More information on the Passport mobile app can be found here: [https://www.passportparking.com](https://www.passportparking.com)

Please direct questions to NDSU Parking and Transportation Services at ndsu.parking@ndsu.edu or (701) 231-5771.

One of the benefits of using the app is the ability to extend your parking session if class or a meeting runs late. Notifications are automatically enabled in the app; however, if you would like to receive reminder notifications that your time is about to expire, please be sure to allow notifications for the Passport app in your phone’s settings.

- iOS devices: Settings > Notifications > Passport > Allow Notifications
- Android devices: Apps > Settings > Notifications > Passport > On

1. Users will first need to create a Passport account by registering with a phone number or e-mail address. Follow the on-screen instructions and verification process.

   **Zone #'s for NDSU:**
   - Visitor E lot (by Sudro Hall) - 726
   - MU lot (by Memorial Union) - 727
   - T2 lot (by Reineke Fine Arts Ctr) - 728
   - WE lot (by Wellness Center) - 729

2. Enter the zone number posted in lot. Zones are posted at the entrances to the lots and on the pay stations. (If location is turned on for the app, it will auto search for zones).

3. Enter the license plate number without any spaces or dashes. You may add a new license plate number or select a current vehicle.

4. To view special information and the location of the lot selected, please tap on the blue circled “i”. *NOTE - The MU and WE lots can only be purchased for a max of 4 hours and if you let your time expire in these 2 lots, it will not let you add more time.*
5. Select the amount of time you need to park. You can customize the time you need or select the maximum amount of time available. Rates will populate in the app; these are the same rates available at the pay stations.

6. Select or enter the appropriate credit/debit card information. (Visa, MasterCard, and Discover are accepted.)

*The license plate acts as the vehicle’s permit.
*Please be sure to verify the plate number and state are entered correctly.
*Please verify you are entering the correct zone number for each lot.

7. Once you confirm payment, your active passport session will be available to view within the app.

Parking sessions may be monitored electronically.

If you need more time, select "ADD TIME".

On the next page, you can adjust your time and CONFIRM. *NOTE - Make sure you adjust your time before it expires.
8. Once the session has expired, you will receive an email confirmation with a receipt of the transaction.