

FOLLOW THE INSTRUCTIONS BELOW TO GET YOUR PERMIT TODAY

Please have your vehicle registration information:
Plate Number, State, Year, Make, Model, Color, Style

***Faculty/Staff Parking Permits become available online 7-1-2025.**

- Go to [Flagler.edu/parkingpermit](https://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
 - 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 their email confirmation to the Parking Office located at 1 Malaga Street (Abare Commons) and pick up the new permit sticker.

Please Note: The new permits are STICKERS, not hang tags. Your new permit must be placed on the driver's side rear windshield. Therefore, no backing into parking spaces.

QUESTIONS? CONTACT PARKING@FLAGLER.EDU