Loyola University Parking Services Online Permit System

All students and Faculty/Staff have a new system to use when ordering their permit to park on campus. Loyola Parking Services offers an online process that will allow customers to order their permits, pay for their tickets and appeal their citations. Faculty and Staff will order their permits and will be placed on payroll deduction unless they do not qualify. All users must enter their addresses when purchasing a permit and they must upload a copy of the current vehicle registration.

Loyola wants to make it easier for their campus community, therefore, license plates will be used as a permit or authorized permission form to park on campus. Physical permits will no longer be picked up so this will simplify the process for obtaining permissions each year. We are moving in the technology era where simplicity is key. To also simplify our new process, please see the step by step directions below for ordering your permit.

Loyola University Parking Services encourages all of their campus community to order their permit online but have also provided the PayByPhone option. Please review the Parking Services website for more information pertaining to the rules and regulations.

All current Faculty, Staff and Student's will click on the Loyola University website [Loyola University New Orleans SSO](#) then enter their username or login and password to get into the Loyola Parking Services website to order their permit.

All guests who has not been assigned a username and password should click into [https://ctitt-loyno.cticloudhost.com](https://ctitt-loyno.cticloudhost.com) and that page will allow you to create an account. (Available in September)

Once the username and password have been entered for all groups, you will be prompted to follow directions on each page and those steps are provided below for your convenience.

Once the page opens, click on the Permit Icon to order your parking permit.

When the Permit Page opens, select the appropriate permit. Please note there are several groups that may be listed so pay close attention to which group you are selecting, as they all have different agreements and payment options. Please follow the examples and instructions on each page. An example of permit selections is provided here.
Next, you will need to attach a scanned copy of your current vehicle registration. This is required.

Please attach a scanned copy of your current vehicle registration of the vehicle you are registering for a parking permit at Loyola University.

Then select Permit Delivery Method of MAIL. This option will Email your Virtual Permit Information since a physical permit is no longer needed.

Add your vehicle information. Refer to your scanned copy of your vehicle registration for accuracy purposes.
Click Update when you have finished adding the information.

Add your address information.
Click Update when you have finished adding the information.

Select your Vehicle and Address and Accept the Agreement.

Click Add to Cart.

Once the permit is added to your Cart, it should look like this:

CLICK on the Cart - Select Payment Type of STB (Required) and CLICK on Checkout
You will receive this Receipt and also an Email of your receipt

Thank you for your payment!

All permits are pending review, allow 3-5 business days for processing.

<table>
<thead>
<tr>
<th>Description</th>
<th>PERMITS PENDING APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
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</tr>
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<td>$150.00</td>
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<tr>
<td>Email</td>
<td><a href="mailto:KBRESE@ERDUCOM.COM">KBRESE@ERDUCOM.COM</a></td>
</tr>
</tbody>
</table>

Parking permits are required 24 hours, 7 days a week.
Parking Services Office Hours:
- Monday - Friday 8:00am - 4:00pm
- Saturday - Thursday 8:30am - 4:00pm
- After hours contact Loyola University Police
- 504-865-3000

Guest parking must be requested with the visiting department in advance.

Please note that the Faculty and Staff receipts will show a $0.00 amount paid. Once the permit order is complete, that data will be sent to payroll where the amount pulled each month will be calculated per the guidelines of the salary permit pricing and you will see that deduction from your check (each month).

For more information, please contact our office at 504.865.3000.