1. Log in to **OUHSC.EDU/PARKING**
   From the PERMITS dropdown menu click on “Manage Your Parking Account”

2. OUHSC employees click on the **OUHSC** link and all others click on the **Guest Account** link and enter your information

3. Click on the **MANAGE ACCOUNT** link in the picture and then scroll down to the **UPDATE PERMIT CREDENTIALS** section

4. Click **EDIT** to enter the complete number on the PIKEPASS (12 characters), including the OTA and the period (OTA.) (no spaces)
   Example **OTA.07088577**