How to Buy a Permit

Permits can be purchased both online, July 17th through July 31st, and in the office, beginning August 3rd. Our office is located in the Sam South Complex in the Charles W. Tackett Police Building located at 2424 Sam Houston Avenue Huntsville, Texas 77340. All charges for permits are added to your MySam account. Payments can be made through your MySam account or in person at the Bursar’s Office located on main campus in the Estill Building.

If purchasing online, please read the below step by step instructions:

NOTE: Faculty/Staff wishing to participate in Payroll Deduction will need to complete an electronic payroll deduction form linked within the permit registration process. If you prefer to register for your permit at our office, please visit us beginning August 3rd.

1. Open Internet Explorer (our system functions best with Internet Explorer rather than Firefox or Chrome).
2. Go to our website.
3. Login using your MySam user name and password. If you are not a SHSU employee or student, you will not be able to purchase an SHSU permit online. Resident Students that have not been registered with Residence Life may have an incorrect status and will need to purchase their permit in office on August 3rd.
4. Select the permit that you wish to purchase. Please note, if the permit you wish to purchase is listed as “N/A”, it has not reached its sale date.
5. From the Select Permit screen, you will have two available links that will redirect you to the 2015-2017 Parking Rules and Regulations as well as the 2015-2016 Parking Map. Once you have reviewed both items, you will be required to acknowledge a check box stating that you have reviewed and agree to the 2015-2016 Rules and Regulations.
6. Once you have selected the permit you wish to purchase, please select the vehicles you wish to attach the permit to. If you need to add a new vehicle, select “Add a Vehicle” from the top right hand corner of the screen. **Please note:** any individual who purchases a permit must register their proper vehicle information with the University. It is the obligation of the permit holder to keep this information up to date.
7. Review your shopping cart to make sure the permit and total amount is correct.
8. Choose your payment method from the drop down menu on the View Cart page and click “Submit Now”. You will receive one last chance to review your account and select the checkbox stating you agree to the information and selection of purchase.
9. Once your information is entered, please click “Submit” at the bottom of the page. If you wish to cancel your transaction, please press “Cancel” at the bottom of the page. Only click “Submit” once to allow for processing time and to avoid double charges.
10. You will be redirected back to your parking account where a receipt for your transaction will be displayed.