How to Change the Vehicle Linked to Your Parking Permit
1. Log in to Your AccessUH Account.
2. Click on the myParking Account Icon.
3. Press ‘Click Here to Manage Your Permit & Vehicles’
4. If Prompted, Sign in to Microsoft 365
5. You Will See Your Virtual Permit. Click the Active Vehicle Link.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Type</th>
<th>Active Vehicles</th>
<th>Status</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Max Active Vehicles Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXX</td>
<td>Zone C Annual</td>
<td>CarMake/License#</td>
<td>Future</td>
<td>08-15-2022</td>
<td>08-13-2023</td>
<td>1</td>
</tr>
</tbody>
</table>
6. Click on the Vehicle in the **Left** Column That You Want to Make Your Active Vehicle.

**PLEASE NOTE:** If the vehicle you want to make your active vehicle does not appear in the left column, you will first need to add it to your myParking account. Go to the very last slide for instructions.
7. Click on the Arrows Pointing Toward the ‘Active Vehicle’ Column.
8. Confirm the Active Vehicle is Correct, Then Click ‘Save’
9. You’re All Done!

If you have questions or need clarification, please reach out to Parking and Transportation Services for assistance:

1. Email parking@uh.edu
2. Call 832-842-1097
3. Message us via Twitter (@UHparking)
4. Message us via Facebook (@UHparking)
5. Message us via Instagram (@UHparking)
6. Message us via Reddit (@UHparking)
If the Vehicle You Want to Make Your Active Vehicle is Not in Your myParking Account, You Will Need to Add It by Following the Steps Below, Then Returning to Step 6.

1. Click the My Vehicles tab.
2. Click the Add a New Vehicle button.
3. Fill in the required fields.
4. Click the Save button.
5. Click the My Permits tab to go back to your active permit to resume Step 6.