

FACULTY/STAFF PARKING PERMIT REGISTRATION AND INFORMATION

All Faculty, staff, and designated guests who qualify for a USA ID card, are required to register his/her vehicle, purchase a valid faculty/staff parking permit and must park in the designated blue lined parking spaces. A valid USA parking permit must be affixed to the FRONT windshield, lower driver's side corner, with the PERMIT NUMBER FACING OUTWARD, when the vehicle is parked on campus.

Motorcycle Permits - Motorcycle and scooter license plates are now used as a virtual permit and must also be registered online. There will be no physical permit or decal for motorcycles or scooters.

Parking Services is located in the Beta/Gamma Commons-Police Building, 290 Jaguar Blvd. The entrance is located on the South side of the building. Office hours are 7:30 A.M. - 4:30 P.M. Monday - Friday.

BEFORE ORDERING:

University employees must have a University JagMail email account in order to log in to the Parking Portal and purchase a permit online. New email and JagNet accounts may take up to 24 hours to update in the Parking Services portal system. To receive a temporary parking pass, a valid employee ID badge is required.

Getting Started:

1. Permits are available for purchase **ONLINE ONLY**. Have your current license plate number and credit/debit card available.
2. Go to the Parking Services web page – at the bottom of the USA main webpage, under *USA Resources*, click *Parking Services*.
3. Select “Order Parking Permits” on the left side of the screen.
4. Select “Customer Login” at the top of the page.
5. Log In by using your J-Number and your JagNet (email) password.
6. At the bottom of the screen, select “Get Permits”, and follow the remaining screens to complete the registration process and purchase a permit.
7. Do not use your browser's back arrow; only use the registration site's built-in BACK button.
8. Completely log out when registration is completed or halted. If you are on a shared or public computer or abandon the registration process before completion and try again unsuccessfully, you may need to clear your browser's cache (Internet history and cookies) typically found in your browser's menu under Tools or Options.
9. Once you have ordered your permit, you will be able to print a twenty-one (21) day Temporary Parking Permit to display in your vehicle, face up on your dash, until your permanent permit arrives in the mail. The temporary permit should be destroyed when the permanent permit arrives.

Permits are delivered by US Postal Services. Delivery time varies, but typically requires 2-3 weeks. It may be longer for apartment complexes. Please call Parking Services at 251-461-1481 if you have not received your permit 3 weeks after placing the order.

Additional information and reminders:

University policy requires that any outstanding citations must be paid prior to ordering a permit. Citations can be viewed and paid once logged into the “My Parking Account” page.

Permits will **NOT** be available in the Parking Services office to any employee with active JagMail (email) login credentials. Purchased permits are mailed directly from the contracted vendor, not the University.

For a complete list of all parking rules and regulations, please visit the Parking Services webpage at: southalabama.edu/departments/parkingservices/

For assistance: Call Parking Services at (251) 461-1481 or email parkingservices@southalabama.edu.