Parking Coordinators:
How to Update and Renew Department Vehicle Permits
Updated 6/22/21

Parking Coordinators are required to renew Department Vehicle accounts annually on or before July 1st – which is the start of the parking year.

Questions? Contact
Soraia Andrade mitparking@mit.edu
Robynn Cruz-Walker rcruz@mit.edu
Tom Giannino tompg@mit.edu

Renew your department vehicle permits

Access the Parking Coordinators dashboard at https://parking.mit.edu/manage/
View the list of your department vehicles in the Department Vehicles box.
If you manage more than one department, use the drop-down list to select a department.

![Diagram of MIT Parking Services dashboard]

The Department Vehicles associated with your department will populate the box.
Click the View Details button to renew an existing permit or request a new permit.
Renew permit

Click on each vehicle to display and review the vehicle details, including the current JV information.

Click the Renew Permit button at the foot of the Details box.
The **Details** box will then show the updated information.

![Details box showing updated information](image)

**Complete the same process for each vehicle.**

**To update / delete a vehicle**

Should there be a need to either **update** information or **delete** a vehicle from your department list, please email **mitparking@mit.edu** as this will need to be completed on the Parking Administration portal.
Request a permit

If you are adding a vehicle to your fleet, click the Request Permit button at the top of the screen.

Enter the vehicle details. All fields are required.

Enter the Cost Object and any detailed information in the JV Extended Text box that will assist you in identifying the vehicle.

Click Request Parking at the foot of the screen.

Complete the same process for each new vehicle.
Once approved by the Parking & Transportation office, the new vehicle will show in your list.