Requesting Departmental Permits

Step 1: Select the link https://rochester.t2hosted.com/cmn/auth_ext.aspx
Step 2: Select the Department Login button and Sign In using your userid and password that you received via email. On your initial sign in, you will be asked to change your password.
Step 3: Select the Internal Permits button.
Step 4: Follow directions at the top of the screen and populate all fields.
Step 5: Select the Submit button. A green banner will pop up, letting you know your request has been recorded.
Step 6: Select Log out.
NOTE: If the Requested By field shows an ERROR, please log out and log back in. This is a known bug that we are actively working on to resolve.

You will receive a confirmation email if your request for permit(s) has been approved. Please follow the process below if your request has been approved.

Purchasing Approved Permits

Step 1: Open the approved email that was sent to you from Parking. Read the email carefully and select the approved key link to purchase the permit(s).
Step 2: Select the Department Login button and sign in using your userid and password.
Step 3: Purchase a Permit page – Select Next.
Step 4: Department, Business or Reserved Permit: Select Quantity (you have the option to purchase one at a time or purchase all of them at one time), agreement and Select Next.
Step 5: Verify the email address on this page. Update if necessary and then select Pay Now.
Step 6: Payment Information page; Select Pay Now to complete transaction.
Step 7: Payment Receipt page – Department, business or reserved permit: Disregard the print permit link. You will be notified when your permits will be ready for pickup.
Step 8: Select Log out