



Instructions for Ordering A Weekly GMU Campus Parking Pass for Summer Camps/ Workshops

Updated Summer 2026

If you will be parking a vehicle on campus while attending your Summer Arts at Mason program(s), and you do NOT already have an existing GMU parking permit valid for those dates, you MUST pre-purchase a parking permit online through GMU Parking Services. A weekly pass costs \$35 and is valid for General Lot K (Music, Acting) and Lot A (Art, Film). *Please note that once the purchase is complete, your vehicle's license plate is your permit, and you do not need to print out a pass!*

Follow these steps:

- 1) Go online to parking.gmu.edu
- 2) Scroll down to the "Buy A Permit" link in the yellow & white box and click on it.
- 3) You will be taken to the GMU Parking Portal / Manage Parking Account page. Scroll down to the bottom of the page to the PERMITS section and click the "Get Permits" box.
- 4) You will be taken to the Customer Authentication page.
 - A) IF you have and/or know your Mason ID & Password (and are set up with 2-factor authentication), click the "Student & Faculty/ Staff" box to login to or create your account.
- OR -
 - B) If you do NOT have and/or know your Mason ID & Password, click on the "Guest Login" to login. If you have an existing Guest account, you can login, otherwise click the "create one" text link to set up your account.
For new users, enter the required information to create your account, and check the "Terms and Conditions" box.
- 5) Before you select your Permit, verify your vehicle is attached to your account – OR – add a vehicle. To do this, go to the top of the page, and click the "VEHICLES" link.
- 6) On the Manage Account Vehicles page, verify your vehicle is listed – OR – click on the "Add Vehicle" button.
- 7) If you are adding a vehicle, enter all the required information to register your vehicle in the system. *Make sure the **plate number** is correct, as this is what will be tied to your Virtual Permit!*
To skip adding a second vehicle, click Next.
- 8) At the top of the page, click the "PERMITS" > "Get Permits" link. (Note: You may need to check the "Terms and Conditions" box again.)
- 9) On the Select Permit and Permit Agreement page, scroll down to Weekly Permits and select the "Weekly General Permit (Fairfax/SciTech)" option – OR – the "Weekly Faculty/Staff General Permit (Fairfax/SciTech)" option (depending on your login status) for \$35.
Please note that Monthly (\$85) permit and a Daily (\$11.50) permit options are available, should this be appropriate/ desired for your specific summer parking circumstance.
Check the box and click Next.
- 10) Select the Start Date – please make sure this is correct for your specific program(s)! Click Next.
- 11) Check the "Terms and Conditions" box and select your registered vehicle to attach to the virtual permit. Click Next.
- 12) Review your Cart and click the "Pay Now" button. Click Next.
- 13) Enter payment information and complete purchase.
- 14) When complete, you should receive an email confirmation from GMU Parking Services.
- 15) **REMEMBER THAT YOUR VIRTUAL PERMIT IS ATTACHED TO YOUR SPECIFIC VEHICLE LICENSE PLATE.**
There is no paper permit to print out.