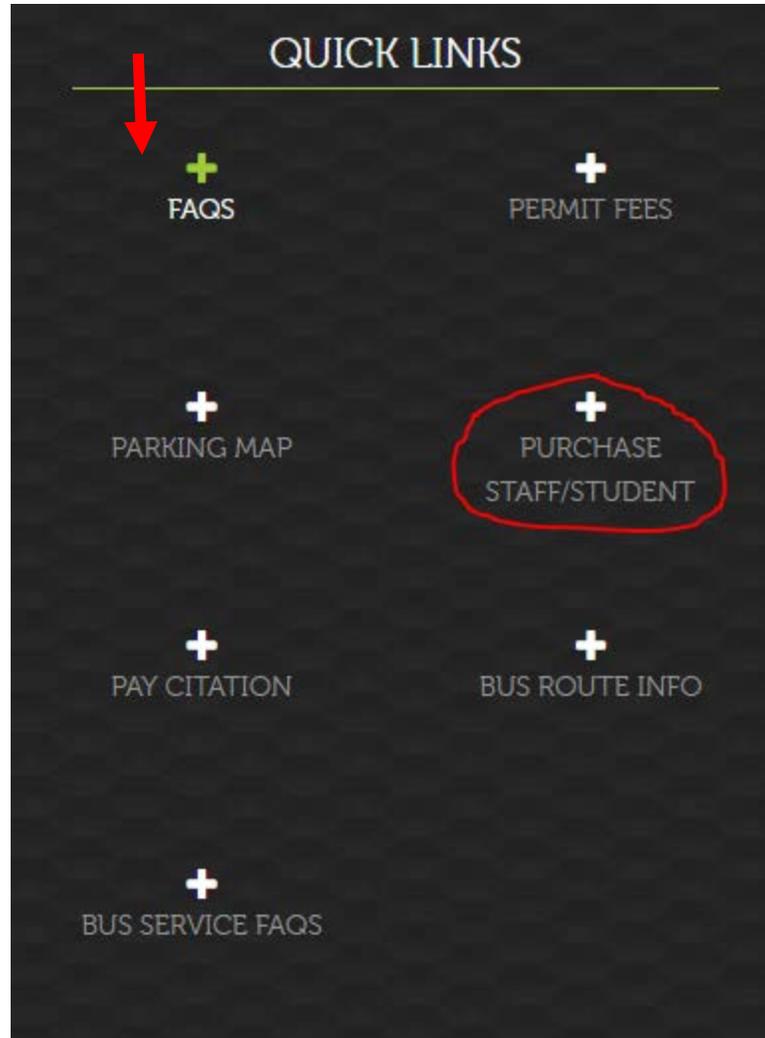


## Parking Permit Instructions – Staff/Faculty/Vendor

- 1) After logging into the Florida Poly Pulse, navigate to Parking and Transportation Services (P.A.T.S.) page. There, in the Quick Links section, click on the Purchase Staff/Student permit button.



2) Enter the required information, then click "Submit."

**FLORIDA  
POLYTECHNIC  
UNIVERSITY**

Adding New User

Your name was not found in our database. Please enter your information or go back and login again.

\* First Name:

\* Last Name:

\* Driver License Number:

\* Driver License State:

\* Email Address:

\*Required Fields

3) Click "Add" to enter your address.

**FLORIDA  
POLYTECHNIC  
UNIVERSITY**

Adding Address Entry For: POLY, PAUL

Please enter your current address information

Block:  Direction:  \*Street or Dorm Building:  Suffix:  Apt Room:

\*City:  \*State:  \*Zip:

County:  Home Phone:  Email:

Address Results:  
123 POLY PLACE LAKELAND FL 33009

\* Required Fields NOTE: If entering a dorm address, please use Building and Room fields above.

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4) Select your address, then click "Proceed."

**FLORIDA  
POLYTECHNIC  
UNIVERSITY**

Address Information For: POLY, PAUL

Select your current address or register a new one

Id	Select Address	Address	City	State	Zip	Phone
1	<input checked="" type="checkbox"/>	123 POLY PLACE	LAKELAND	FL	33009	(863)234-567

- 5) Click "Add" to enter your vehicle information, then "SAVE."

The screenshot shows a web form titled "FLORIDA POLYTECHNIC UNIVERSITY Vehicle Editor (add mode)". A red banner at the top of the form area says "Please Enter All Available Info On Your Vehicle". The form contains several input fields and dropdown menus:

- \*License Plate: 123456
- \*Plate State: Florida
- Type: Make Selection
- Plate Year: [empty]
- \*Major Color: PURPLE
- Minor Color: PURPLE
- \*Model Year: 2014
- \*VIN #: 12345678910
- Make: TOYOTA
- Model: PRIUS
- Style: Make Selection

Below the fields, there is a red asterisk and the text: "\* Required Fields If a dropdown does not contain your vehicle's info, you must select NOT LISTED." A yellow arrow points to the "Save" button. A "Cancel" button is also present. At the bottom, it says "Copyright © 2013, Cardinal Tracking, Inc."

- 6) Select your vehicle and then click "Proceed."  
7) Click "Request Permit."  
8) Select the decal type from the drop-down menu. Select your payment option, then click "Continue."

The screenshot shows a web form titled "FLORIDA POLYTECHNIC UNIVERSITY Decal And Lot Selection". Below the title, it says "Please follow the steps below to request a permit online." The form contains the following elements:

- Decal Type: (\$115.00, GENERAL ANNUAL RESIDENT)
- Parking Lot: (Step 2: Not Applicable)
- Payment Option: VISA
- COST: \$115.00
- LOT: NOT APPLICABLE
- Step 4: Click Continue

At the bottom, there are "Continue" and "Cancel" buttons. At the very bottom, it says "Copyright © 2013, Cardinal Tracking, Inc."

- 9) Click "Submit Transaction."  
\*\* If you are paying via Payroll Deduction or check- pay at the office, you will skip Step 12 below. Please note payroll authorization is only available on ANNUAL passes over \$200.

10) Enter the required payment information, then click “Process.”

11) Print the receipt for your parking permit, or click “Quit,” to exit the system.

Descr	Description	Unit	Unit Applicable	Unit Description	Cost
00	GENERAL ANNUAL RESIDENT	NONE	NOT APPLICABLE		\$10.00
				Commercial Fee	0.00
<b>TOTAL</b>					<b>\$10.00</b>

12) Pick up your parking pass at the Parking and ID Office in the Wellness Center. Make sure to bring a photo ID, receipt and signed payroll authorization (if purchasing an annual pass). If you wish to have the pass mailed to you, please send an email to [parking@flpoly.org](mailto:parking@flpoly.org) or call the parking office at 863-874-8440.

13) \*\*\* Effective for Spring 2017\*\*\*

- You will receive a confirmation email about your parking pass within 1-2 business days, once you’ve received that email, you are good to go! We are fully digital now, so you won’t have to worry about forgetting a parking permit, just make sure to register your vehicle with your permit.