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DPR Guide

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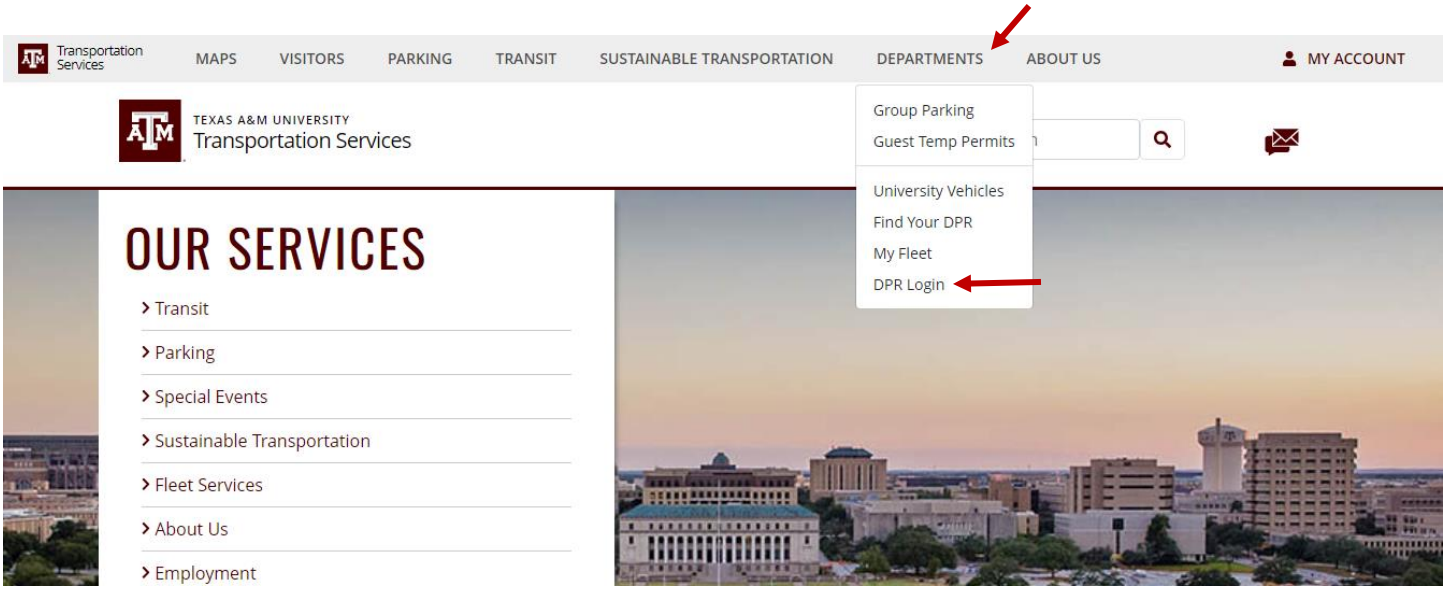
Login

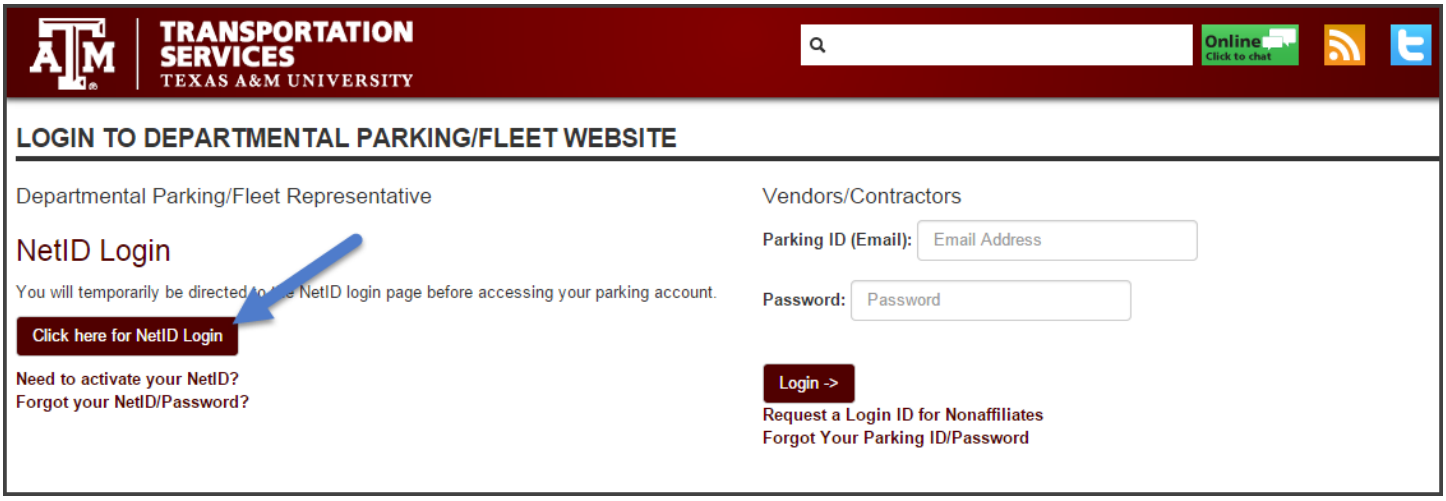
You can reach the DPR site one of two ways:

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:



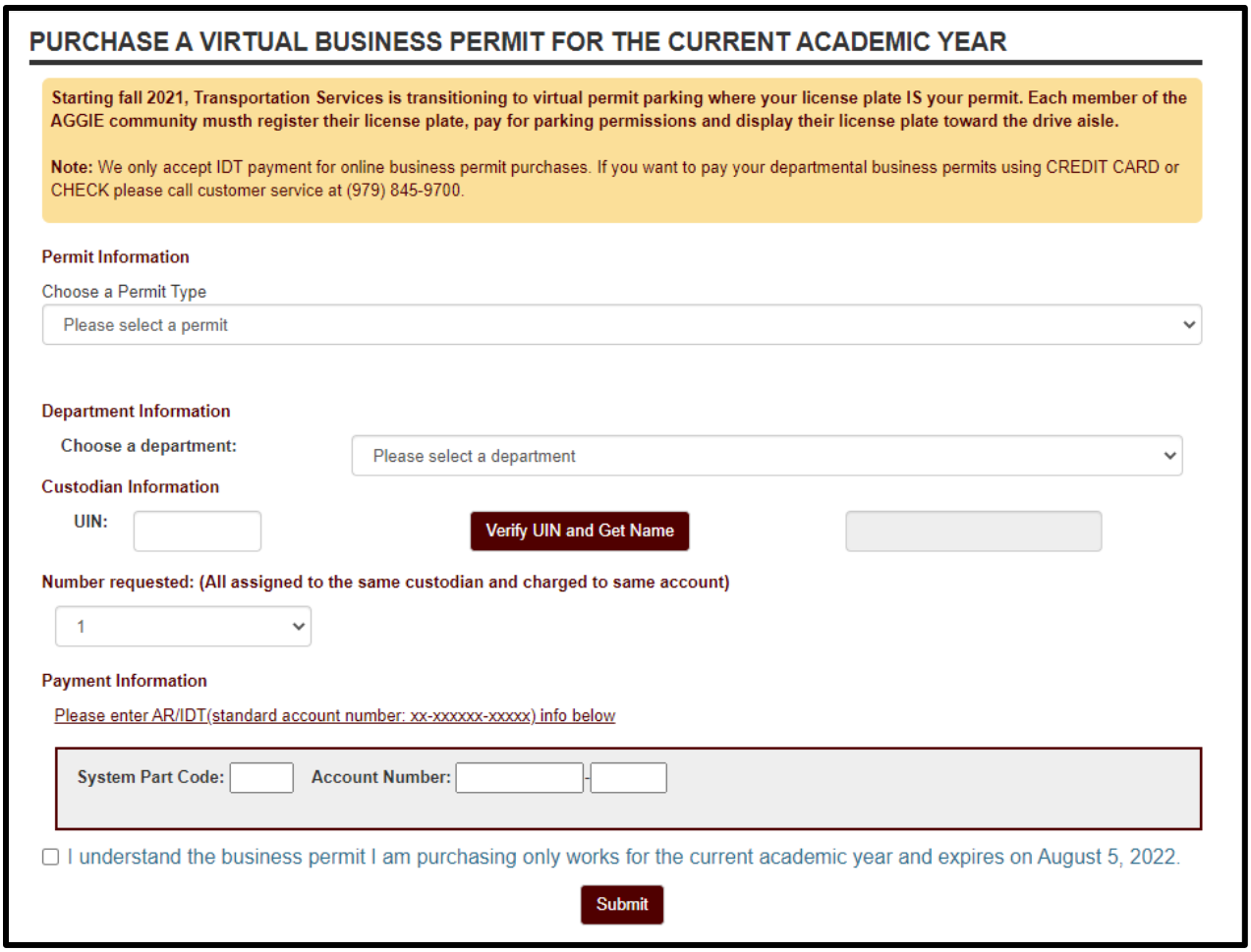
Navigation

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

Purchasing a Business Permit

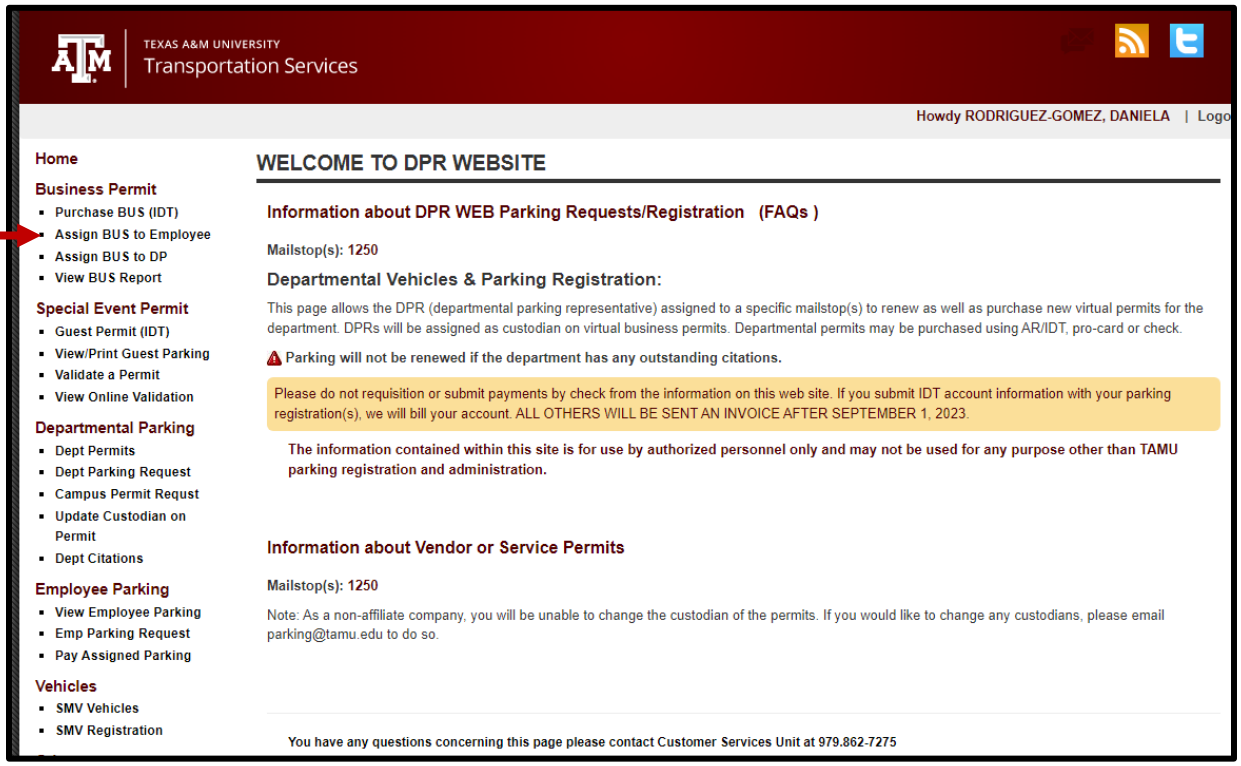
- To purchase a business permit using an IDT click the **Purchase BUS (IDT)** link:



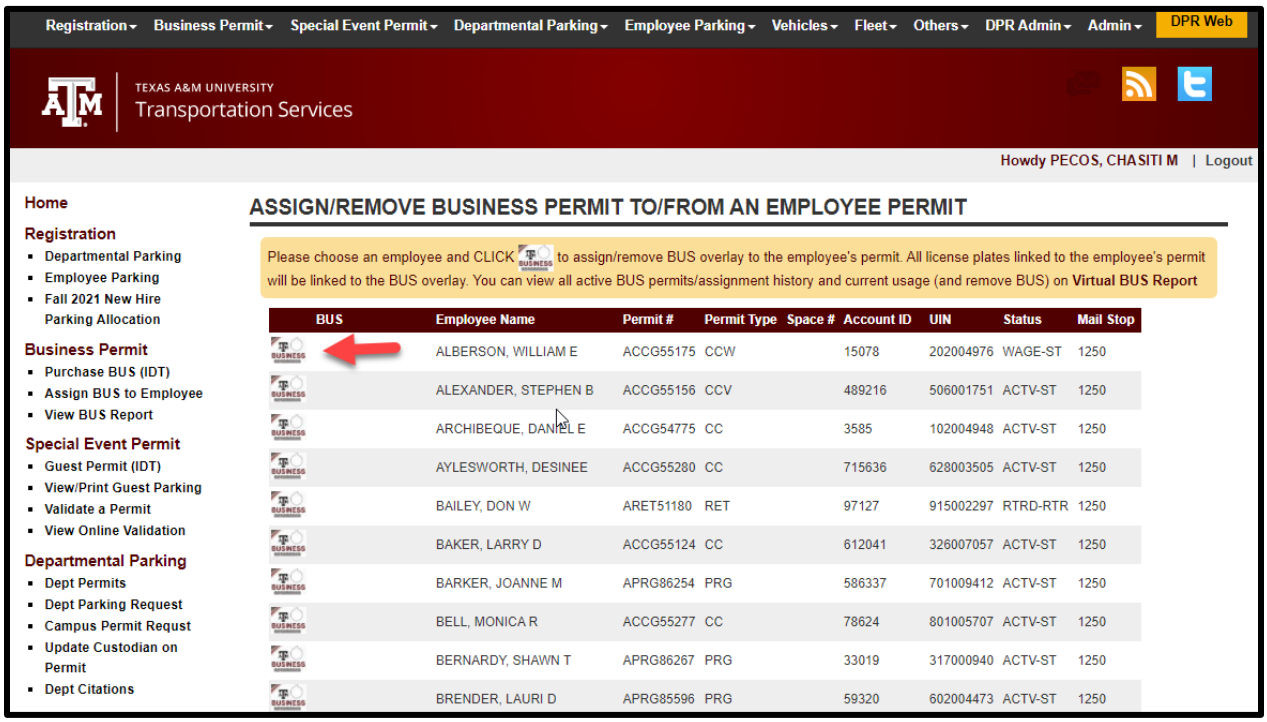
- Select a permit type from the drop down list
- Select a department from the department drop down list
- Enter the custodian UIN and click the maroon **Verify UIN and Get Name** button
- Select the number of permits requested
- Enter complete account number for payment
- Click the I understand box
-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

Assigning a BUS to an Employee

- Click the Assign BUS to Employee link



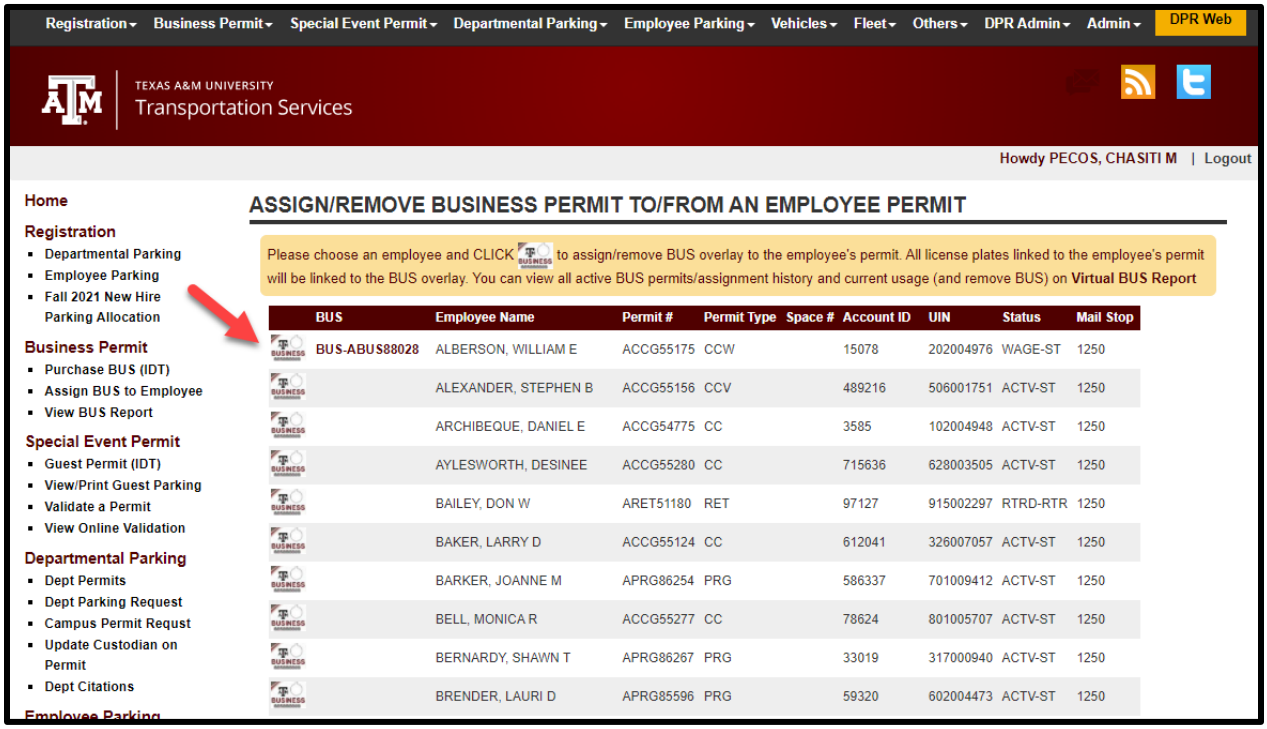
- Select the Business permit icon for the employee you wish to assign a permit to.



Business Permit

- Select a permit and click on Assign Selected Business Permit

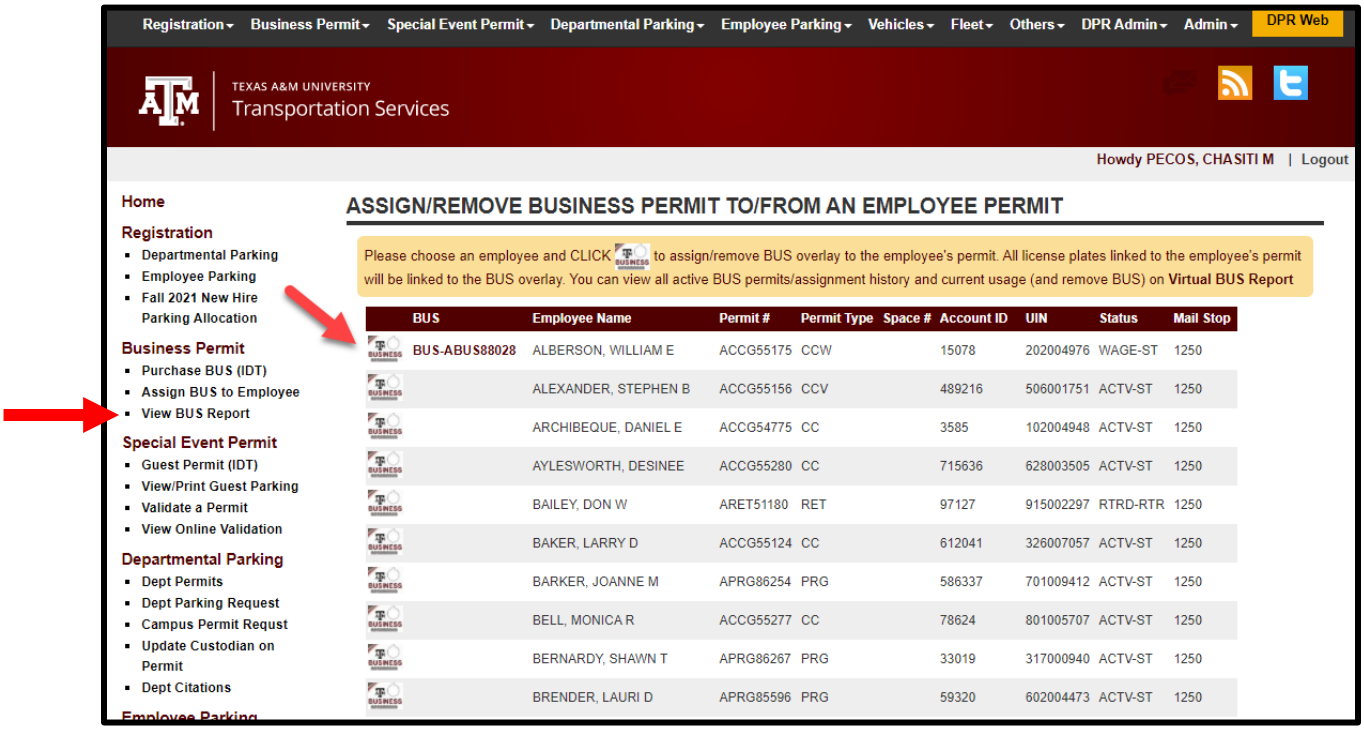
- The BUSINESS permit will appear next to the employee's name.



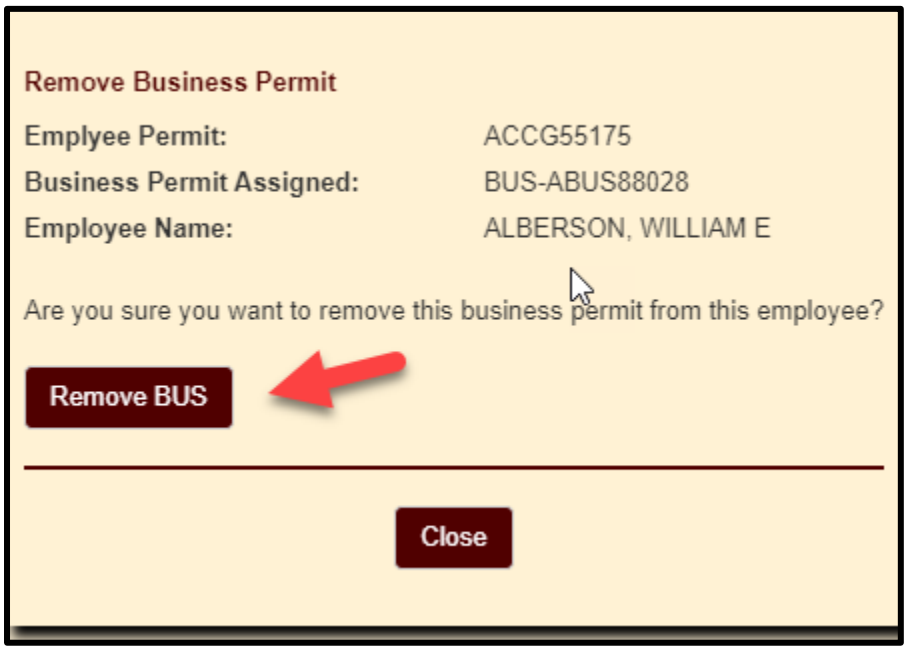
NOTE: The Assign BUS to Employee link displays permits owned/paid for by the employee only

Removing a BUS from the Employee

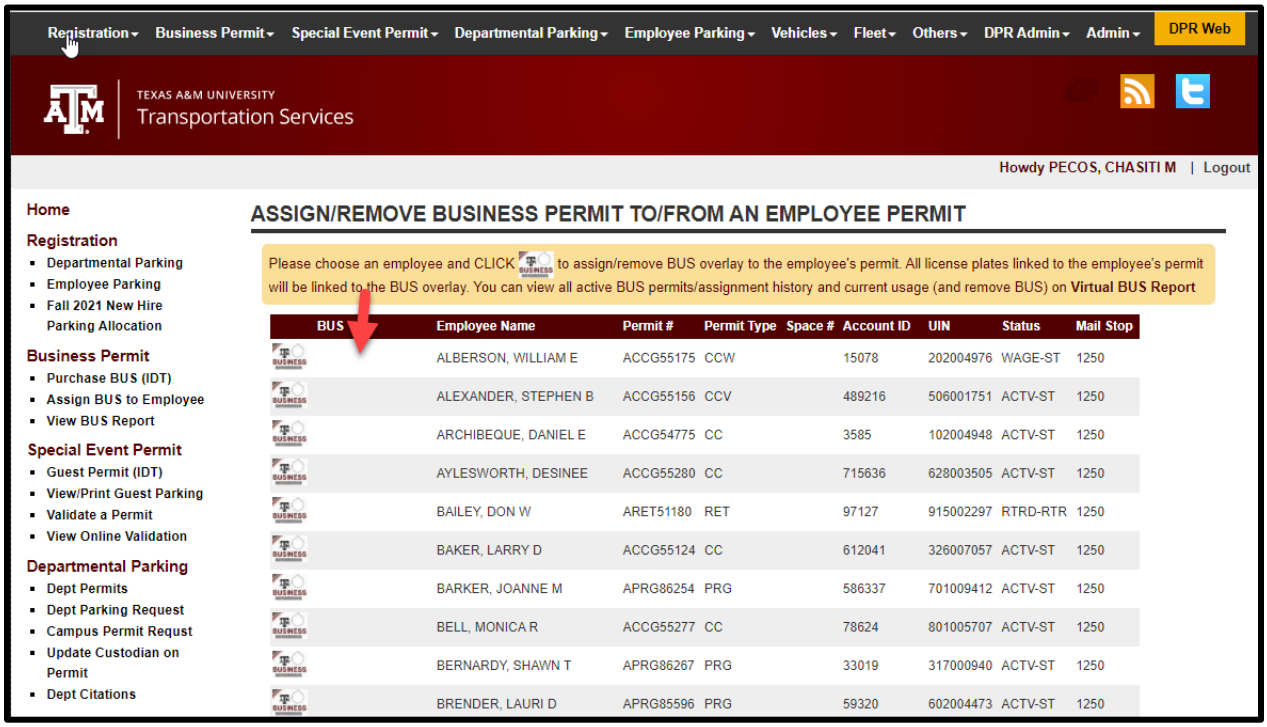
- Select 'View BUS Report' to view all BUS permits currently linked
- Select the Business permit icon for the permit you wish to remove



- Click the Remove BUS button



- The permit is removed

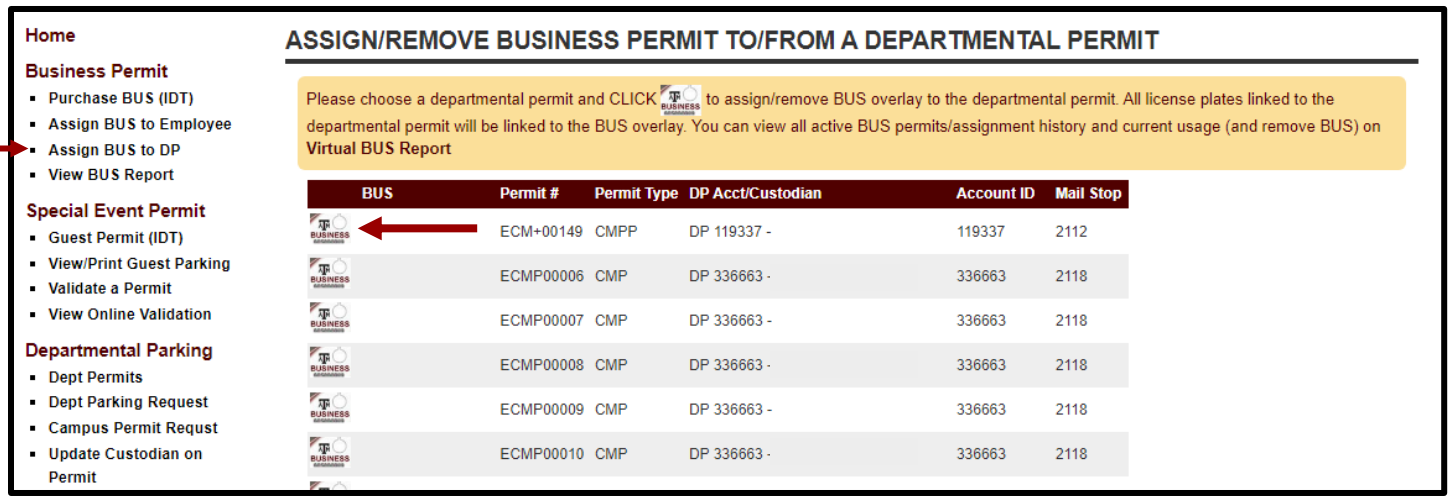


Business Permit

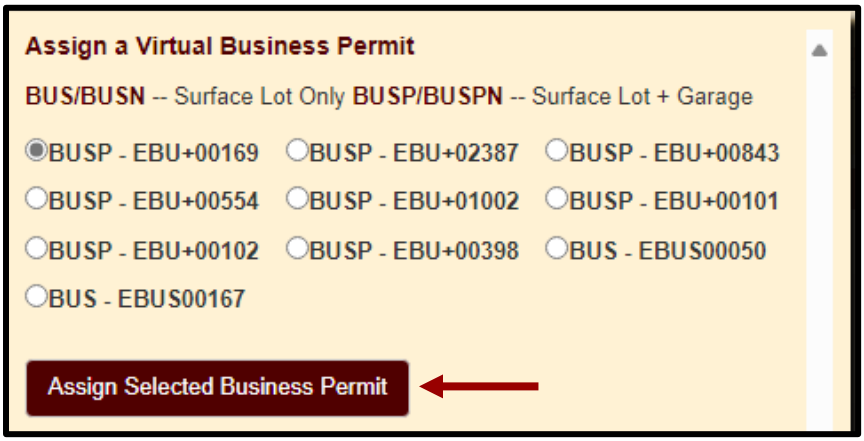
Assigning a BUS to a Departmental Permit

- Click the Assign BUS to DP link

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

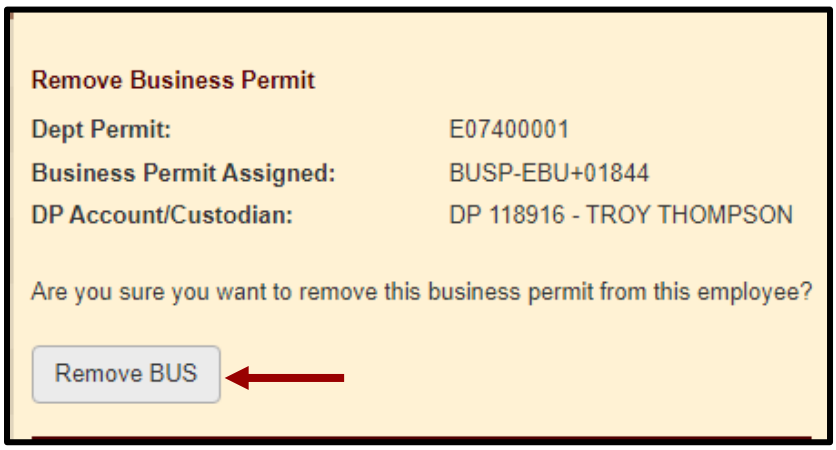


- Select a permit and click on Assign Selected Business Permit



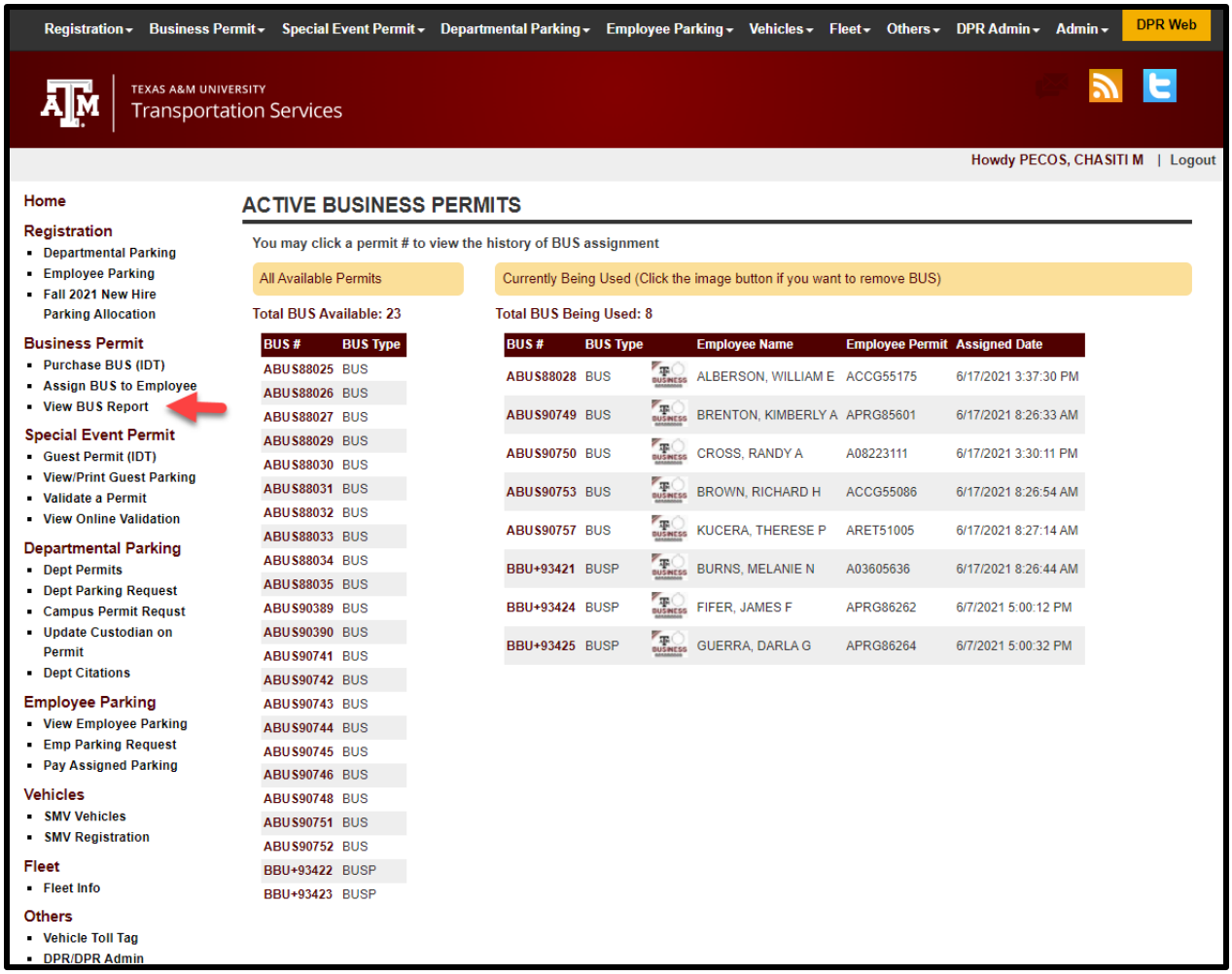
Removing a BUS from a Departmental Permit

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



View BUS Report

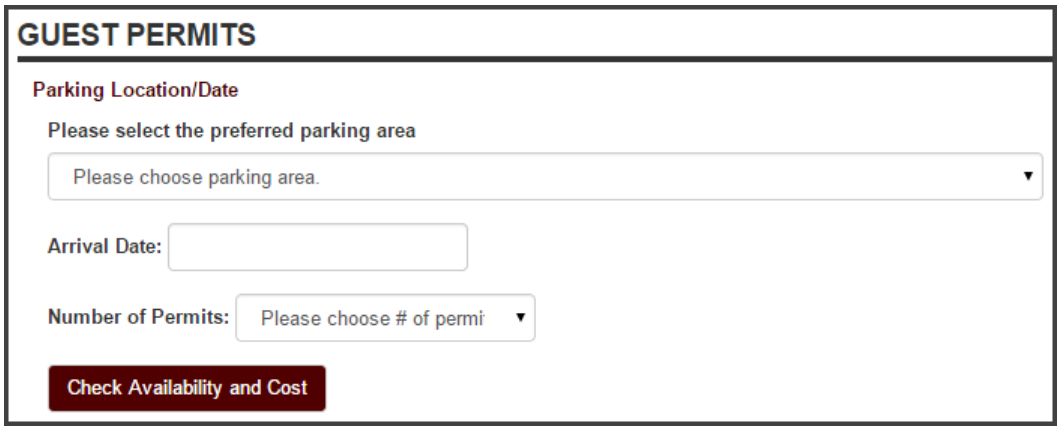
- Select the View Bus Report to see Total BUS Available and Total BUS Being Used



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

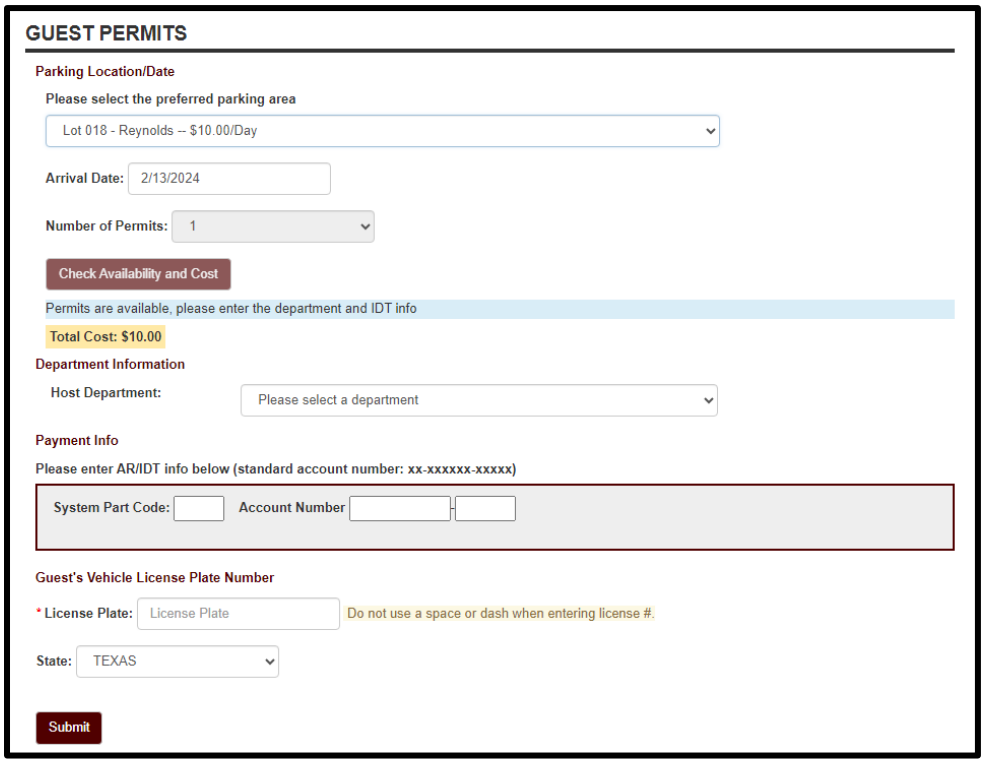
Purchasing Guest Permits

- 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:

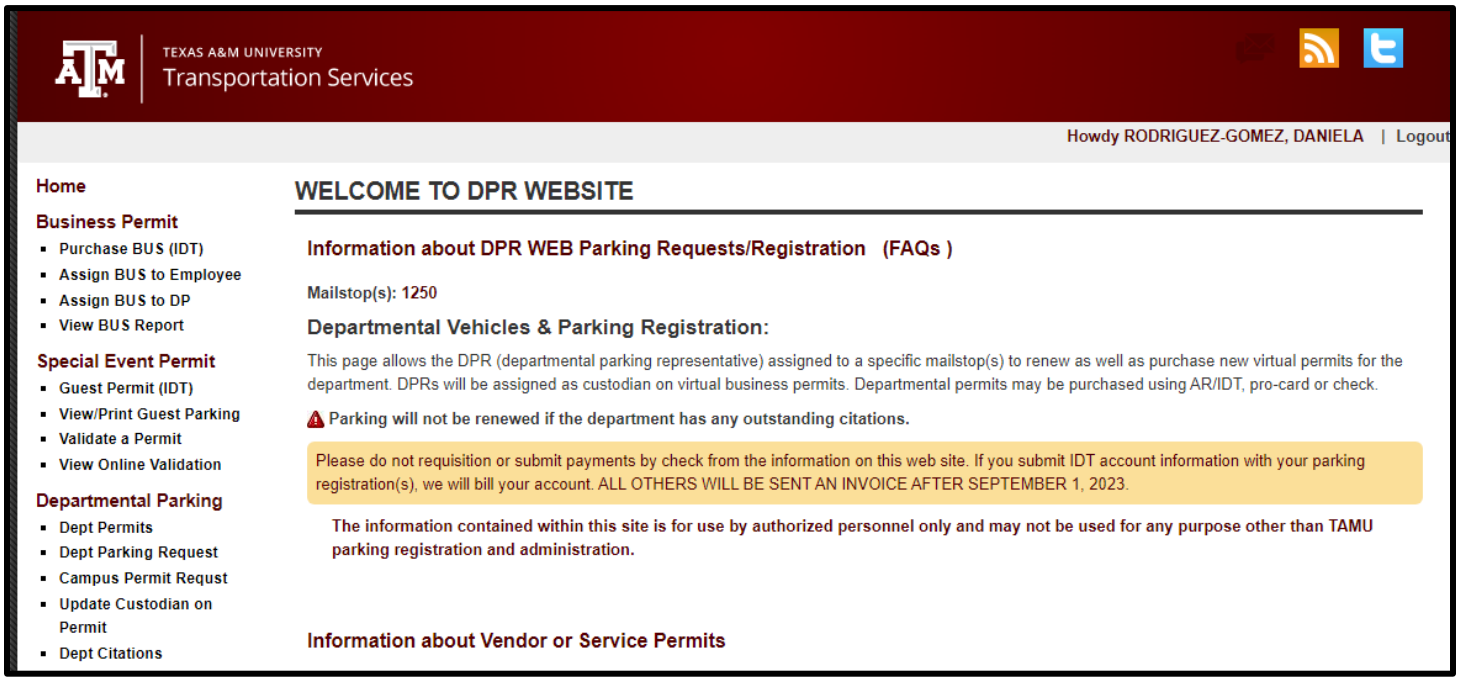


- Select a department from the department drop down list
- License plate number is required
- Enter complete account number for payment
- Click the maroon **Submit** button

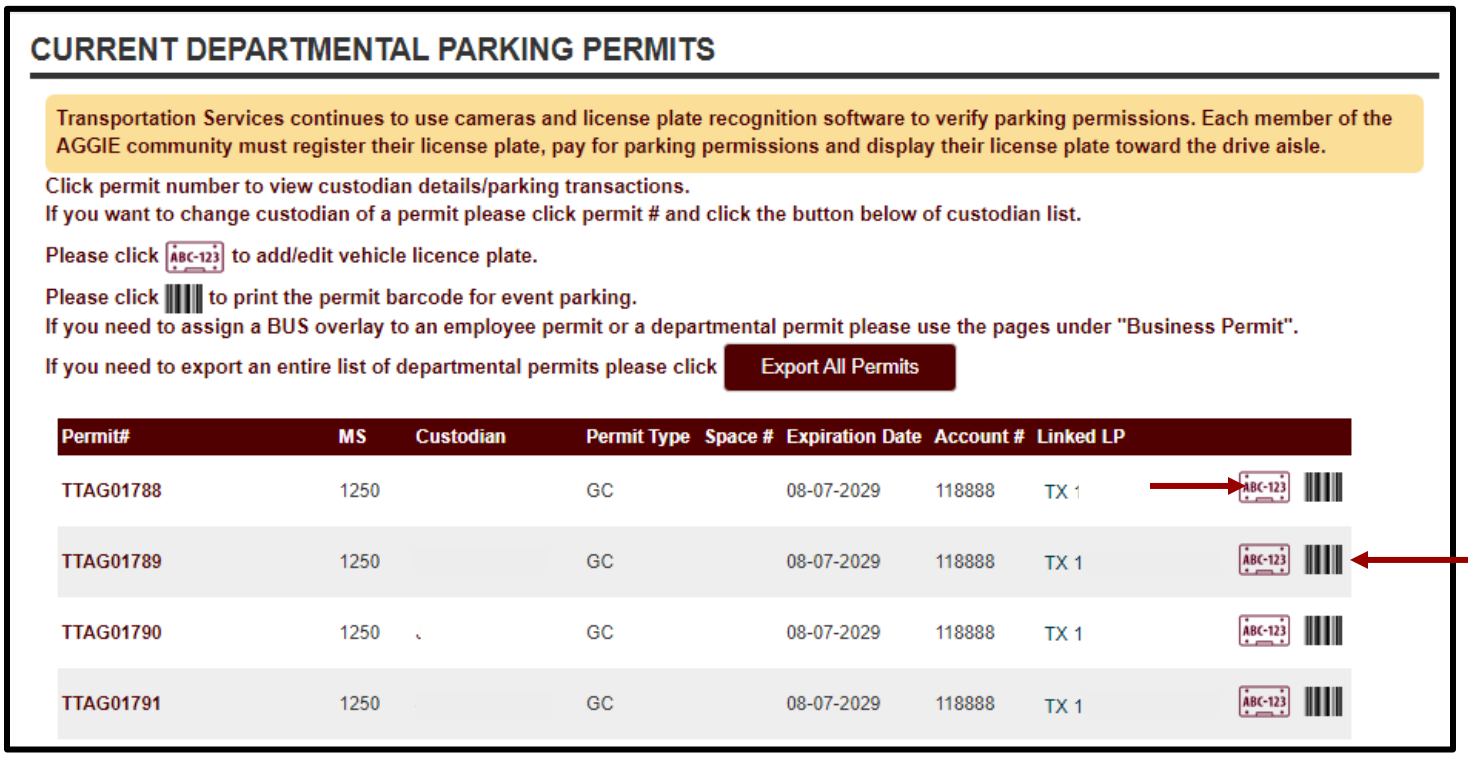
Departmental Parking

View Departmental Permits

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

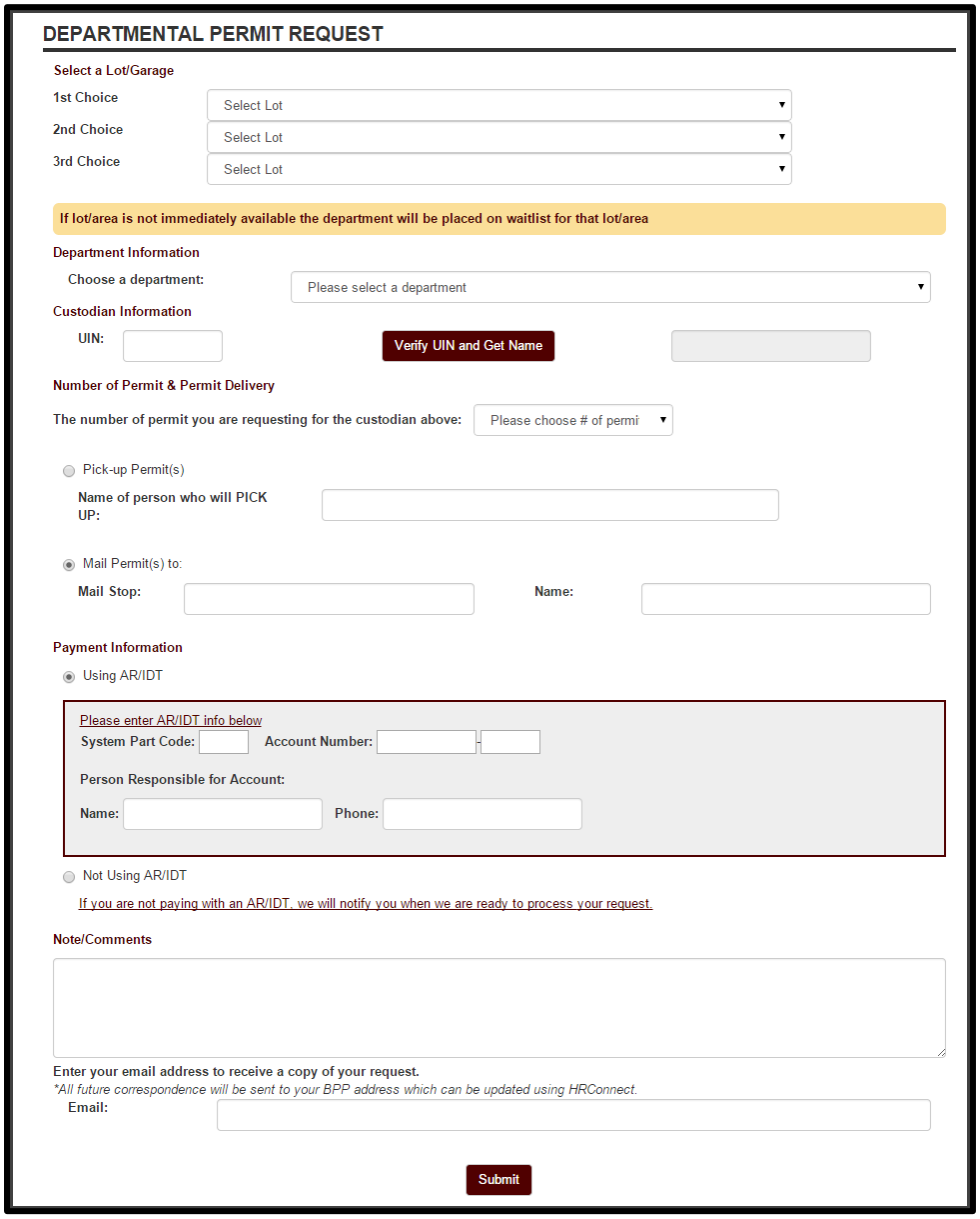


- To update a license plate, click on the License Plate icon
- To print a barcode for event parking, click on the Barcode Icon



Requesting a New Departmental Permit

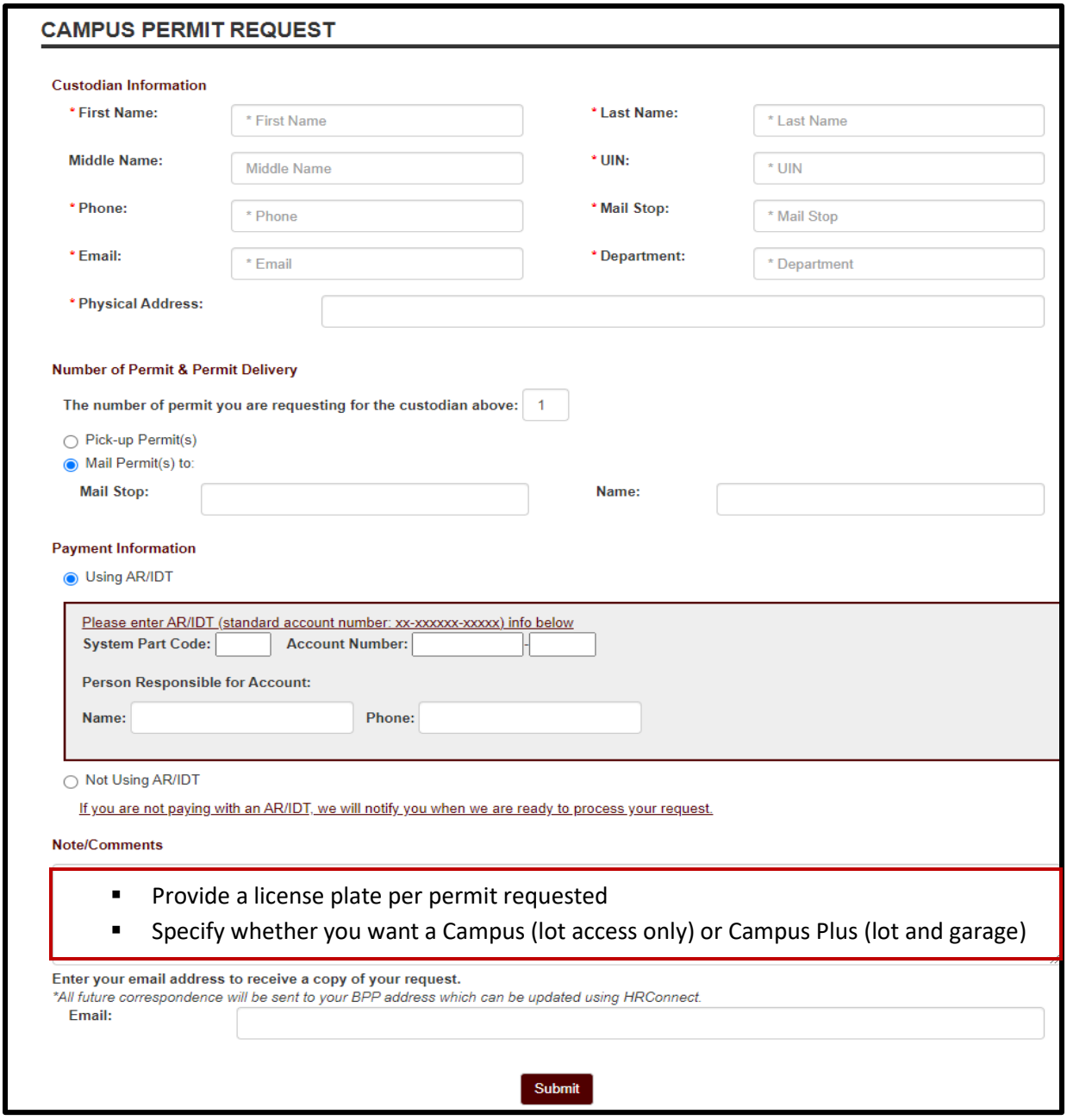
- To request a lot/garage specific permit, click the **Dept Parking Request** link:



- 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

Campus Permit Requests

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



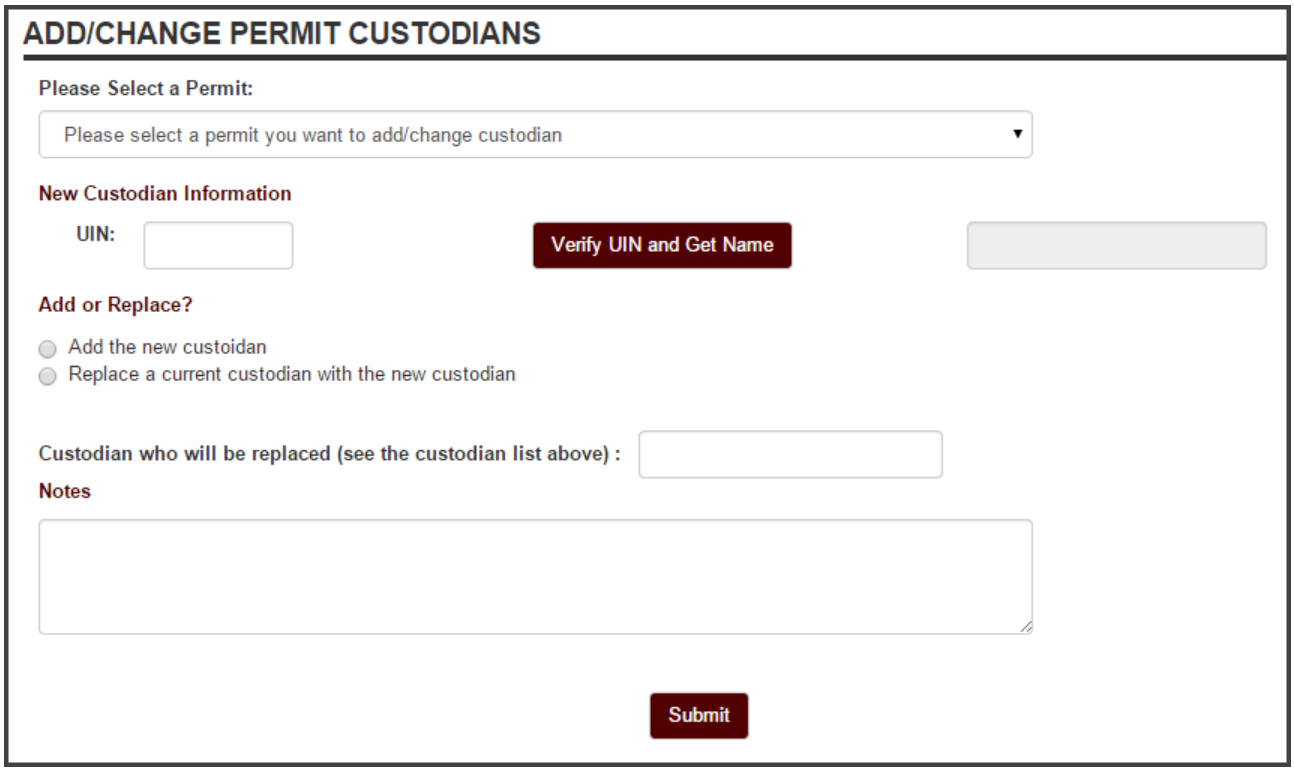
- Completely the form
- Payment
  - If using IDT complete account information field
  - If paying by check or pro-card click the bullet next to Not Using AR/IDT
- Click the maroon **Submit** button

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:



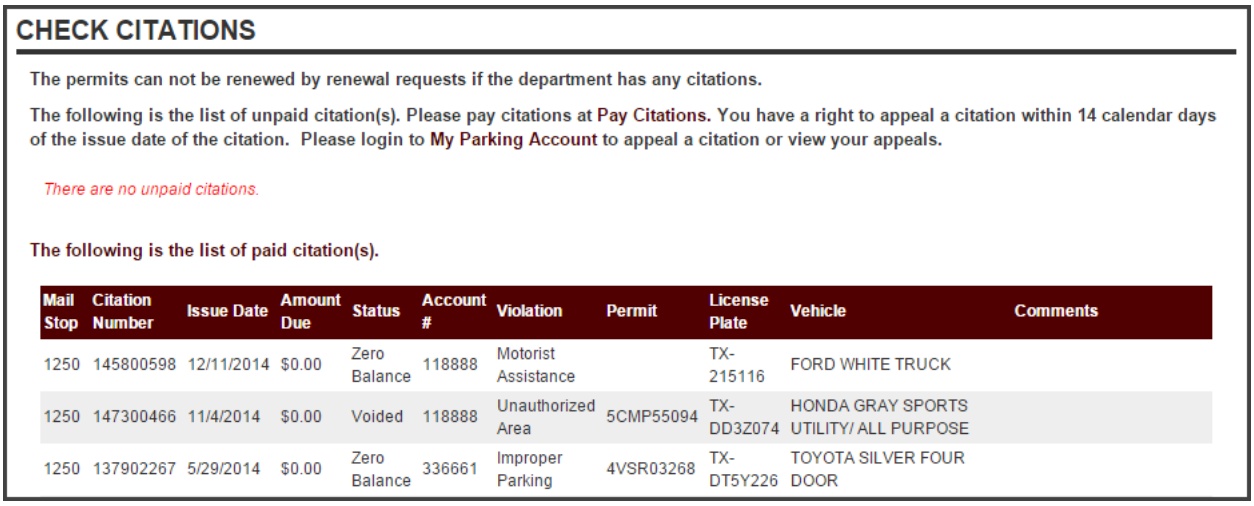
- Select a permit from the permit drop down list
- Enter the custodian UIN and click the maroon **Verify UIN and Get Name** button
- Click the bullet to specify if you are adding or replacing the custodian
    - If replacing a custodian, type the name of the old custodian that will be replaced in the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

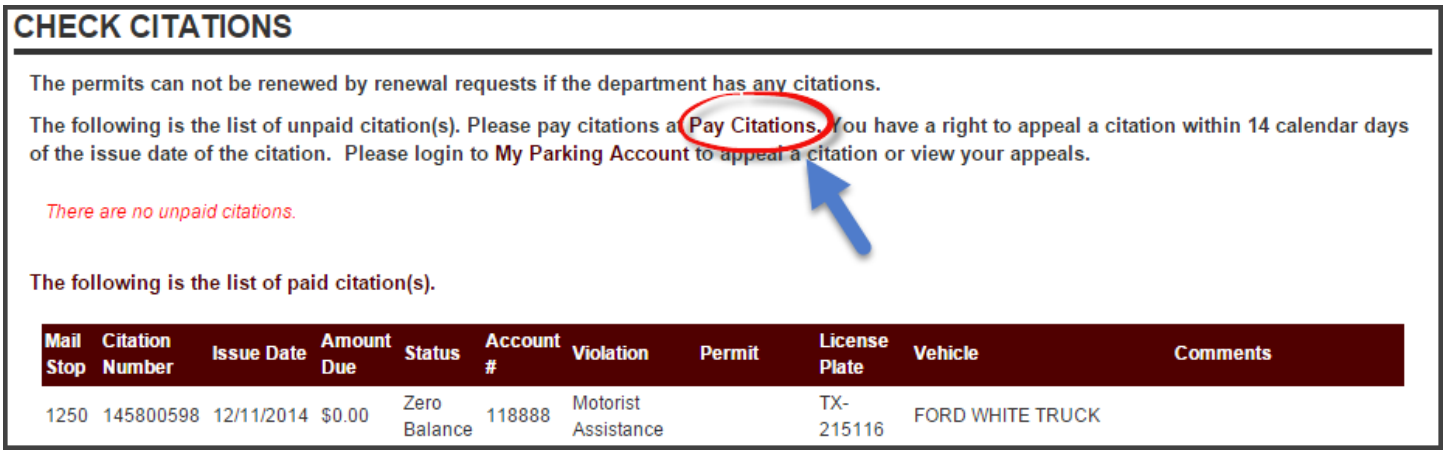
The following is the list of unpaid citation(s). Please pay citations at Pay Citations. You have a right to appeal a citation within 14 calendar days of the issue date of the citation. Please login to My Parking Account to appeal a citation or view your appeals.

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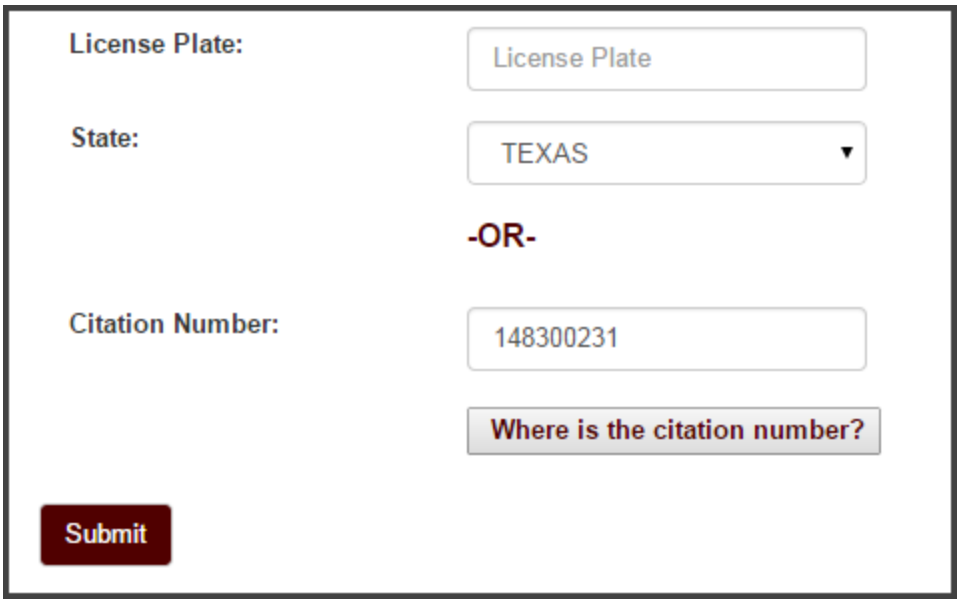
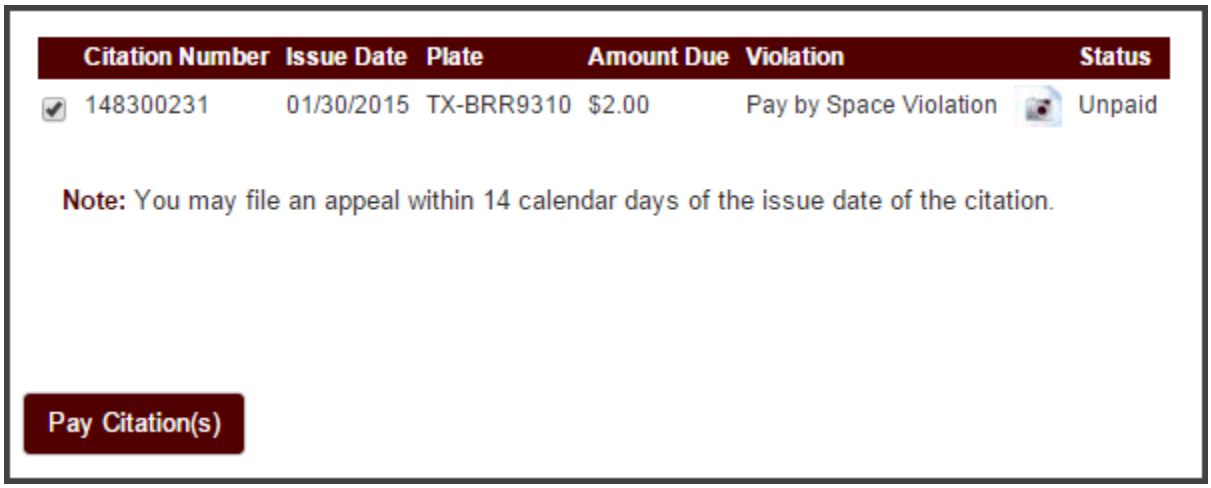
- You will be redirected to the **Search/Pay Citation** screen on our website

Departmental Parking

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



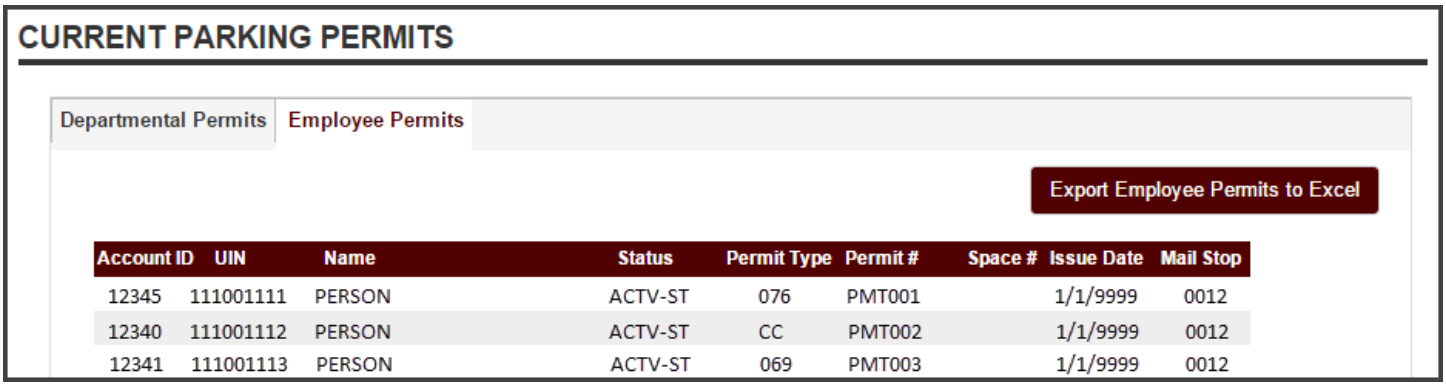
- Click maroon **Pay Citations(s)** button to make a payment:



Employee Permits

View Employee Permits

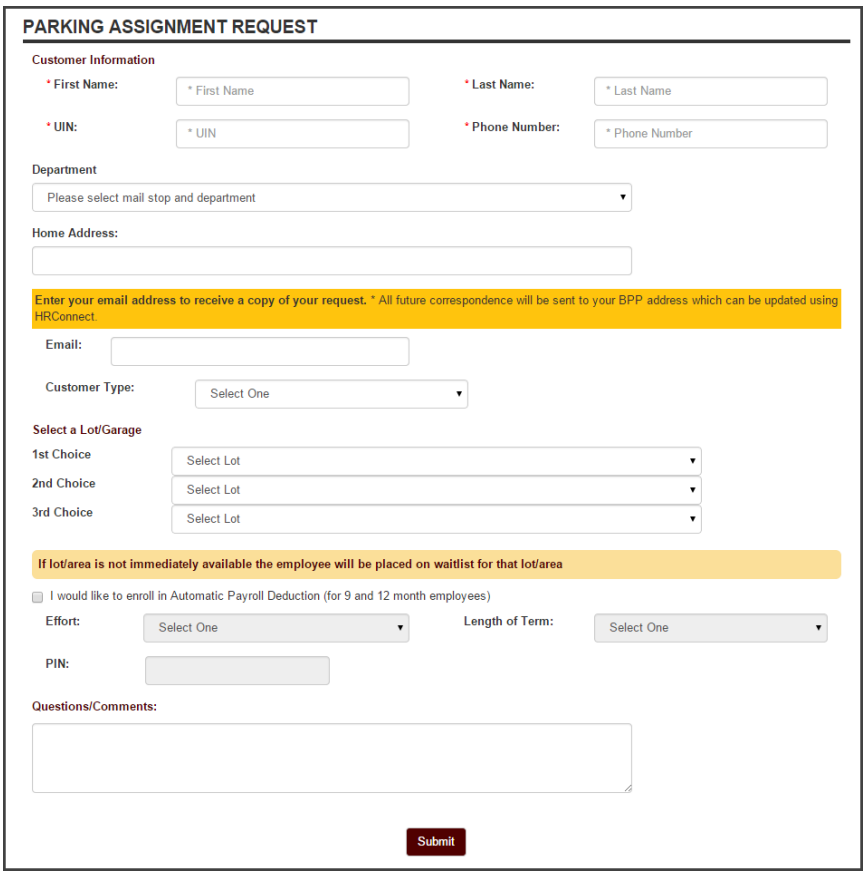
- To view all permits belonging to your employees, click the **View Employee Parking** link:



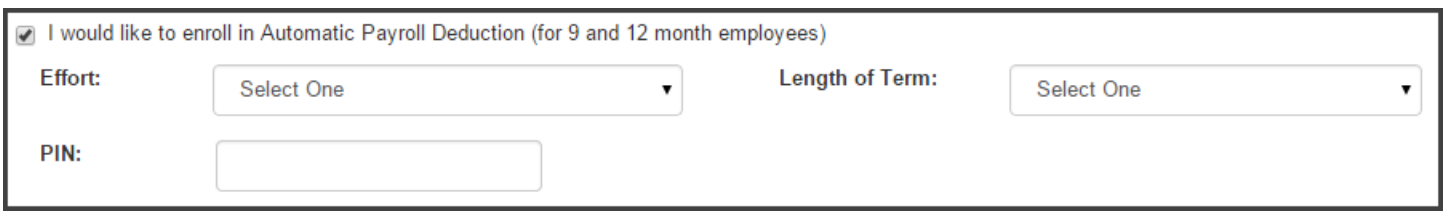
Employee Permits

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:



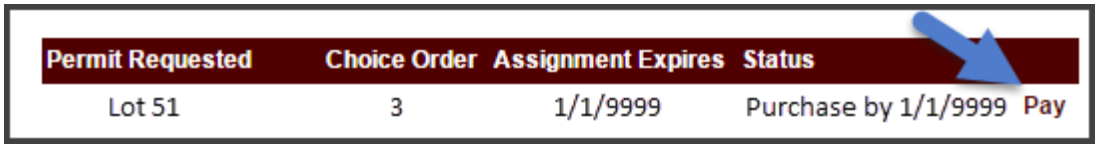
- Click the maroon **Submit** button

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

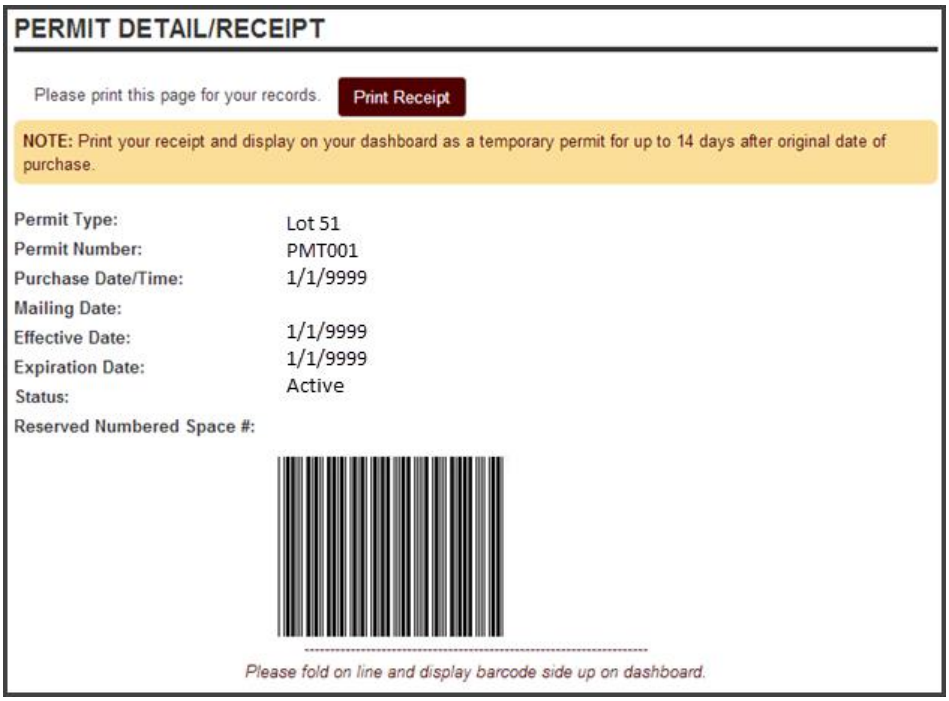
Paying for Permits Assigned for Employees

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

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

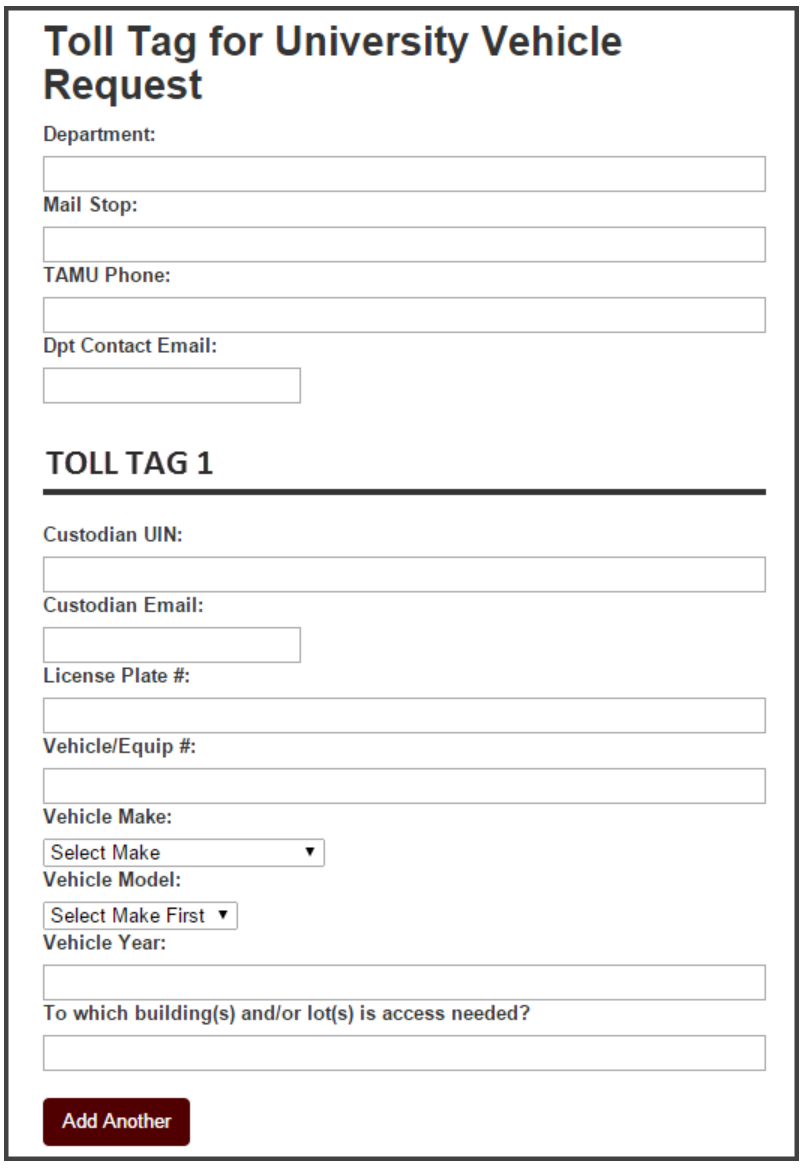


- Select a payment method and follow the steps to complete the payment process until you receive a confirmation screen with a printable receipt containing a barcode



Requesting a Transponder

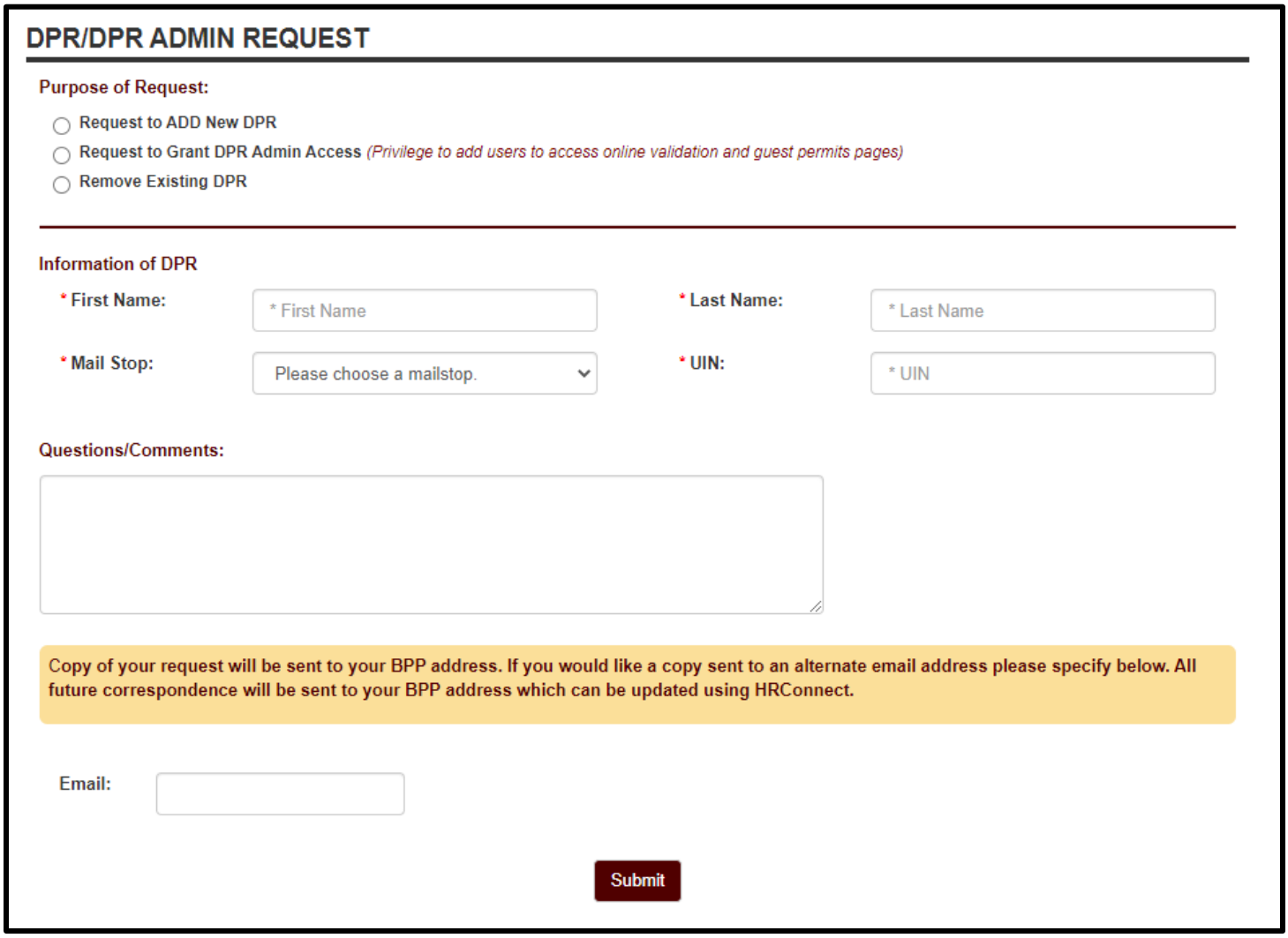
- To request a transponder, click the **Vehicle Toll Tag** link
- Then click the **Click Here to University Vehicle Toll Tag Request page** link



- 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

Requesting DPR Access

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



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