

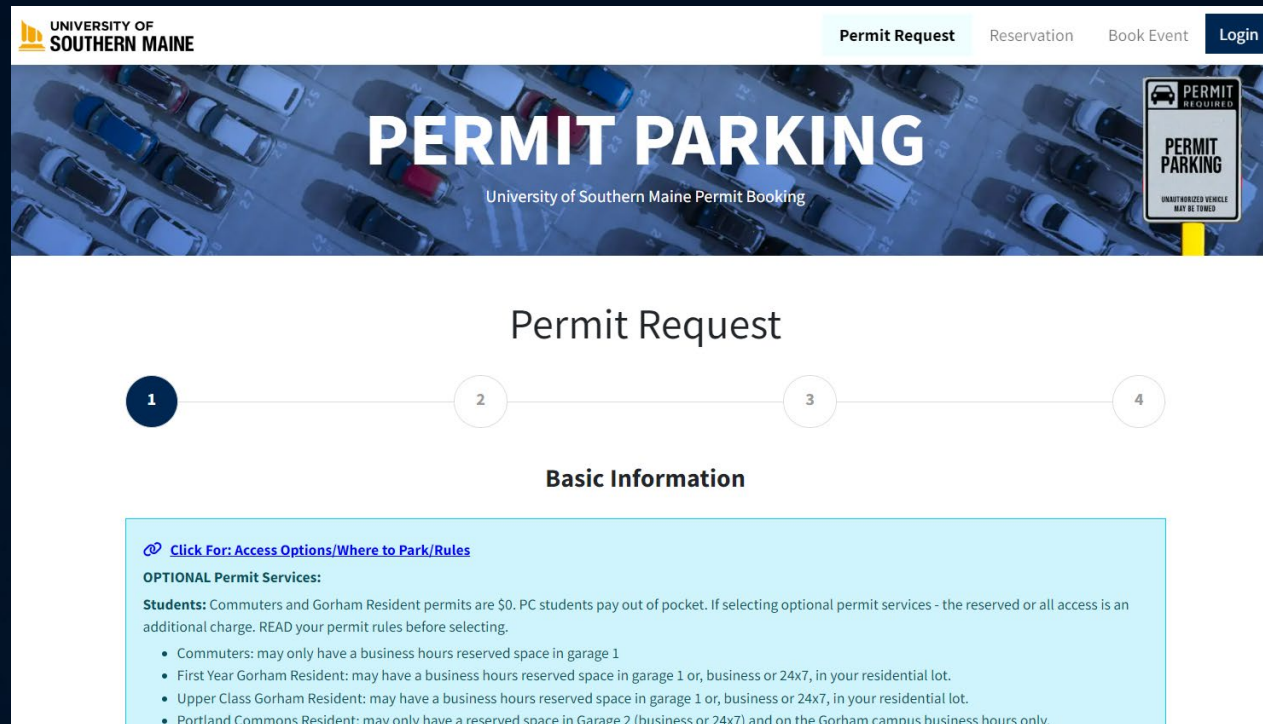
# How to Use Carpool Spaces

OFFICE OF SUSTAINABILITY  
IN COLLABORATION WITH  
PARKING SERVICES



# Register in the Park Engage Portal Annually

- Login or Create an Account Here: <https://customerportal.parkengage.com/usm>



UNIVERSITY OF SOUTHERN MAINE

Permit Request Reservation Book Event Login

## PERMIT PARKING

University of Southern Maine Permit Booking

### Permit Request

1 — 2 — 3 — 4

#### Basic Information

[Click For: Access Options/Where to Park/Rules](#)

**OPTIONAL Permit Services:**

**Students:** Commuters and Gorham Resident permits are \$0. PC students pay out of pocket. If selecting optional permit services - the reserved or all access is an additional charge. READ your permit rules before selecting.

- Commuters: may only have a business hours reserved space in garage 1
- First Year Gorham Resident: may have a business hours reserved space in garage 1 or, business or 24x7, in your residential lot.
- Upper Class Gorham Resident: may have a business hours reserved space in garage 1 or, business or 24x7, in your residential lot.
- Portland Commons Resident: may only have a reserved space in Garage 2 (business or 24x7) and on the Gorham campus business hours only.

- This is the same portal that students, staff and faculty use to acquire their motor vehicle parking permit, allowing them to park on campus in the first place.
- Even if you don't own a vehicle or don't plan to register a vehicle, you still use this portal to get your rider-only carpool pass. You will not need to enter vehicle information in that case.

If you are a driver, follow the directions below. If you are not going to register a vehicle, and only want to ride as a passenger, go to slide 9.

- Note: Registering as a driver with your vehicle doesn't mean you always have to drive to take advantage of the carpool spaces. Your pass will also be good as a rider carpool pass when riding as a passenger with another driver.
- If you are buying your regular parking permit, you can add carpool to the mix by following the directions on the next slide.
- If you have already bought your regular parking permit, and are now looking to add carpool privileges, then go to slide 7.

# When buying your regular parking permit, add carpool privileges by doing the following...

- Make a selection under Permit Category, then select which type of permit you want for your regular parking permit under Permit Type
- Then select “Carpool Access” under Permit Services to add the carpool privilege
- Fill out the rest of the information on the screen, select next

The screenshot shows the 'Permit Request' page on the University of Southern Maine website. At the top, there is a navigation bar with the university logo, the text 'UNIVERSITY OF SOUTHERN MAINE', and menu items for 'Permit Request', 'Reservation', 'Book Event', and 'Login'. A light blue informational box contains text about carpooling and reserved spaces. Below this, the form is divided into sections: 'Permit Category' (with a dropdown menu showing 'Student'), 'Permit Type' (with a dropdown menu showing 'Select Permit Type'), and 'Permit Services' (with a dropdown menu showing 'Select'). There is also a text input field for 'Student/Staff/Faculty ID'. The 'Vehicle Information' section includes a '+ Add New Vehicle' button and a table with columns for License Plate, Vehicle Make, Vehicle Model, Color, Country, and State/Province, each with a corresponding input field or dropdown menu.

UNIVERSITY OF SOUTHERN MAINE

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of the time, select “Carpool access” as one of the available services under “Permit Services.” If you want to carpool, but dont have a vehicle, then select “Rider only” under “Permit Type.” Upon completing this registration, you will need to print your parking permit with the QR code and put it on display on your dashboard when parking in a carpool-only space. Two printed permits/passes belonging to two individuals are required to be displayed in the vehicle to comply.

**Reserved Space:** A reserved space is optional and is an additional charge. business hours is 7am-3pm reserved just for your car. 24x7 is reserved just for your car at all times. Parking Services will review for approval and email you.

**All Access:** The all access option allows parking on any campus, 24hrs/day in garages, and lots. Beyond your permit rules. (P8 and GC1 are no parking areas).

**Permit Category \*** **Permit Type \*** **Permit Services**

Student Select Permit Type Select

**Student/Staff/Faculty ID \***


Student/Staff/Faculty ID

**Vehicle Information \*** + Add New Vehicle

Vehicles allowed per permit (5 max)

License Plate *	Vehicle Make	Vehicle Model	Color	Country	State/Province
License Plate	Select Make	Select an option	Select an option	Select an option	Select an option

- Fill out the personal information on the Account Information page
- Then select “Next”

 UNIVERSITY OF SOUTHERN MAINE

Permit Request Reservation Book Event **Login**

### Account Information

**LOG IN** OR CREATE ACCOUNT BELOW

*\*You must log in or create a new account to proceed.*

**First Name \***  **Last Name**

**Email \***  **Phone Number**

**Address Line 1 \***  **Address Line 2**

**Country \***  **State \***  **City \***  **Zip Code \***

**Create Account Password \***

**Previous** **Next**

- Confirm the information on the Confirm Your Details page. Note that there will be a cost to your regular parking permit reflected here, unless you are a USM student getting one of the non-premium parking permits.
- There should be no cost specifically for the carpool pass. It is a free add-on.
- Select “Next” when ready and proceed to payment and check out.
- When you make it to the final page, take note of your registration # for safe keeping.
- View slide 13 for directions on how to print your carpool parking pass, which is the same as your regular parking pass

The screenshot shows the 'Confirm Your Details' page for a permit request at the University of Southern Maine. The page includes a navigation bar with 'Permit Request', 'Reservation', 'Book Event', and 'Login' options. The main content area is divided into several sections: 'Basic Information' with fields for Name, Email, and Phone Number; 'Student/Staff/Faculty ID' and 'Start Date' (09/07/2024) and 'End Date' (06/30/2025); 'Purchase Summary' showing a cost of '\$ Cost Specific to Your Permit'; 'Permit Type' with options for 'Your Selected Vehicle Permit' and 'Carpool Permit', both with associated costs; and a consent section with two checked boxes. At the bottom, there are 'Previous' and 'Submit' buttons.

UNIVERSITY OF SOUTHERN MAINE

Permit Request Reservation Book Event Login

### Confirm Your Details

**Basic Information**

Name:

Email:

Phone Number:

Student/Staff/Faculty ID:

Start Date: - 09/07/2024

End Date: - 06/30/2025

**Purchase Summary** \$ Cost Specific to Your Permit

**Permit Type**

\$ Cost Specific to Your Permit

By clicking this button, you are providing your consent for auto renewal of the permit .

I have read and agreed to the University of Southern Maine [Terms & Conditions](#).

Previous Submit

# If you've already purchased your parking permit and now want to add carpool parking privileges, do the following...

- First, login



**UNIVERSITY OF SOUTHERN MAINE** [Permit Request](#) [Reservation](#) [Book Event](#) [Login](#)

of the time, select "Carpool access" as one of the available services under "Permit Services." If you want to carpool, but don't have a vehicle, then select "Rider only" under "Permit Type." Upon completing this registration, you will need to print your parking permit with the QR code and put it on display on your dashboard when parking in a carpool-only space. Two printed permits/passes belonging to two individuals are required to be displayed in the vehicle to comply.

**Reserved Space:** A reserved space is optional and is an additional charge. business hours is 7am-3pm reserved just for your car. 24x7 is reserved just for your car at all times. Parking Services will review for approval and email you.

**All Access:** The all access option allows parking on any campus, 24hrs/day in garages, and lots. Beyond your permit rules. (P8 and GC1 are no parking areas).

**Permit Category \*** **Permit Type \*** **Permit Services**

Student  Select Permit Type  Select

**Student/Staff/Faculty ID \***

Student/Staff/Faculty ID

**Vehicle Information \*** [+ Add New Vehicle](#)

Vehicles allowed per permit (5 max)

License Plate *	Vehicle Make	Vehicle Model	Color	Country	State/Province
License Plate <input type="text"/>	Select Make <input type="text"/>	Select an option <input type="text"/>	Select an option <input type="text"/>	Select an option <input type="text"/>	Select an option <input type="text"/>

- Go to "Permit Account" in the left hand navigation if it's not already selected
- Then on the right hand side of the screen, toggle "Carpool Access" on (make sure it says "carpool access added" immediately after toggling. If it says "carpool access removed," then toggle it back.
- Then view slide 13 for how to print your pass

UNIVERSITY OF SOUTHERN MAINE

Permit Request Reservation Book Event My Account

Welcome Back

Your Name

2 Vehicle Added 1 Active Permit

Permit Account

Pass List

Permit Requests

Vehicle Details

Payment Settings

Booking History

Receipts

Permit Account [Terms & Conditions](#)

**P** Permit No # Your # [Download QR](#)  Enable Auto Renew

Staff/Faculty  Start at Date 1 End at Date 2

Student/Staff/Faculty ID Your ID

Permit Services  Carpool Access-\$0.00 ?

Vehicle(s) [View All](#)



# If you don't own a car or don't want to register your car to park on USM's campus, do the following to get your rider-only carpool pass...

- First, select your permit category
- Then, select "Carpool Rider Only" under Permit Type

**UNIVERSITY OF SOUTHERN MAINE** Permit Request Reservation Book Event Login

of the time, select "Carpool access" as one of the available services under "Permit Services." If you want to carpool, but don't have a vehicle, then select "Rider only" under "Permit Type." Upon completing this registration, you will need to print your parking permit with the QR code and put it on display on your dashboard when parking in a carpool-only space. Two printed permits/passes belonging to two individuals are required to be displayed in the vehicle to comply.

**Reserved Space:** A reserved space is optional and is an additional charge. business hours is 7am-3pm reserved just for your car. 24x7 is reserved just for your car at all times. Parking Services will review for approval and email you.

**All Access:** The all access option allows parking on any campus, 24hrs/day in garages, and lots. Beyond your permit rules. (P8 and GC1 are no parking areas).

**Permit Category \*** **Permit Type \*** **Permit Services**

Student  Select Permit Type  Select

**Student/Staff/Faculty ID \***


Student/Staff/Faculty ID

**Vehicle Information \*** + Add New Vehicle

Vehicles allowed per permit (5 max)

License Plate *	Vehicle Make	Vehicle Model	Color	Country	State/Province
License Plate <input type="text"/>	Select Make <input type="text"/>	Select an option <input type="text"/>	Select an option <input type="text"/>	Select an option <input type="text"/>	Select an option <input type="text"/>

- Upon selecting “Carpool Rider Only” under Permit Type, the Vehicle Information boxes should disappear and your screen should look like this below...
- Fill in your Student, Staff or Faculty ID
- Click next to proceed

 UNIVERSITY OF SOUTHERN MAINE

Permit Request   Reservation   Book Event   [Login](#)

- First Year Gorham Resident: may have a business hours reserved space in garage 1 or, business or 24x7, in your residential lot.
- Upper Class Gorham Resident: may have a business hours reserved space in garage 1 or, business or 24x7, in your residential lot.
- Portland Commons Resident: may only have a reserved space in Garage 2 (business or 24x7) and on the Gorham campus business hours only.
- Email [usmparkingservices@maine.edu](mailto:usmparkingservices@maine.edu) with your preferred lot in Gorham. If your permit does not allow parking in that lot or certain hours, the request will be denied. Ensure you read your rules before emailing.
- For those looking to sign up for use of the convenient carpooling-only spaces, follow these directions. If you want to carpool with your vehicle at least some of the time, select “Carpool access” as one of the available services under “Permit Services.” If you want to carpool, but don't have a vehicle, then select “Rider only” under “Permit Type.” Upon completing this registration, you will need to print your parking permit with the QR code and put it on display on your dashboard when parking in a carpool-only space. Two printed permits/passes belonging to two individuals are required to be displayed in the vehicle to comply.

**Reserved Space:** A reserved space is optional and is an additional charge. business hours is 7am-3pm reserved just for your car. 24x7 is reserved just for your car at all times. Parking Services will review for approval and email you.

**All Access:** The all access option allows parking on any campus, 24hrs/day in garages, and lots. Beyond your permit rules. (P8 and GC1 are no parking areas).

**Permit Category \***      **Permit Type \***      **Student/Staff/Faculty ID \***



Student      Carpool Rider Only      Student/Staff/Faculty ID

[Click For: Access Options/Where to Park/Rules](#)


Permit Validity :1 Year

**\$0.00**  
Carpool Rider only

[Next](#)



- Fill out the personal information on the Account Information page
- Create a password and select next

 UNIVERSITY OF SOUTHERN MAINE

Permit Request   Reservation   Book Event   [Login](#)

### Account Information

[LOG IN](#) OR CREATE ACCOUNT BELOW

*\*You must log in or create a new account to proceed.*

**First Name \***  **Last Name**

**Email \***  **Phone Number**

**Address Line 1 \***  **Address Line 2**

**Country \***  **State \***  **City \***  **Zip Code \***

**Create Account Password \* ?**

[Previous](#) [Next](#)

- Check that the cost is \$0.00 as it is below in the example
- Click submit
- Take a note of your permit # on the next page for safe keeping
- Remember that this pass provides carpool riding privileges for the purpose of the person driving you being able to park in the carpool-only spaces on campus. The driver will still need to have purchased a parking permit AND added carpool privileges to their permit.
- See directions on the next slide for how to print your carpool permit

The screenshot shows the 'Confirm Your Details' page of the University of Southern Maine's Permit Request system. The page includes a navigation bar with 'Permit Request', 'Reservation', 'Book Event', and 'Login' options. The main content area is divided into several sections: 'Basic Information' with fields for Name, Email, and Phone Number; 'Student/Staff/Faculty ID' with a field for 'Your ID' and date pickers for 'Start Date' (09/07/2024) and 'End Date' (06/30/2025); a 'Purchase Summary' section showing a total cost of '\$0.00'; and a 'Permit Type' section for 'Carpool Rider only (1 Year)' with a cost of '\$0.00'. At the bottom, there are two checked checkboxes for consent and agreement to terms, and 'Previous' and 'Submit' buttons.

UNIVERSITY OF SOUTHERN MAINE

Permit Request Reservation Book Event Login

### Confirm Your Details

**Basic Information**

Name:

Email:

Phone Number:

Student/Staff/Faculty ID:

Start Date: -

End Date: -

**Purchase Summary** **\$0.00** ⓘ

**Permit Type**

Carpool Rider only (1 Year) \$0.00

By clicking this button, you are providing your consent for auto renewal of the permit .

I have read and agreed to the University of Southern Maine [Terms & Conditions](#).

Previous Submit

# How to Print your Pass

- Login to your account at: <https://customerportal.parkengage.com/usm>
- Select "Permit Account" in the left hand column if it's not already selected.
- Click on "Download QR", print it off, and place it on the dashboard of the vehicle you are carpooling in. It needs to be scannable by an enforcer, who can look up your credentials to make sure you have the carpool pass privilege associated with your account
- Your carpool pass is the same QR code as your parking permit.

The screenshot displays the University of Southern Maine customer portal. At the top left is the logo and name "UNIVERSITY OF SOUTHERN MAINE". To the right are navigation links: "Permit Request", "Reservation", "Book Event", and "My Account". Below the logo, it says "Welcome Back" followed by a box containing "Your Name". On the right side, there are two summary boxes: "2 Vehicle Added" and "1 Active Permit".

The left sidebar contains a menu with the following items: "Permit Account" (highlighted with a blue arrow), "Pass List", "Permit Requests", "Vehicle Details", "Payment Settings", "Booking History", and "Receipts".

The main content area is titled "Permit Account" and includes a link for "Terms & Conditions". Below this is a permit card with a green header. The card displays "Permit No # Your #" and a "Download QR" button (highlighted with a blue arrow). There is also a toggle for "Enable Auto Renew".

Below the permit card, there are fields for "Staff/Faculty" and "Student/Staff/Faculty ID Your ID". A date range selector shows "Start at Date 1" and "End at Date 2".

At the bottom, there is a "Permit Services" section with a toggle for "Carpool Access-\$0.00" and a "Vehicle(s)" section with a "View All" button.

# When Parking in a Carpool Pass Spot...

- Place your printed pass on the dash of the vehicle, close enough to the windshield so that it may be scanned by an enforcer outside of the vehicle
- The person carpooling with you must also put their printed pass on the dash
- The two passes displayed must belong to two different people
- Two people must arrive in the vehicle together when parking. If one person needs to find an alternate ride home, that is perfectly fine. In fact, if you have an emergency and have to leave before the other carpooler, you are eligible for reimbursed taxi/rideshare rides home via Go Maine if you are regularly logging trips using the Go Maine app (<https://gomaine.org/>). The reimbursement program is not administered by the University, so please reach out to Go Maine for specific questions about it.

1<sup>st</sup> Person's Pass



2<sup>nd</sup> Person's Pass