

How To Obtain Your VIRTUAL Event Permit

1. Visit Go.ncsu.edu/EventParking
2. Ensure you are logged out of your parking account.
3. Select "Purchase Event Permit"
4. Agree to the Terms of Service
5. Select "General Events"
6. Select **5/23 FEDTEX Tours and Social**
7. When prompted, enter **FEDTEXsummit2023** as the Event Voucher Code. The code is case sensitive and must be entered exactly as shown. Select Confirm.
8. Select an available Permit Type
9. Select/Confirm your parking dates. Select Confirm.
10. Select Location
11. Select "Add Vehicle". Enter vehicle license plate, state, year, make, and model. Review information entered for accuracy and select Add.
12. Enter client name and phone number. Select Confirm.
13. Select Continue.
14. Enter email address to receive confirmation of parking permit.
15. Review information. Select Checkout.

Remember, the permit is virtual, your license plate is your permit. Permit is valid only for the vehicle entered. Permit is not valid in pay-by-plate locations.

Are you driving a rental car? If so, please wait to obtain your parking permit until after you have received your rental car. Vehicle license plates cannot be changed once entered. You must obtain your parking permit before leaving your vehicle unattended on campus.

For assistance please call the Transportation Office at 919-515-3424.