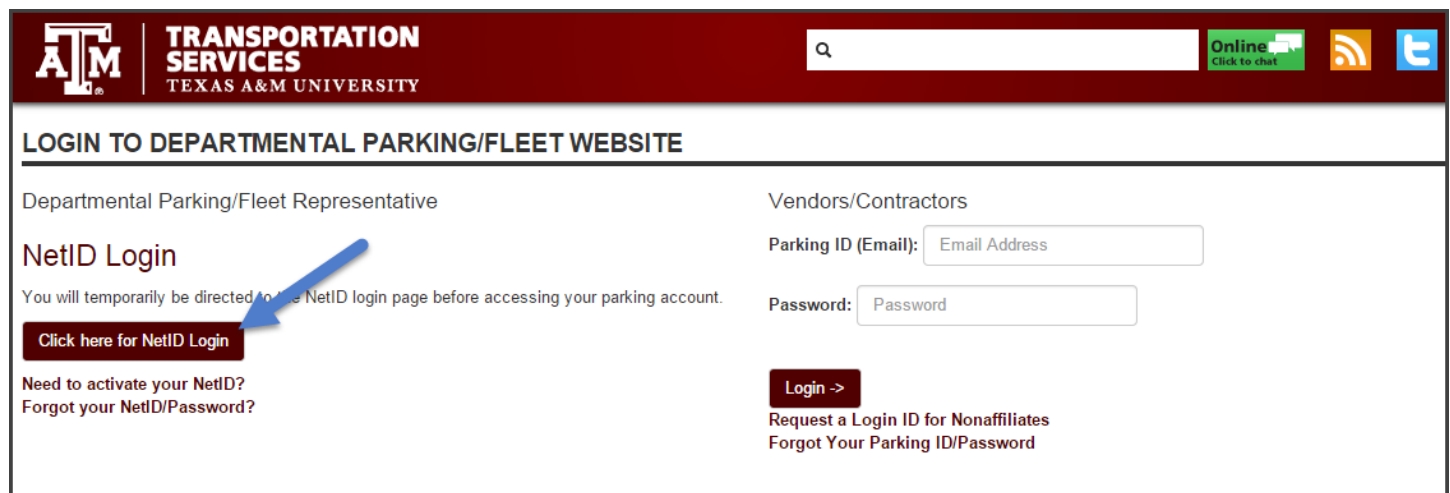
All links are listed on the left sidebar menu.

Business Permit	
▪ Business Permit (IDT)	Purchase business permits by IDT only
▪ Assign BUS to Employee	Assign (or remove) business permits from employees with valid permits
▪ Assign BUS to DP	Assign (or remove) business permits from permits owned by the department
▪ View BUS Report	View all BUS permits in their current status (Available or Used)
Special Event Permit	
▪ Guest Permit (IDT)	Purchase $10 day permits for guests by IDT only
▪ View/Print Guest Parking	List of all guest permits
▪ Validate a Permit	Online validating allows the ability to validate a customer's parking
▪ View Online Validation	List of all online validations within the past 30 days
Departmental Parking	
▪ Dept Permits	List of all departmental permits with details
▪ Dept Parking Request	Request a new departmental permit
▪ Campus Permit Request	Request a new departmental CAMPUS permit
▪ Update Custodian on Permit	Request to change or add a custodian to a departmental permit
▪ Dept Citations	List of all departmental citation details and payment option
Employee Permits	
▪ View Employee Permit	List of all current employee permits available for renewal and renewal status
▪ Emp Parking Request	Request parking permit for a new employee and add to waitlist(s)
▪ Pay Assigned Permits	Pay for employee permits
Vehicles	
▪ SMV Vehicles	List of all registered departmental SMVs
▪ SMV Registration	Register a new departmental SMV
Others	
▪ Vehicle Toll Tag	Request a toll tag for a university vehicle
▪ DPR/Admin Request	Request or remove a DPR
▪ Forms	list of parking forms
DPR Admin	
▪Departmental User	Create/edit a DPR user

Business Permit

Purchasing a Business Permit

- To purchase a business permit using an IDT click the **Purchase BUS (IDT)** link:

- Select a permit type from the drop down list
- Select a department from the department drop down list
- Enter the custodian UIN and click the maroon **Verify UIN and Get Name** button
- Select the number of permits requested
- Enter complete account number for payment
- Click the I understand box
- Click the maroon **Submit** button

Business Permit

Assigning a BUS to an Employee

- Click the <u>Assign BUS to Employee</u> link

- Select the <u>Business permit icon</u> for the employee you wish to assign a permit to.

Business Permit

- Select a permit and click on Assign Selected Business Permit

- The BUSINESS permit will appear next to the employee's name.

NOTE: The **Assign BUS to Employee** link displays permits owned/paid for by the employee only

Business Permit

Removing a BUS from the Employee

- Select 'View BUS Report' to view all BUS permits currently linked
- Select the Business permit icon for the permit you wish to remove

- Click the Remove BUS button

Business Permit

- The permit is removed

Business Permit

Assigning a BUS to a Departmental Permit

- Click the Assign BUS to DP link

- Select the Business permit icon for the departmental permit you wish to assign a BUS permit to

- Select a permit and click on Assign Selected Business Permit

Removing a BUS from a Departmental Permit

- Select the Business permit icon for the departmental permit you wish to remove a BUS permit from
- Click the Remove BUS button

Business Permit

View BUS Report

- Select the <u>View Bus Report</u> to see Total BUS Available and Total BUS Being Used

> **NOTE: If an employee <u>exchanges</u> their permit, linked BUS permits can be found and removed from this page. The BUS permit can then be <u>attached</u> to their new permit on Assign BUS to Employee**

Special Event Permit

Purchasing Guest Permits

- To purchase guest permits using an IDT, click the **Guest Permit (IDT)** link:

- Select a parking area from the preferred parking area drop down list
- Select the date the permit should be valid
- The Number of Permits will default to 1 for TAMU and Rellis permits
- Click on the maroon **Check Availability and Cost** button

If permits are available for the lot and time, then you may pay:

- Select a department from the department drop down list
- License plate number is required
- Enter complete account number for payment
- Click the maroon **Submit** button

Departmental Parking

View Departmental Permits

- To view all permits that have been purchased by your department and permit details, click **Dept Permits**:

- To update a license plate, click on the License Plate icon
- To print a barcode for event parking, click on the Barcode Icon

Departmental Parking

Requesting a New Departmental Permit

- To request a lot/garage specific permit, click the **Dept Parking Request** link:

- Select the lot/garage requested from the drop down menu
  - You may want to select a second and third choice in case your first choice is not available
- Select the department from the department drop down menu
- Enter the Custodian UIN and click the maroon **Verify UIN and Get Name** button
- Enter the number of permits you are requesting
- Enter the payment information
- Enter any notes you may have
  - Please provide a license plate number per permit requested
- Enter your email address
- Click the maroon **Submit** button

Departmental Parking

Campus Permit Requests

- To purchase a campus permit click the **Campus Permit Request** link:

CAMPUS PERMIT REQUEST

Custodian Information

* First Name:	* First Name
Middle Name:	Middle Name
* Phone:	* Phone
* Email:	* Email
* Physical Address:	

* Last Name:	* Last Name
* UIN:	* UIN
* Mail Stop:	* Mail Stop
* Department:	* Department

Number of Permit & Permit Delivery

The number of permit you are requesting for the custodian above: 1

○ Pick-up Permit(s)
◉ Mail Permit(s) to:

Mail Stop: [   ]   Name: [   ]

Payment Information

◉ Using AR/IDT

Please enter AR/IDT (standard account number: xx-xxxxxx-xxxxx) info below
System Part Code: [   ]   Account Number: [   ] - [   ]

Person Responsible for Account:

Name: [   ]   Phone: [   ]

○ Not Using AR/IDT

If you are not paying with an AR/IDT, we will notify you when we are ready to process your request.

Note/Comments

- Provide a license plate per permit requested
- Specify whether you want a Campus (lot access only) or Campus Plus (lot and garage)

Enter your email address to receive a copy of your request.
*All future correspondence will be sent to your BPP address which can be updated using HRConnect.

Email: [   ]

[Submit]

- Completely the form
- Payment
  - If using IDT complete account information field
  - If paying by check or pro-card click the bullet next to Not Using AR/IDT
- Click the maroon **Submit** button

Notification will appear at the bottom of the screen when successfully submitted

Departmental Parking

Updating the Custodian on a Permit

- To change the custodian of any departmental permit, click **Update Custodian on Permit** link:

- Select a permit from the permit drop down list
- Enter the custodian UIN and click the maroon **Verify UIN and Get Name** button
- Click the bullet to specify if you are adding or replacing the custodian
    - If replacing a custodian, type the name of the old custodian that will be replaced in the blank.
- Click the maroon **Submit** button

A notification will appear after successfully submitting the changes:

Departmental Parking

Department Citations

- To view departmental citations, click the **Dept Citations** link:

CHECK CITATIONS

The permits can not be renewed by renewal requests if the department has any citations.

The following is the list of unpaid citation(s). Please pay citations at Pay Citations. You have a right to appeal a citation within 14 calendar days of the issue date of the citation. Please login to My Parking Account to appeal a citation or view your appeals.

There are no unpaid citations.

The following is the list of paid citation(s).

Mail Stop	Citation Number	Issue Date	Amount Due	Status	Account #	Violation	Permit	License Plate	Vehicle	Comments
1250	145800598	12/11/2014	$0.00	Zero Balance	118888	Motorist Assistance		TX-215116	FORD WHITE TRUCK	
1250	147300466	11/4/2014	$0.00	Voided	118888	Unauthorized Area	5CMP55094	TX-DD3Z074	HONDA GRAY SPORTS UTILITY/ ALL PURPOSE	
1250	137902267	5/29/2014	$0.00	Zero Balance	336661	Improper Parking	4VSR03268	TX-DT5Y226	TOYOTA SILVER FOUR DOOR	

- Click the **Pay Citations** link to pay the citation:

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- You will be redirected to the **Search/Pay Citation** screen on our website

Departmental Parking

- Enter the citation number or license plate number to search, then click maroon **Submit** button:

License Plate:	License Plate
State:	TEXAS ▾
	-OR-
Citation Number:	148300231
	Where is the citation number?
Submit	

- Click maroon **Pay Citations(s)** button to make a payment:

	Citation Number	Issue Date	Plate	Amount Due	Violation		Status
☑	148300231	01/30/2015	TX-BRR9310	$2.00	Pay by Space Violation	🖼	Unpaid

Note: You may file an appeal within 14 calendar days of the issue date of the citation.

Pay Citation(s)

Employee Permits

View Employee Permits

- To view all permits belonging to your employees, click the **View Employee Parking** link:

CURRENT PARKING PERMITS

Departmental Permits	Employee Permits						

Export Employee Permits to Excel

Account ID	UIN	Name	Status	Permit Type	Permit #	Space #	Issue Date	Mail Stop
12345	111001111	PERSON	ACTV-ST	076	PMT001		1/1/9999	0012
12340	111001112	PERSON	ACTV-ST	CC	PMT002		1/1/9999	0012
12341	111001113	PERSON	ACTV-ST	069	PMT003		1/1/9999	0012

Employee Permits

Requesting a Permit for a New Employee

- To request a permit for an employee, click the **Emp Parking Request** link:

- Completely all fields in customer information section with the new employee's details
- Select the employee's department from the department drop down menu
- Enter the **employee's HOME** address
- Enter the **employee's email address**
- Select the employee's classification in the **Customer Type** drop down menu
- Select up to three lots choices (in case the first choice is not available immediately)
- Check the Automatic Payroll Deduction box if this is the payment option the employee is requesting, and complete the **Effort**, **Length of Term** and **PIN** fields:

- Click the maroon **Submit** button

NOTE: If the lot you are looking for is <u>not</u> in the drop-down menu, you may write it in the comments

Employee Permits

Paying for Permits Assigned for Employees

- To pay for an employee's personal permit on their behalf, click the **Pay Assigned Parking** link:

EMPLOYEE ASSIGNED AND UNPAID PERMITS

Clicking "Pay Assigned Permit" link button will lead you to an employee's waitlist page in a new browser window. Please *logout the employee's account and close popup web browser window* after you are done paying permit for that employee or before you process the next employee's permit.

*** *Please close popup web broswer window before you open another employee's waitlist page* ***

Refresh

Total: 1

Account ID	UIN	Name	Current Permit	Mail Stop	
1234	111001111	PERSON	LOT 51	0012	Pay Assigned Permit

- Click the maroon **Pay Assigned Permit** link to the right of the customer information
- Click maroon **Pay** link in the pop-up window:

Permit Requested	Choice Order	Assignment Expires	Status	
Lot 51	3	1/1/9999	Purchase by 1/1/9999	Pay
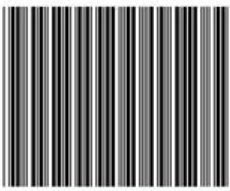
- Select a payment method and follow the steps to complete the payment process until you receive a confirmation screen with a printable receipt containing a barcode

PERMIT DETAIL/RECEIPT

Please print this page for your records.   Print Receipt

NOTE: Print your receipt and display on your dashboard as a temporary permit for up to 14 days after original date of purchase.

Permit Type:	Lot 51
Permit Number:	PMT001
Purchase Date/Time:	1/1/9999
Mailing Date:	
Effective Date:	1/1/9999
Expiration Date:	1/1/9999
Status:	Active
Reserved Numbered Space #:	

Please fold on line and display barcode side up on dashboard.

Vehicles

Requesting a Transponder

- To request a transponder, click the **Vehicle Toll Tag** link

- Then click the **Click Here to University Vehicle Toll Tag Request page** link

Toll Tag for University Vehicle Request

Department:

Mail Stop:

TAMU Phone:

Dpt Contact Email:

TOLL TAG 1

Custodian UIN:

Custodian Email:

License Plate #:

Vehicle/Equip #:

Vehicle Make:
Select Make ▼
Vehicle Model:
Select Make First ▼
Vehicle Year:

To which building(s) and/or lot(s) is access needed?

Add Another

- Fill out all blank fields in order to successfully submit the request
- If more than one card is needed, click the maroon **Add Another** button before submitting request
- When finished with all card requests, click the maroon **Submit Request** button
- Confirmation page will appear after submitting request

Others

Requesting DPR Access

To request to add or remove a DPR, click the **DPR Request** link:

DPR/DPR ADMIN REQUEST

Purpose of Request:

○ Request to ADD New DPR
○ Request to Grant DPR Admin Access *(Privilege to add users to access online validation and guest permits pages)*
○ Remove Existing DPR

Information of DPR

* First Name: [* First Name]   * Last Name: [* Last Name]

* Mail Stop: [Please choose a mailstop. ▾]   * UIN: [* UIN]

Questions/Comments:

[   ]

Copy of your request will be sent to your BPP address. If you would like a copy sent to an alternate email address please specify below. All future correspondence will be sent to your BPP address which can be updated using HRConnect.

Email: [   ]

[Submit]

Requesting a new DPR:
- Click the bullet next to **Request New DPR status**
- Enter the new DPR's details
- Click the maroon **Submit** button

Requesting a new DPR Admin Access:
- Click the bullet next to **Request to Grant DPR Admin Access**
- Enter the new DPR Admin Access
- Click the maroon **Submit** button

Remove an existing DPR:
- Click the bullet next to **Remove Existing DPR**
- Enter the details of the DPR to be removed
- Click the maroon **Submit** button