How to Cancel Your Parking Permit

You may cancel your parking permit at any time by following these steps:

1. Log in to the Parking Portal with your UTSW username and password.
2. Select "Permits."
3. Select "View" next to the permit to cancel.
4. Select "Request Expiration."
5. Select "Request Early Expiration."
6. Under "Permit To Modify," select the permit you want to cancel.
7. Select "Confirm."
8. Select "Complete."
9. Please allow 24 hours for your request to be processed.