UNIVERSITY OF DELAWARE
Parking Services

How to Return a Parking Permit

Instructions for returning an active parking permit through the Parking Portal.

Step 1: Log in to the Parking Portal

1. Go to **https://sites.udel.edu/parking/** and click **MY PARKING ACCOUNT**.
2. From the top navigation bar, click **LOGIN**.
3. **Faculty, Staff, and Students:** Select **AFFILIATED LOGIN** and enter your UD credentials and 2FA code.
4. **Guests:** Select **GUEST LOGIN** and enter your username and password.

Step 2: Return Your Permit

1. On the menu bar, click **PERMITS**, then select **VIEW YOUR PERMITS**.
2. Scroll down and click on your **active permit number**.
3. Scroll down the page and click **RETURN PERMIT**.
4. Select a reason from the **Return Reason** drop-down menu.
5. Enter additional details in the **Explanation** field, if applicable.
6. Click **SUBMIT** to confirm the return.

Step 3: Log Out

1. Click your name in the top-right corner.
2. Select **LOGOUT**.
3. Close your browser window.

Need help? Zoom Meeting ID: 302 831 1184 • Email: parking@udel.edu