

**Instructions on how to obtain a Short-term parking permit using the Permit Station Kiosks on Western Oregon University Campus.**

The Permit Station Kiosks are located in parking lot “B” (by the Student Success Center), parking lot “K” (behind Campus Public Safety) and lot “R” (on the island across from the Health and Wellness Center). Please see map below:

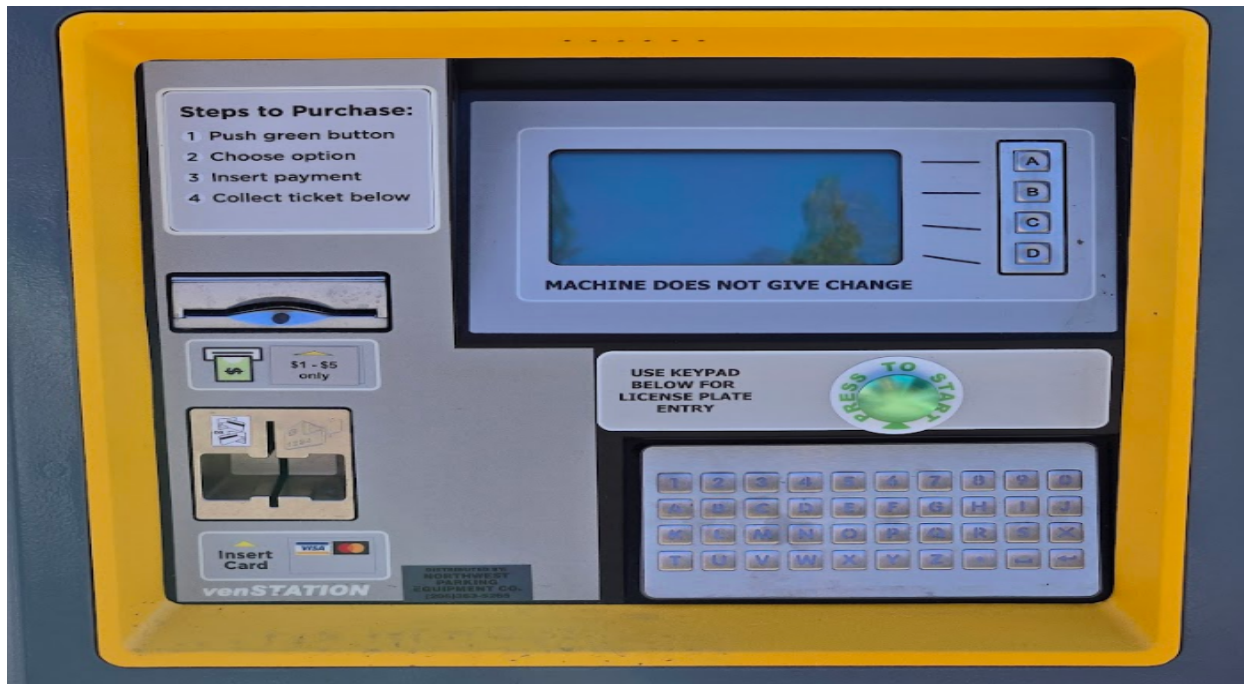




Locate one of the Permit Stations located on campus. There is a 5 minute reserved space to park that is close by the kiosk while you obtain your permit.

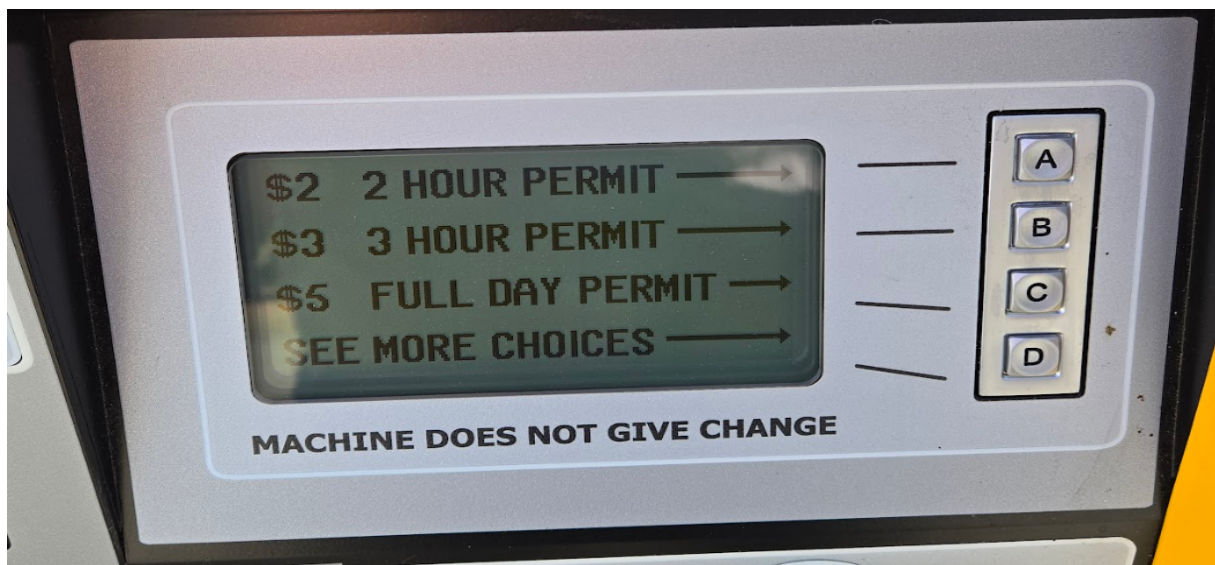
**Step 1)**

When you are facing the kiosk, press the green button “Press to Start”, located in the middle of the machine.



**Step 2)**

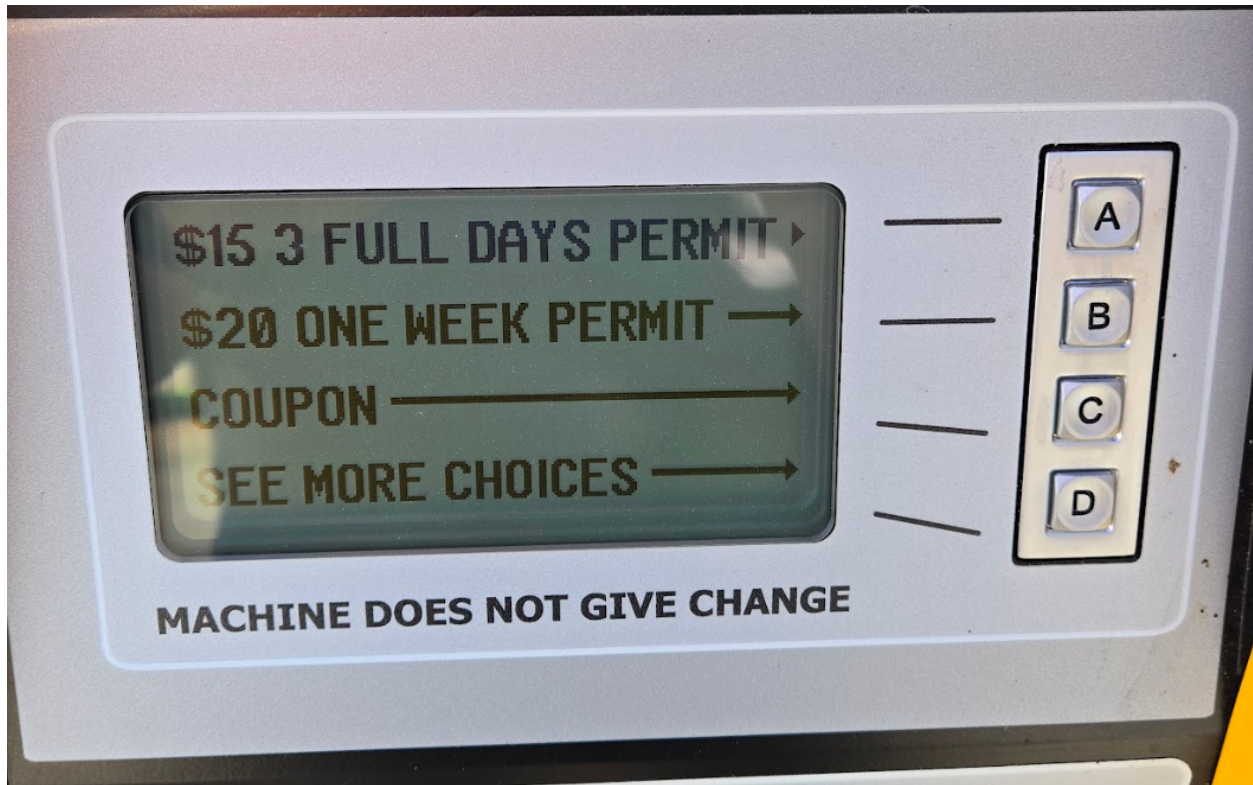
The next step is to select the “D” button on the side that is labeled “SEE MORE CHOICES”





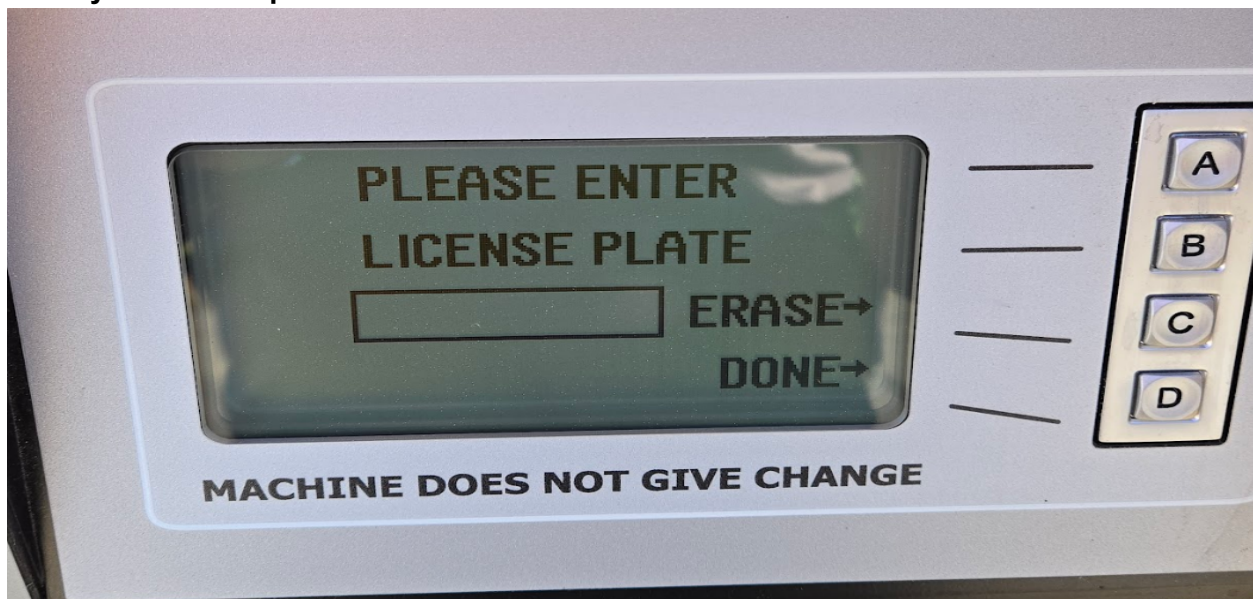
Step 3)

The next step is to select the letter "C" labeled "COUPON"



Step 4)

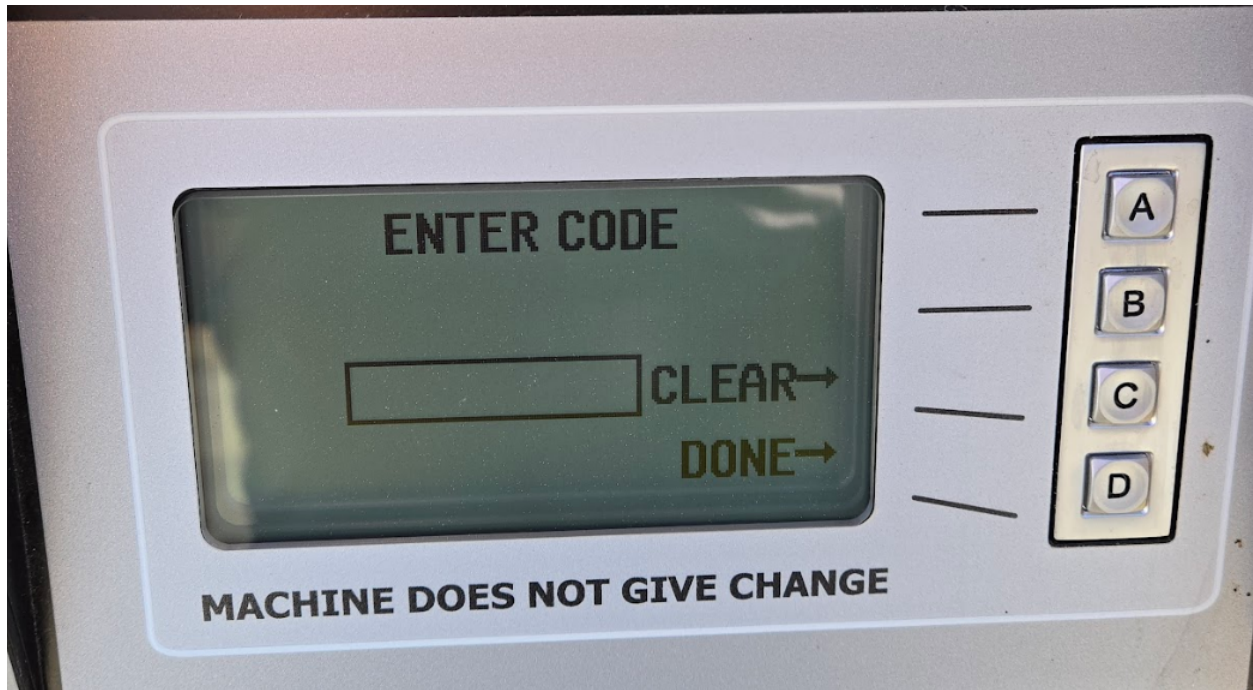
Enter your license plate number then click the letter "D" for "DONE"





**Step 5)**

Next you will enter the seven digit numerical coupon code provided by the hosting department then select the letter "D" for "DONE"



The Kiosk will now display that your "THANK YOU PLEASE TAKE TICKET BELOW", The guest will need to remove the short-term parking permit and display it on the driver's side dashboard, face up.

With this short-term parking permit you may park in any ZONE on campus, in a regular space. The short-term parking permit is only valid for the date and times listed on the permit.

If you have any questions or special situations you would like to discuss you may contact Western Oregon University Parking Services at 503-838-8267. Hours of operation are normally Monday through Friday, 8:00 am - 12:00 pm and 1:30 pm - 5:00 pm.