

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

# Parking and Transportation Services

# PARKADMIN SYSTEM VEHICLE REGISTRATION

Approved by Traffic & Parking Dept



Website:

In order to apply online for Parking Permits, or to Appeal Parking Tickets, or to access an Event Risk Management form you must first register a user profile.



• Please go to the following website in order to create your profile:

https://ttuhsc.parkadmin.com

• Please register as a new user by selecting "Create Account"

#### NEW USERS

If you have not registered with us, please click the Create Account button below.



REGISTERED USERS Enter Username or Email:

Enter your Password:

Login

Click here if you have lost or forgotten your username or password.

### **Registration Form**

Already Registered? Click here to login.

To register, please follow the registration process below.

1. Complete the Registration Form

Simply fill out the registration form below, review your information for accuracy, and click the Submit button. 2. Receive Confirmation Instructions

We will send you an email message with a link to activate your account and setup your password. If you have already completed Step 1 and would like us to resend the activation link, please click here .

3. Confirm Your Registration

User Type: \*

Once you have received your password, you can visit the edit profile page to change your password or profile information.

# Personal Information

Select User Type
Select "Staff"

Username: \*

Email Address: \*

Use Texas Tech HSC email address

Salutation: \*

First Name: \*

Middle Name:

Last Name: \*

Local Mailing Address: \*

Use home address

- Complete the personal information form and select "submit registration."
- Select "Staff" as User Type
- Enter your home mailing address
- Enter your Texas Tech HSC email address.
- Select "Department" for Mail Permit to.
- You will receive an email message with confirmation and activation instructions.

City: *		
State: *		
Select State		
Zip Code: *		
Local Phone Number:		
Please include area code		
Driver's License:		
Mail Permit to:		
Choose a Preference	Department	•
	Submit Registration	
	TTUHSC El Paso	ParkAdmin by Tomahawk Technologies Ir
	Traffic & Parking Office 5001 El Paso Dr.	

Traffic & Parking Office 5001 El Paso Dr. El Paso, TX 79905 Telephone: (915) 215-4425 Fax: (915) 545-7382



In order to apply online for Parking Permits, or to Appeal Parking Tickets, or to access an Event Risk Management form you must first register a user profile.

Please log in with your information.



#### NEW USERS

If you have not registered with us, please click the Create Account button below.

Create Account

REGISTERED USERS

Enter Username or Email:

Enter your Password:

Login

Click here if you have lost or forgotten your username or password.



Select Vehicles Icon in order to register your vehicles.

Please DO NOT select any other icon as this will affect your registration.

## **TTUHSC El Paso**

Traffic & Parking Office 5001 El Paso Dr. El Paso, TX 79905 Telephone: (915) 215-4425 Fax: (915) 545-7382

Vehicle Status	
Active	-
License Plate	
Plate Type	
Select Plate Type	-
Color	
Select Color	-
Make	
Select Make	•
Туре	
Select Type	-
State	
Select State	-
Year (4 Digits)	

Fill out the vehicle information form completely and select "add new vehicle."



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER... EL PASO

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Vehicle Information

Click "Active" or "Inactive" to toggle the status of a vehicle. Click "Plate" to edit details of a vehicle.

Status	Plate	Color	Make	Model	State	Year	
Inactive	ASD123	Burgundy	BENTLEY	Mini Van	Texas		
Inactive	BADBOY	Black	FERRARI	Sports Car	Florida	2015	
Inactive	12345	Blue	HONDA	Sports Car	Texas	2013	
Active	CBB4389	Blue	FORD	Compact	Texas	2009	圃



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#### **TTUHSC El Paso**

Traffic & Parking Office 5001 El Paso Dr. El Paso, TX 79905 Telephone: (915) 215-4425 Fax: (915) 545-7382 You may register two vehicles with no additional charge. A onetime decal fee of \$2.00 will be charged to any additional vehicle registrations.

Once you have completed registering your vehicles they will be displayed.

Please DO NOT select "Register Parking Permit" as this will affect your registration.



Click "Active" or "Inactive" to toggle the status of a vehicle. Click "Plate" to edit details of a vehicle.

Status	Plate	Color	Make	Model	State	Year	
Inactive	ASD123	Burgundy	BENTLEY	Mini Van	Texas		
Inactive	BADBOY	Black	FERRARI	Sports Car	Florida	2015	
Inactive	12345	Blue	HONDA	Sports Car	Texas	2013	
Active	CBB4389	Blue	FORD	Compact	Texas	2009	Ŵ

Add New Vehicle Register Parking Permit

#### **TTUHSC El Paso**

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Stop by the Parking and Transporation office during your designated day and time with your expired decal(s) to pick up your replacement decal(s).

All expired parking permits must be removed from vehicles prior to installation of the current permits.

For questions contact Parking and Transportation at (915) 215 - 4425Parkingelp@ttuhsc.edu