**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 7-15-2024.**

* Go to [**Flagler.edu/parkingpermit**](http://www.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**