Hello,

COVID has brought a lot of changes to the world, nation, state, and this University. A few of the changes have happen to parking and indirectly to Parking Services. We have been asked and we have delivered. This PDF is a guide on how to locate your Transportation Fee on your Student Bill, step by step and in color. This will assist in you knowing if you need to pay the $25 Parking Permit Fee to Parking Services or not.

1) Login to MyCampus with your maine.edu information

https://mycampus.maine.edu/

Example: user name = jane.smith
password = UsmHusky#1
2) Once logged in, go to LaunchPad (blue arrow) and click on the MaineStreet icon (blue circle)
3) At MaineStreet screen, select Student Self-Service, then click on Student Center (see blue arrow)
4) On the Student Services Center page, go to Account Activity (blue arrow) under Finances (blue circle)
5) There are four different billing ways for the Transportation Fee
   
   i) Note the current semester is selected (blue arrow)
   
   ii) Use the arrows to move through to find your Transportation Fee (green arrow)

   o Or click on the button, to the right side of the Transactions box

a) The first is you are charged the Transportation Fee and there is no refund, you do not need to pay the $25 Parking Permit Fee.

The Transportation Fee can be seen as $55, $83, $110 (current 2020-2021 fee).
b) The second is you are charged the Transportation Fee and have a portion refunded, you do not need to pay the $25 Parking Permit Fee.

The refunded amount for the Transportation Fee can be seen as a -27.00, -28.00, or -55.00 (current 2020-2021 fee).
c) The third is you are charged the Transportation Fee, but you were refunded the amount, you will need to pay the $25 Parking Permit Fee.

The full refunded amount for the Transportation Fee can be seen as a -55.00, -83.00, or -110.00 (current 2020-2021 fee).
d) The fourth is you see the words Transportation Fee and yet there is no charge assigned, you will need to pay the $25 Parking Permit Fee.

This is the why the Parking Permit Fee was created. Students need to have a parking permit (hangtag) to park on either Portland or Gorham campuses.

We hope this little guide helped you know if you have a Transportation Fee or not.

We wish you the very best of luck during your time here at University of Southern Maine.

Parking Services

Any questions or still not sure, do not hesitate to contact us at (207) 780-4718 or email usmparkingservices@maine.edu.