Procedure Using Passport for Virtual Permit

Sign in to https://ppprk.com and select Sign Up

Setup your account by accepting terms and conditions. Select Accept
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Set up contact choice – phone number and contact method by text or call.

Or choose e-mail. You will need to verify email by selecting Send Code.
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Select **Yes** and check your email for the code.

Enter code and select **Verify**.
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Create a 4 digit PIN for your account. Re-enter to verify and select Create Pin.

Select OK to verify created account.
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Enter your pin and select **Sign In**.

Select Zone – **908** – Day permit $5.00, or $0.75 per hour – all regular parking on campus (yellow lot on map).
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Select **Add Vehicle**.

Enter **Plate**, **State** (defaults to AK) and vehicle friendly name if you want. Select **Save and Continue**.
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Select time – $5 Day Permit or Choose Stay (increment by hour at $0.75).

Choose Stay > select days and hours and select Next.
Enter your Payment Details – Card Number, Expire Date, Zip Code, Friendly card name. Select Save.

Select Yes to confirm Payment Information.
View your parking session. You will receive a text, call or email depending on your choice to notify you of upcoming expiration and available extension time.

Cheat Sheet

1. Sign in to [https://ppprk.com](https://ppprk.com) and select **SIGN UP**
2. Setup your account by accepting terms and conditions. Select **Accept**
3. Set up contact choice **Phone or Email**
   - Enter phone number and select contact method by **text** or **call**.
   - Enter Email. You will need to verify email by selecting **Send Code**.
     - Select **Yes** and check your email for the code.
     - Enter code and select **Verify**.
4. Create a 4 digit PIN for your account. Re-enter to verify and select **Create Pin**.
5. Select **OK** to verify created account.
6. Enter your pin and select **Sign In**.
7. Select Zone – **908** – Day permit $5, or $0.75 per hour – regular parking (yellow lots on map).
8. Select **Add Vehicle**.
9. Enter **Plate, State** (defaults to AK) and vehicle friendly name. Select **Save and Continue**.
10. Select time – **$5 Day Permit** or **Choose Stay** (increment by hour at $0.75).
11. Choose Stay > select days and hours and select **Next**.
12. Enter your Payment Details – Card Number, Expire Date, Zip Code, Friendly card name. Select **Save**.
13. Select **Yes** to confirm Payment Information.
14. View your parking session. You will receive a text, call or email depending on your choice to notify you of upcoming expiration and available extension time.