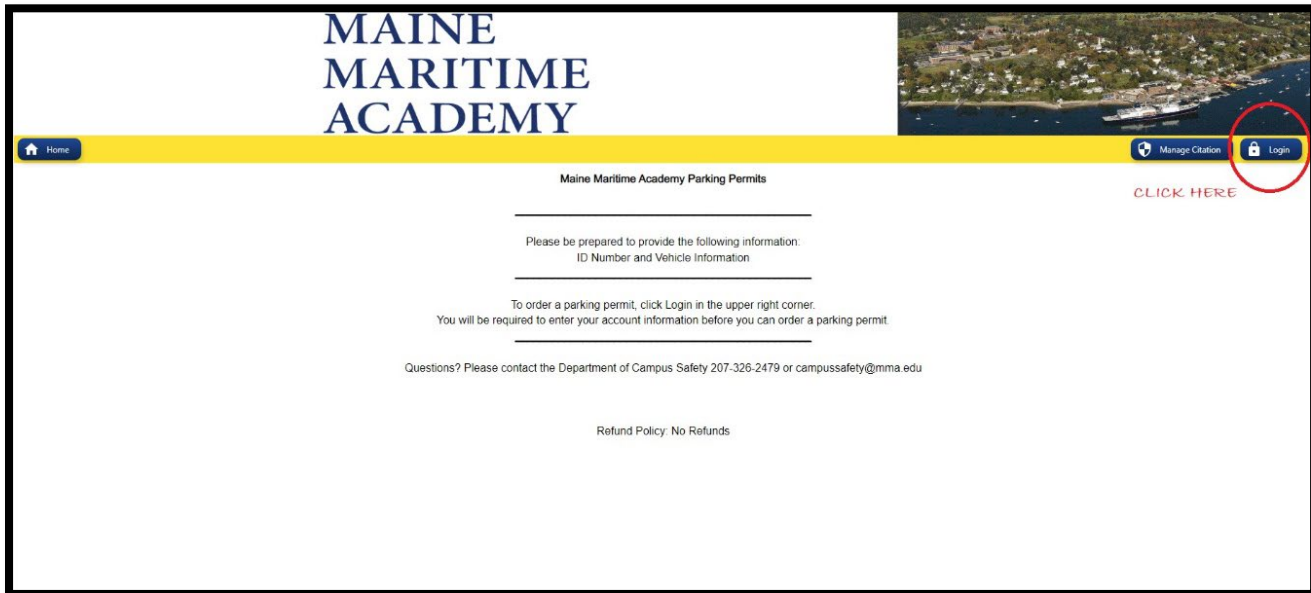


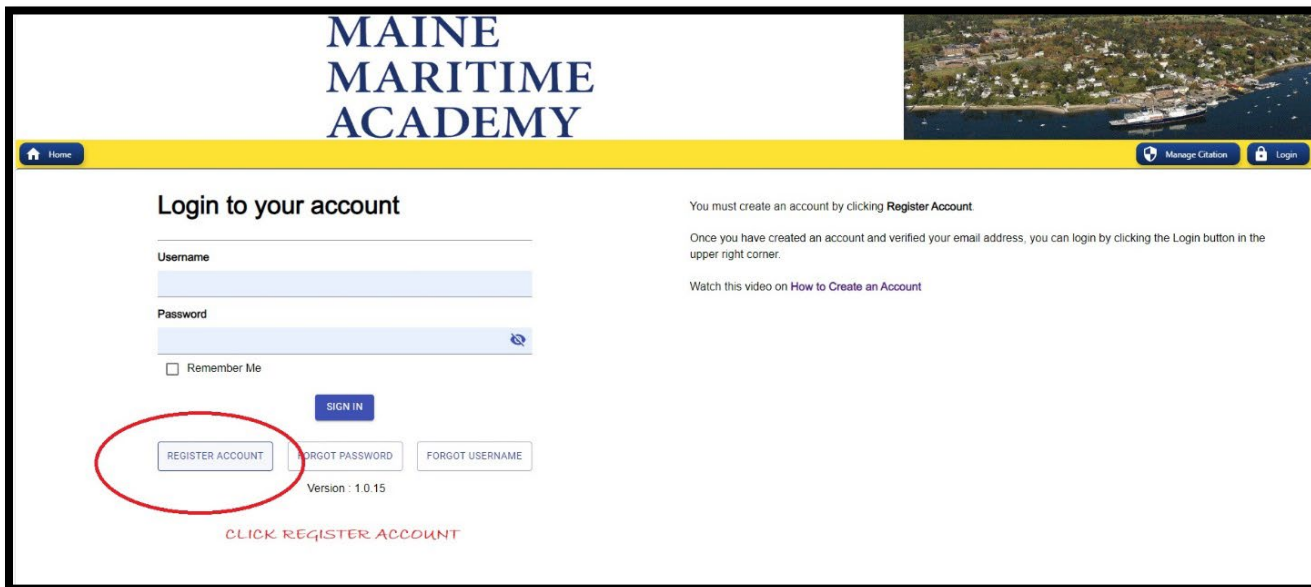
LET'S CREATE A PARKING PERMIT ACCOUNT

STEP #1: CREATE YOUR ACCOUNT

Go to <https://portal.permitsales.net/driverportal/MMA> and click on “LOG IN” in the upper right corner. There is a picture below.



Click Register Account in the bottom left corner. If you're on a phone, you should scroll down to Register Account.



You will be taken to a screen to register your account. Fill in all the requested information. Use a 6-digit MMA ID Number as your ID Number. This number is on the front of your MMA ID card. If you have a 4 or 5 digit ID number on your ID card, add 0s in the front to make it 6 digits long (as an example, if your ID number is 1234, enter 001234). We suggest you use yourfirstnameyourlastname as your username and your MMA email address. (example: **username:** trulymariner **email:** truly.mariner@mma.edu).

Register Your Account

You must create an account by clicking **Register Account**.

Once you have created an account and verified your email address, you can login by clicking the Login button in the upper right corner.

Watch this video on **How to Create an Account** *A handy video if you need help.*

ID NUMBER
 Enter Your Account Id *Your 6 digit MMA ID # (add zeros at the front to make it six digits, if needed)*

Select a Username
 Enter Your User Name *We suggest you use firstnamelastname as your username*

Email Address
 Enter Your Email Address *We suggest you use your MMA email*

Confirm Email Address
 Enter Your Confirm Email Address

Password
 Enter Your Password

Confirm Password
 Enter Your Confirm Password

REGISTER ACCOUNT CANCEL

Once you hit “register account” you will get a notice telling you to verify your email. Go to the email account you entered (we suggested you use your MMA email) and click the link to verify your email. Once you’ve verified your email, you’ll be able to log in and proceed to set up your profile.

Troubleshooting: There is a handy link to a How to Create an Account video right on this screen, if you have questions. If you get an error message that your ID number is not in the system, first verify that you are entering a 6-digit MMA ID number. Remember, if you have a 4 or 5 digit MMA ID number, for example, if your MMA ID number is 1234, you need to add zeroes to make 6 digits (so you should be entering 001234). If you still can not log in, email us at CampusSafety@mma.edu with the ID number you’re using.

STEP #2: SETTING UP YOUR PROFILE

Once you’ve registered your account and verified your email, you can now log in and set up your profile with your vehicle information and contact information. Please gather the following information:

- The **current, state issued vehicle registration** for the vehicle that you will be parking on campus, from which you will gather the VIN, the year, make, model, license plate number and registered owner’s information
- Your vehicle’s insurance policy number and company
- Your driver’s license number

From the home screen, you should click on the person icon in the upper right corner of your screen to go to your profile. Select My Account.

MAINE MARITIME ACADEMY

Buy Permits View Orders Pay Citations

Maine Maritime Academy Parking Permits

Use the links above to purchase parking permits, view orders and manage citations

Questions? Please contact the Department of Campus Safety 207-326-2479 or campussafety@mma.edu

Refund Policy: No Refunds

[CLICK HERE](#)

When you're on your My Account screen, you can enter your information. Click the + sign in the upper right corner of each section to add your information. Please complete all blanks. See example below.

The screenshot shows a mobile application interface for a 'My Account' screen. At the top, there is a yellow navigation bar with three tabs: 'Buy Permits', 'View Orders', and 'Pay Citations'. Below the navigation bar, a message reads: 'Please enter your information below, then you may purchase a Maine Maritime Academy parking permit.' The main content area is divided into five sections, each with a blue header and a white body. The 'Account & Security' section contains fields for 'Your Name', 'Account Id' (031XXXX), 'Username' (yourfirstnameyourlastname), 'Birthday' (6/19/XXXX), 'Password', 'Driver's License/state' (45 -Maine), and 'Two Factor Verification' (Disabled). The 'Vehicles' section shows a 'Chevrolet Spark (Blue)' with '9 - Maine' and a 'Show Inactive Vehicles' checkbox. The 'Emails' section lists two email addresses ending in '@mma.edu', each with a 'Default' button. The 'Addresses' section shows 'Your Address' as 'Searsport, ME 04974' with a 'Default' button. The 'Phone Numbers' section shows '(207) 326-2479' with a 'Default' button. Red circles highlight the '+' icons in the top right corner of each section header. At the bottom, there is a blue footer bar with the address '1 Pleasant St, Castine, ME 04421 - (207) 326-2479' and a 'Privacy Policy' link.

Now that you have created an account and set up your profile, if you are eligible to buy a permit, you will be able to log in when permits go on sale for your academic class.

Troubleshooting: If you take too long entering information, and the system logs you out, just log in again and pick up where you left off.

STEP #3: ORDER A PERMIT

On the day permits are available to you, go to <https://portal.permitsales.net/driverportal/MMA>, log in to buy your permit. Remember, freshmen/ first year students cannot purchase parking permits. If you are a freshman based on the number of credits you have earned, you will not be able to order a permit from this system.

You can read the MMA parking rules here: <https://mainemaritime.edu/campus-safety/parking-management/>