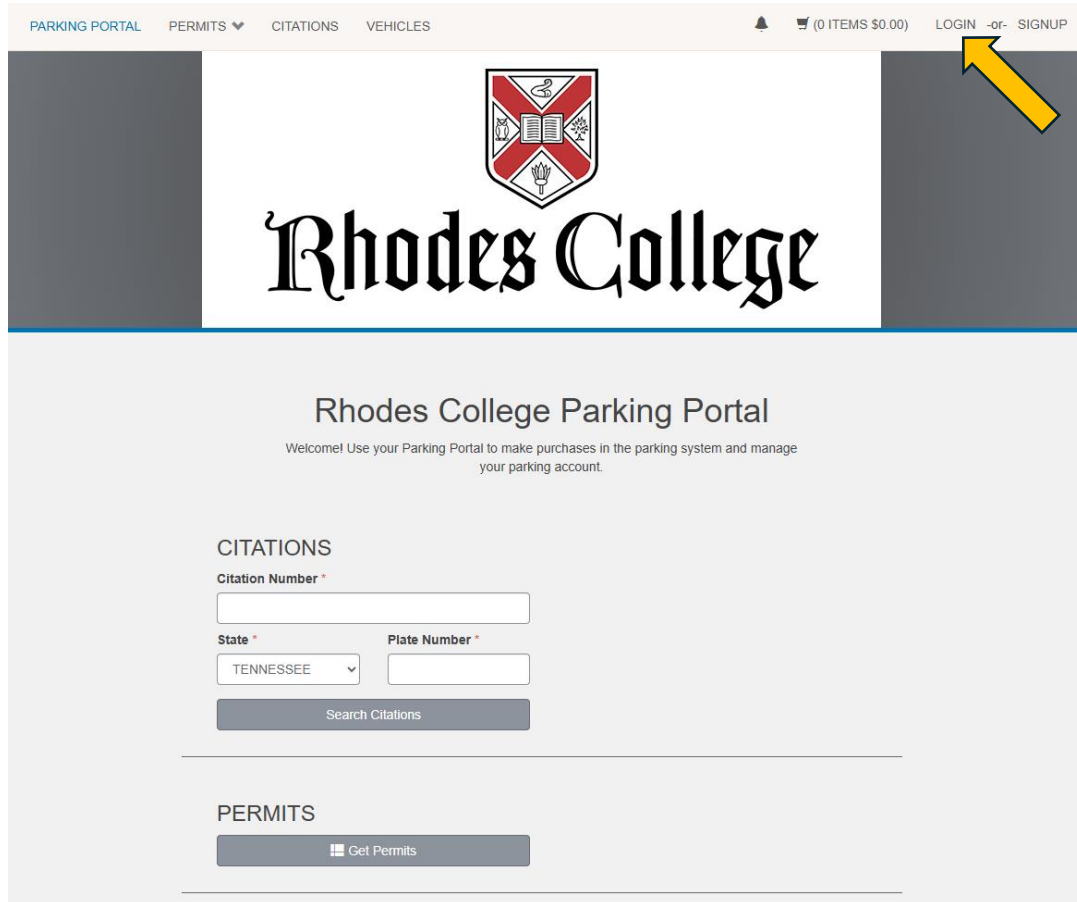


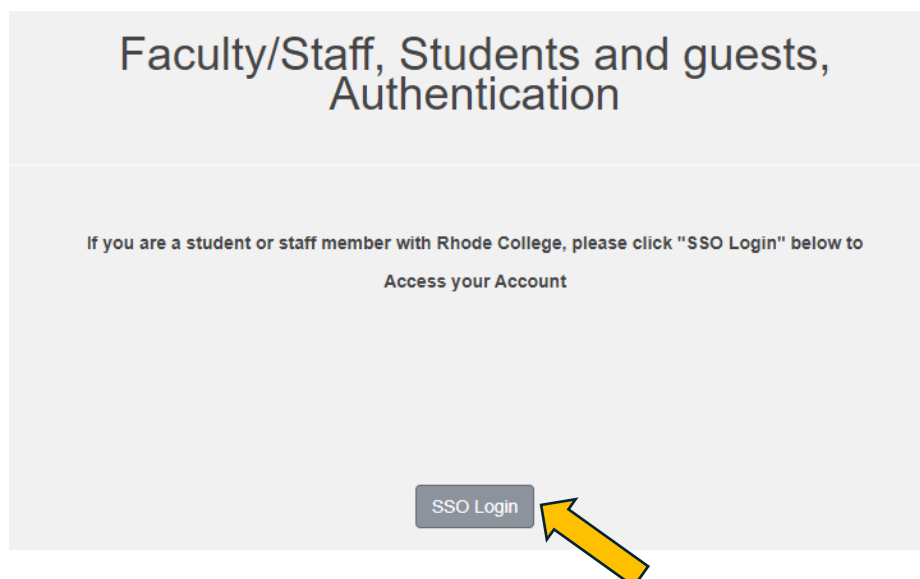
How to Submit a Rhodes Parking Permit Request

Using your computer's web browser, go to parking.rhodes.edu and you will be presented with the Rhodes Parking Portal.
In the upper right corner, click LOGIN



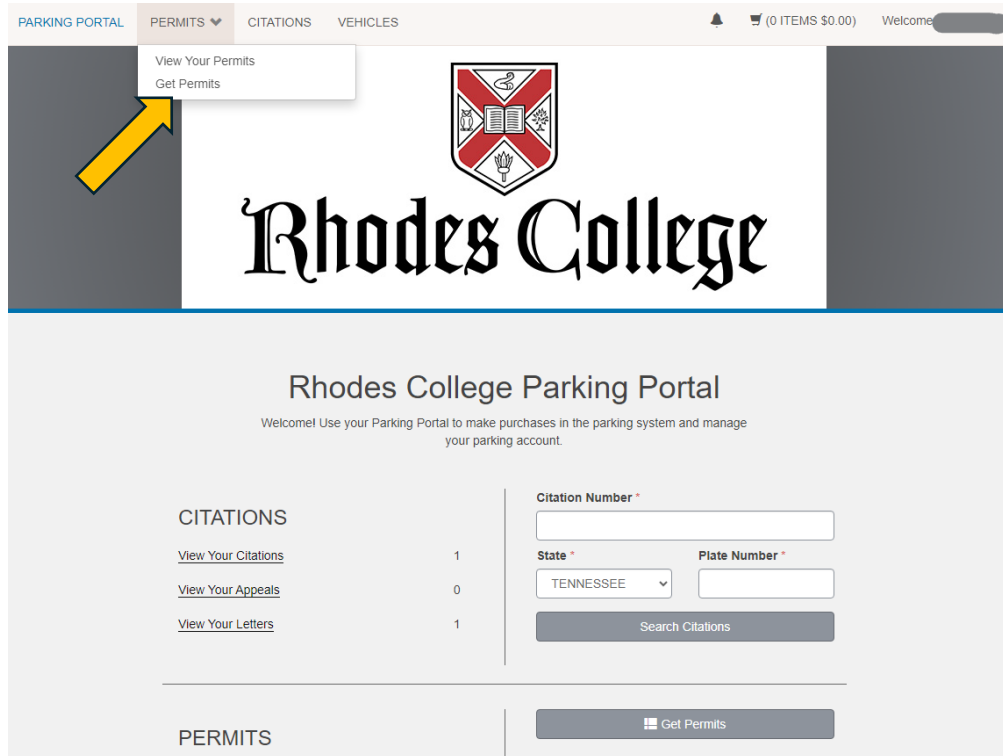
The screenshot shows the Rhodes College Parking Portal. At the top, there is a navigation bar with links: PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. On the right side of the navigation bar, there is a shopping cart icon with "(0 ITEMS \$0.00)" and a "LOGIN -or- SIGNUP" link. A yellow arrow points to the "LOGIN" link. Below the navigation bar is the Rhodes College logo, which consists of a shield with a cross and a book, and the text "Rhodes College" in a large, stylized font. Below the logo is the heading "Rhodes College Parking Portal" and a welcome message: "Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account." Below the welcome message are two sections: "CITATIONS" and "PERMITS". The "CITATIONS" section has a form with a "Citation Number" field, a "State" dropdown menu (set to "TENNESSEE"), and a "Plate Number" field. Below these fields is a "Search Citations" button. The "PERMITS" section has a "Get Permits" button.

At the login screen, click on the SSO Login button where you will be redirected to OneLogin to use your Rhodes Credentials for Single Sign On authentication



The screenshot shows the "Faculty/Staff, Students and guests, Authentication" screen. The title is "Faculty/Staff, Students and guests, Authentication". Below the title is a message: "If you are a student or staff member with Rhode College, please click 'SSO Login' below to Access your Account". At the bottom of the screen is a button labeled "SSO Login". A yellow arrow points to the "SSO Login" button.

Once logged into the Portal, Click on Permits and select “Get Permits” from the dropdown menu



The screenshot shows the Rhodes College Parking Portal. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. The 'PERMITS' menu is open, showing 'View Your Permits' and 'Get Permits'. A yellow arrow points to the 'Get Permits' option. Below the navigation bar is the Rhodes College logo and the text 'Rhodes College Parking Portal'. The main content area has a welcome message and a section for 'CITATIONS' with links to 'View Your Citations', 'View Your Appeals', and 'View Your Letters'. To the right of these links is a table with 1 citation. Below the citations is a 'PERMITS' section with a 'Get Permits' button.

CITATIONS	
View Your Citations	1
View Your Appeals	0
View Your Letters	1

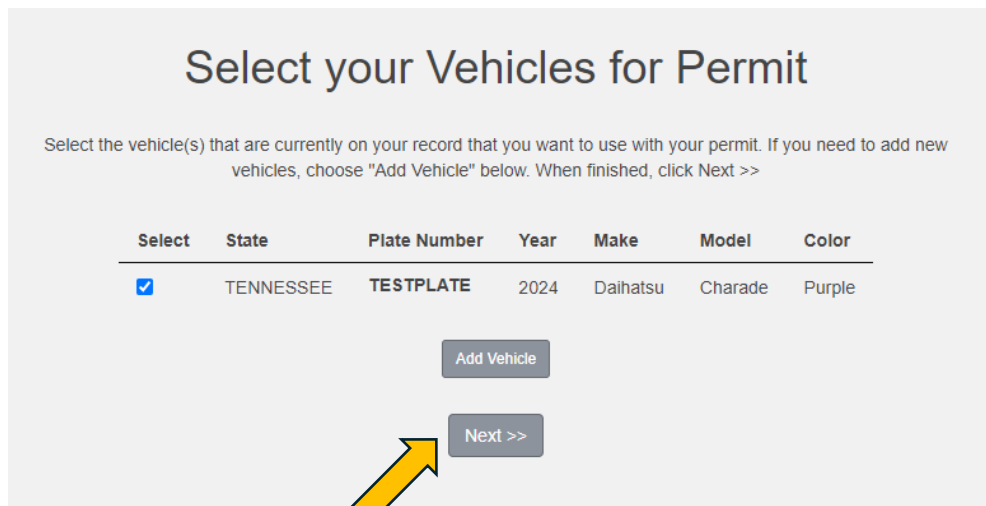
PERMITS

[Get Permits](#)

If you do not have a vehicle registered on campus, you will be presented with a list of required fields to enter your vehicle details to receive your permit. Once completed, the screen will show your vehicle selected as shown below

***STUDENTS:** If you already have a vehicle registered on Campus, you will see it as pre-selected for your new permit as shown below

***Faculty and Staff:** Please note that if you have more than one vehicle, you can select the one for which the permit is being requested, and you can also add a vehicle by clicking “Add Vehicle” under your current one



The screenshot shows the 'Select your Vehicles for Permit' screen. It has a title 'Select your Vehicles for Permit' and a subtitle 'Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>'. Below the subtitle is a table with columns: Select, State, Plate Number, Year, Make, Model, and Color. The table has one row with a checked checkbox, 'TENNESSEE', 'TESTPLATE', '2024', 'Daihatsu', 'Charade', and 'Purple'. Below the table are two buttons: 'Add Vehicle' and 'Next >>'. A yellow arrow points to the 'Next >>' button.

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	TENNESSEE	TESTPLATE	2024	Daihatsu	Charade	Purple

[Add Vehicle](#)

[Next >>](#)

Once your vehicle is selected, click Next >>

You will now be presented with your cart which will show your permit details.

***STUDENTS:** You will only be able to select from permits based on your student classification and your Rhodes credentials so this information will be correct

Click Pay Now as shown below

Review your order.
**Please note that no payment is made now. This charge will be added to your student bill for payment soon.

Click Pay Now to proceed with your transaction.
ONLY CLICK THIS BUTTON ONCE. PLEASE BE PATIENT AS PERMIT ISSUANCE CAN TAKE UP TO 30 SECONDS.

Qty	Type	Description	Amount	Actions
1	Permit	Student 2025-2026 / RhodesStudent2025-26 [P390003] (04/15/2025 - 08/02/2026) view details	\$400.00	Remove


Due Now: \$400.00

[Cancel Purchase](#) [Add Permits](#)

Checkout

Email Address

[Pay Now](#)



You will then be prompted to complete your permit request by clicking Pay Now as shown below. **Please be patient as this process can take several seconds to complete.** You can then log out of the portal.

***STUDENTS:** Please note that **no payment actually takes place**, and no form of payment is necessary here as the permit charge will be added to your student bill. If you are a returning student, your permit will be available at Rhodes Express. If you are a first-year student, your permit will be issued to you during orientation.

Rhodes College

Payment Information

Please review the totals below and click Pay Now to proceed and add this charge to your student bill.

Qty	Type	Description	Amount	Actions
1	Permit	Student 2025-2026 / RhodesStudent2025-26 [P390003] (04/15/2025 - 08/02/2026) view details	\$400.00	Remove

Due Now: \$400.00

[Pay Now](#)

