

Employee parking permits for the 2018-2019 academic year will be available online October 1st. Ordering permits is an online process that can be completed from any computer 24 hours a day. Current permits will expire on October 31, 2018.

INSTRUCTIONS:

>>Have your current license plate number and credit/debit card available.

>>Go to the Parking Services web page, www.southalabama.edu/parkingservices, which is also found on the USA main page under the A-Z Index.

>>Select "Manage My Parking Account" on the left side of the screen.

>>Select "Log In" at the top of the page next to the shopping basket. Click on "Customer Login" at the bottom of the page.

>>Log in by using your Jag Number and your email password.

>>Select "Permits" at the top of the page and "Get Permits" and follow all directions on each screen.

>>Completely log out when registration is completed or halted. If you use 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 Tools or Options.

>>Once you have ordered your permit, you will be able to print a 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.

****IMPORTANT NOTICE: Any outstanding or past-due fines related to citations will be subject to collection through payroll deduction. A fine is considered "outstanding" or "past-due" if it remains after the 21-day appeal window has expired or any officially filed appeals have been exhausted.

For a complete list of all parking rules and regulations, please go to:

<http://www.southalabama.edu/departments/parkingservices/rulesandregs.html>.

ADDITIONAL TIPS & REMINDERS:

>>University employees, faculty and staff must have a University JagMail email account in order to log in and purchase a permit online. If you are eligible for a JagMail account, please ensure that it is active. Go to: <https://jagmail.southalabama.edu/mgmtns.aspx> to request an email account.

>>Citations can be viewed and paid once logged into the "My Parking Account" page.

>>Permits are available ONLINE ONLY and must be mailed to the employee. Permits will NOT be available in the Parking Services office to any employee with JagMail (Google) login credentials. These permits are mailed directly from the contracted vendor, not the University.

>>The cost of an employee permit is \$40, and a credit/debit card will be required to complete the online purchase.

>>Permits will be sold on site at Parking Services to Health System employees (please try to order online first, most health employees are able to) without a JagMail account, other eligible “designated guests”, and Aramark employees. A current USA ID is required. If paying in cash, exact change is required.

This account is not routinely monitored. If you have any feedback, please contact the department directly.