

2022-2023 PARKING PERMITS

STUDENTS FOLLOW THE INSTRUCTIONS BELOW TO GET YOUR PERMIT TODAY

Please have the following vehicle information:

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

***Attention: A parking permit does not guarantee a parking space on campus.
Parking spaces are available on a first-come, first-serve basis.**

- Go to **flagler.edu/parkingpermit** to access the parking portal
- 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 MyFlagler username)
 - Example: JDoe196 - **DO NOT** include @flagler.edu, only your login ID
 - Your password will be the same as your MyFlagler login password
- Select **PURCHASE A PERMIT**, and click **NEXT**
- Select your permit type and complete the permit agreement
- Student permits will populate by default
- Check all three 'I agree' boxes, and click **NEXT**
- If the proper vehicle populates, check the box and click **NEXT**
- If "*currently no vehicles in our records for you*" message displays, 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
- Complete the steps to check out
- Select the vehicle for permit, click **NEXT**
- Select **PICK UP MY PERMIT FROM THE PARKING OFFICE**
- View cart, and verify your email address has populated; Select **PAY NOW** then **CHECK OUT**

After completing the online permit process and receiving a permit number, students will need to go to the Parking Office, located in Business Services at 20 Valencia Street, to receive their new permit sticker.

Please Note: The new permits are STICKERS. Your new permit must be placed on the driver's side rear window. Therefore, no backing into parking spaces.

QUESTIONS? CONTACT PARKING@FLAGLER.EDU