



# Register for a Parking Permit

To register for a permit, click [Parking Permit](#) and follow these steps.

1. Choose the Permit type you are requesting: Faculty/Staff, Student, or Temporary. Click the Continue button.

Register For Permit

Permit Type: [Dropdown Menu]

Options: FACULTY/STAFF, STUDENT, TEMPORARY

Buttons: Continue

2. Fill out the Contact Information, selecting whether the contact type is for a Person or Business. Click the Save/Update Person button then click the Continue button.

Contact Information

Contact Type: PERSON

Student ID (900#): 900XXXXXX

First Name: Jane

Middle Name: [Empty]

Last Name: Doe

Type: [Dropdown]

Local Address: 3200 Augusta Tech Dr. [if different from above]

Local City/Local State/Local Zip Code: Augusta, Georgia 30906

Home Phone: 706XXXXXXX

Cell Phone: 706XXXXXXX

Work Phone: 706XXXXXXX

Email: janedoe@gmail.com

Buttons: Save/Update Person, Continue

3. Fill out the Enter Vehicle Information form, including: Type, Make, Model, Year, Color, License Plate Number, and Licensing State. Click the Add New Vehicle button then click the Continue button.

Enter Vehicle Information

Please enter the Vehicle information.

Type: [Dropdown]

Make: [Dropdown]

Model: [Dropdown]

Year (YYYY): [Text]

Color: [Dropdown]

License Plate Number: [Text] (do not enter spaces)

Licensing State: [Dropdown]

Buttons: Add New Vehicle, Continue

4. Inspect the Review Report, confirming that all information entered is accurate.
5. **If any information is incorrect**, click the Modify button on General Information, Contacts Information, or Vehicles Information to correct it or click the Back button to get back to the relevant screen.
6. **If all information is correct**, click the Continue button at the top of the screen.
7. Click View Permit Registration to print the report then bring it to Student Accounts to receive your Parking Permit.

Review Report

Please review the report. If all the information is correct, click the Continue button to submit the report. If you need to modify some information, click the desired modify link. This will be your last chance to change information for this report.

General Information: Modify

Permit Type: STUDENT

Permit Registration Type: [Dropdown]

Contacts Information: Modify

Contact 1

Id: 900XXXXXX

First Name: JANE

Middle Name: [Empty]

Last Name: DOE

Local Address: 3200 AUGUSTA TECH DR

City: AUGUSTA

State: GA

Zip: 30906

Home Phone: XXXXXXXXXX

Cell Phone: XXXXXXXXXX

Work Phone: XXXXXXXXXX

Email Address: JANEDOE@GMAIL.COM

Vehicles Information: Modify

Vehicle 1

Make: FORD

Model: FIESTA

Year: 2018

Color: SILVER

Plate Type: AUTOMOBILE

Plate Number: XXXXXX

License State: GA

Owner: JANE DOE

Noise/Comments: [Text Area]

Buttons: Back, Continue