

PARKING PERMITS

FACULTY/STAFF FOLLOW THE INSTRUCTIONS BELOW TO

Get your Permit TODAY

Please have your vehicle registration information:

Plate Number, State, Year, Make, Model, Color, Style

- Go to **flagler.edu/parkingpermit**
- In the parking portal, under the heading of **PERMITS**, use the drop down arrow to select **GET PERMITS**
- Log In:
 - Your information is already in the system, you **DO NOT** need to create a new login
 - Log in with your Flagler College User ID (This is your email login)
 - Example: JDoe – **DO NOT** include @flagler.edu, only your login ID
 - Your password will be the same as your Flagler College email login
- Select **PURCHASE A PERMIT**, and click **NEXT**
- Select **PERMIT AND PERMIT AGREEMENT**
 - “Faculty/Staff” will be selected by default
 - Check all three ‘I agree’ boxes, and click **NEXT**
- If there is a "currently no vehicles in our records for you" message, select **ADD VEHICLE**
 - Enter your vehicle information, review for accuracy, and click **NEXT**
 - You **DO NOT** have to submit a copy of your registration or insurance card, click **NEXT**
- Complete the steps to check out
 - Select the vehicle for permit, click **NEXT**
 - Select **PICK UP MY PERMIT FROM THE PARKING OFFICE, 20 VALENCIA STREET**
 - View cart, and verify your email address has populated; Select **PAY NOW**
 - There is **NO CHARGE** for Faculty/Staff Permits
 - The screen will refresh: check box to agree, and click **PAY NOW**

After completing the online permit process and receiving a permit number, faculty and staff will need to take the email confirmation to the Parking Office, located at 20 Valencia Street, to pick up the new permit.

Please Note: The new permits are **STICKERS** to be placed on the driver's side rear windshield
Therefore, [no backing into parking spaces.](#)

QUESTIONS? CONTACT PARKING@FLAGLER.EDU