FSCJ Florida State College at Jacksonville

FSCJ PARKING PERMIT REGISTRATION INSTRUCTIONS

All FSCJ students and employees will need to receive a vehicle decal to park on all College campuses and centers. Please read the directions below for completing the online form. Online forms must be completed prior to picking up a decal.

You will need your Driver's License, Vehicle Registration and Insurance Card to complete the registration process. When picking up your parking decal at Campus Security, you will also need to bring your FSCJ Student ID in addition to these items.

1. Under the "SELECT A GROUP" drop down menu please select <u>any group</u> to begin the registration process with the exception of USER GROUP (e.g., NORTH CAMPUS, SOUTH CAMPUS, DOWNTOWN CAMPUS, etc. - AO/URC/Main Street and ATC employees should select DOWNTOWN). Parking permits are valid on any of the College's campuses or centers.

2. CLICK THE "Write New Online Permit Registration" rectangle.

3. PERMIT TYPE – Select "Parking"

4. PERMIT PERIOD – Select "Annual"

5. AFFILIATION – Select your current status - "Staff" or "Student"

6. CONTACT INFORMATION – The permanent address and local address can be the same, however both must be inputted in order to move forward. Please be sure to tab over and include the two letter state abbreviation in the next box and the zip code in the following box. All fields must be completed before moving forward. For instance, if you do not have a middle name or a home phone number, please put NA. Once all information is completed, click "SAVE/UPDATE PERSON" at the bottom of the page. Next, click on "Continue."

7. VEHICLE INFORMATION – Complete all information on this page. If you have an additional vehicle, you may select the "ADD VEHICLE" button and enter your second vehicle. Once vehicle information has been entered, click "Continue" to go to next page.

8. INSURANCE INFORMATION – If you choose not to provide your insurance information, you may enter NA in both fields, but you must enter an expiration date. This date can be any future date.

9. REVIEW – Review all information you have entered to make sure it is correct. If all information is correct click on "Continue." Your information is now saved in the system.

**Please remember to bring your FSCJ Student ID, Driver's License, Vehicle Registration and Insurance card with you to receive your parking permit.

Visit https://fscj.omnigo.one/CESIReportExec/opr/ to get started.