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](mailto: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. **NOTE - When using the app, please turn your WiFi off. Having your WiFi on may disrupt the connection and cause issues with the app working efficiently.**

<table>
<thead>
<tr>
<th>Zone #’s for Main Campus:</th>
<th>Zone #’s for Downtown Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor E lot - 726</td>
<td>ELIM lot - 730</td>
</tr>
<tr>
<td>T2 lot - 728</td>
<td></td>
</tr>
<tr>
<td>MU lot - 727</td>
<td></td>
</tr>
<tr>
<td>WE lot - 729</td>
<td></td>
</tr>
</tbody>
</table>

2. Enter the zone number posted in lot. Zones are posted at the entrances to the lots and on the pay stations.

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”.

![Image of Passport app interface showing zone selection and vehicle confirmation]

![Image of Passport app interface showing zone details and location map]
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.

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

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

8. Once the session has expired, you will receive an email confirmation with a receipt of the transaction.

*The license plate acts as the vehicle’s permit. In lieu of a license plate number, please enter the last 8 digits of the VIN.

*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.

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.