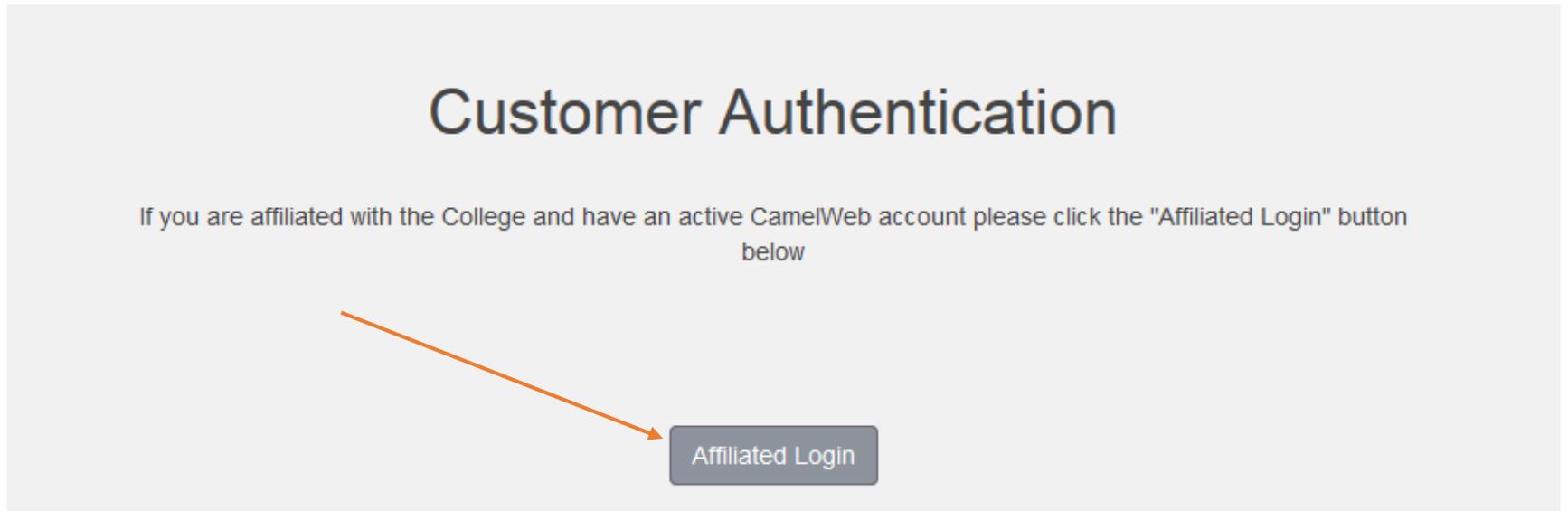


## How to Obtain a Parking Permit

1. Click Affiliated Login from T2.



2. Click Get Permits:

The screenshot displays the 'Connecticut College Parking Portal' with a welcome message. It is divided into two main sections: 'CITATIONS' and 'PERMITS'. The 'CITATIONS' section shows three links: 'View Your Citations' (3), 'View Your Appeals' (1), and 'View Your Letters' (0). The 'PERMITS' section shows 'View Your Permits' (0). To the right, there is a search form with fields for 'Citation Number \*', 'State \*' (set to CONNECTICUT), and 'Plate Number \*', along with a 'Search Citations' button. An orange arrow points from the 'View Your Citations' link to the 'Get Permits' button.

# Connecticut College Parking Portal

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

## CITATIONS

<a href="#">View Your Citations</a>	3
<a href="#">View Your Appeals</a>	1
<a href="#">View Your Letters</a>	0

## PERMITS

<a href="#">View Your Permits</a>	0
-----------------------------------	---

**Citation Number \***

**State \*** CONNECTICUT **Plate Number \***

3. Click Next on the next screen after reading the verbiage.

4. Enter in your average daily commute distance and hit “Next”. If you do not have an average daily commute enter “0” to continue.

## Average commuting distance:

**Miles**

\*

\* indicates a required field

Next >>

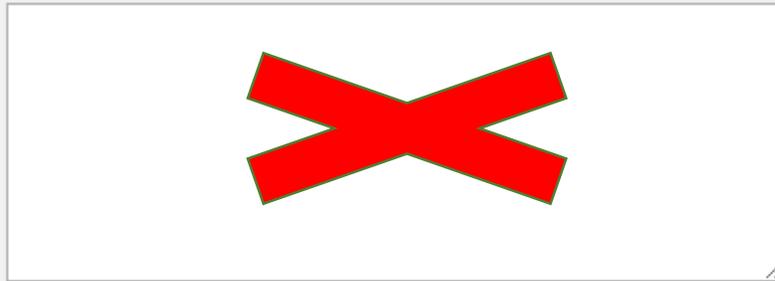
- 5. Upload a photo (.jpg or .pdf with a maximum file size of 1mb per file) of your Current Vehicle Registration and click Submit. PLEASE DO NOT TYPE ANYTHING IN THE NOTE TEXT BOX AREA.

# Registration Submission

Please submit a scanned copy or picture of your valid vehicle registration. File's should be less than 1mb in size.

**PLEASE LEAVE THE TEXT BOX LABELED NOTE BLANK.**

**Note**



**REGISTRATION**

Choose File No file chosen

\*

\* indicates a required field

Submit

6. Review the Permit Details and check the boxes agreeing to the terms. Staff/Faculty permits are free, Students will be charged \$75.00 directly to their student bill (the charge will appear next day, if purchasing after the Fall Semester the price will be reduced to \$37.50):

## Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$75.00	Student North Lots - Red / Student North	09/06/2016	06/01/2017

\* Pro-Rated prices shown with an asterisk.

I agree to abide by the Connecticut College Motor Vehicle Regulations

I agree that my permit may not be transferred to another user

I agree that the College reserves the right to revoke my permit at any time

Next >>



7. If you previously had a permit with the college your vehicle should appear on the list, select the button besides the vehicle to choose that vehicle to associate with a permit (Skip to Step 9). If this is your first time registering, click Add Vehicle.

 There are currently no vehicles in our records for you. Please use the "Add Vehicle" button below to register a vehicle with us so we may complete your sale.

 You may select one vehicle for this permit.

## Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

 Add Vehicle

 Next >>

8. Fill in the information for your vehicle and click next.

**Plate Number**

**Relationship to Vehicle**

Select One

**State/Province**

CONNECTICUT

**Year**

**Make**

Select One

**Model**

Select Make First

**Color**

Select One

**Style**

Select One

Next >>

9. Your Vehicle will now appear in your Vehicle list, make sure it is checked and click Next.

**i** You may select one vehicle for this permit.

## Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	CONNECTICUT	<input type="text"/>	2015	Hyundai	Accent	White

10. The next screen is your delivery option on how you want to obtain your permit. Currently the only option is to have it delivered to your Campus Mailbox, if you need an alternative arrangement please contact camelcard@conncoll.edu.

**Delivery Option**

Deliver to Campus Mail Box  \*

\* indicates a required field

11. Review your permit details and verify your e-mail address is correct and click Purchase Permit

## View Cart

Review your order.

Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	Student North Lots - Red / Student North [16170030] (09/06/2016 - 06/01/2017) <a href="#">hide details</a> Valid for dates: 09/06/2016 - 06/01/2017 Pick up from Camel Card Office Valid for vehicles: <input type="text" value="2015"/> , 2015, Hyundai	\$75.00	<a href="#">Remove</a>

**Due Now: \$75.00**

[Cancel Purchase](#) [Add Permits](#)

## Checkout

**Email Address**

[Purchase Permit](#)



12. Click that you agree to the charges for your permit and click Purchase Permit to finalize your permit purchase.

## Payment Information

Please review the totals below and click next to proceed to make your payment.

Qty	Type	Description	Amount	Actions
1	Permit	Student North Lots - Red / Student North [16170030] (09/06/2016 - 06/01/2017) <a href="#">hide details</a> Valid for dates: 09/06/2016 - 06/01/2017 Pick up from Camel Card Office Valid for vehicles: [redacted] 2015, Hyundai	\$75.00	<a href="#">Remove</a>

**Due Now: \$75.00**

[Purchase Permit](#)



13. Select Print Temporary Permit on the Receipt screen to print out a temporary five day permit to display on the dash of your car until you obtain your actual permit. If there are any issues with the documentation or permit application process you will be contacted by the Camel Card Office. Your permit will be in your mailbox or ready for pickup within 2-3 business days.

## Payment Receipt

Your transaction is complete. A copy of your receipt has been e-mailed to you. Please click on the "Print Temporary Permit" link below to print a 5 day temporary permit and display it in your vehicle until you receive or pickup your permanent permit.

### Purchased Items

Qty	Type	Description	Amount
1	Permit	Student North Lots - Red / Student North [16170036] (09/06/2016 - 06/01/2017) <a href="#">Print Temporary Permit</a> <a href="#">hide details</a> Valid for dates: 09/06/2016 - 06/01/2017 Deliver to Campus Mail Box Valid for vehicles: <input type="text" value="2015, Hyundai"/>	\$75.00
Total Paid: \$75.00			

### Transaction Summary

**CC Receipt Number**

**Payment Method** Permits to Banner

**Payment Date** 02/23/2017 11:21:26 AM

[Logout](#)

14. You will also receive an e-mail copy of the receipt (from no-reply@t2systems.com) to the e-mail you had input previously, you can also print out your temporary permit from the e-mail as well.

**NICK SHAFFER**, thank you for your purchase.

*Please keep this email for your records.*

**Date:** 02/22/2017 08:44:58 AM

**Payment Method:** Permits to Banner

**Receipt Number:**

**Total:** \$75.00

**Basket Number:** 2414

**Items purchased:**

\$75.00 - Student North Lots - Red / Student North [16170030] (09/06/2016 - 06/01/2017) [Print Permit](#)

**Valid for dates:** 09/06/2016 - 06/01/2017

**Pick up from** Camel Card Office

**Valid for vehicles:**   2015, Hyundai

