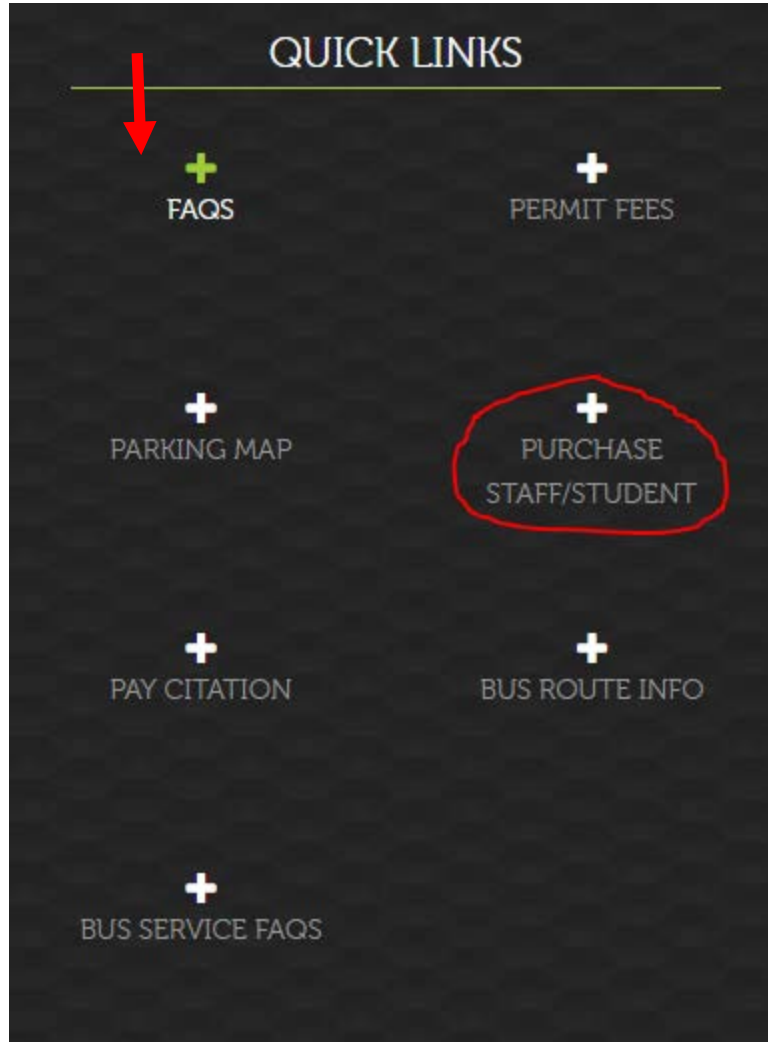


Parking Permit Instructions - Students

- 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) Confirm your login information.

- 3) Click "Add" to enter your address.

The screenshot shows the 'Address Entry' form for Florida Polytechnic University. The header includes the university's name and the title 'Adding Address Entry For: POLY, PAUL'. A red banner instructs the user to 'Please enter your current address information'. The form contains several input fields: Block (123), Direction, Street or Dorm Building (POLY PLACE), Suffix, Apt Room, City (LAKELAND), State (Florida), Zip (33805), County, Home Phone ((863) 123-4567), and Email (ppoly@poly.org). Below these fields, the 'Address Results' are displayed as '123 POLY PLACE LAKELAND FL 33805'. A note states: '* Required Fields NOTE: If entering a dorm address, please use Building and Room fields above.' At the bottom, there are 'Add' and 'Cancel' buttons, and a copyright notice for Cardinal Tracking, Inc. (2013).

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

The screenshot shows the 'Address Selection' screen for Florida Polytechnic University. The header includes the university's name and the title 'Address Information For: POLY, PAUL'. A red banner instructs the user to 'Select your current address or register a new one'. Below this is a table with columns: Edit, Select Address, Address, City, State, Zip, and Phone. The table contains one entry: '123 POLY PLACE', 'LAKELAND', 'FL', '33805', and '(863)123-4567'. At the bottom, there are 'Proceed' and 'Add' buttons.

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

The screenshot shows the 'Vehicle Editor (add mode)' form for Florida Polytechnic University. The header includes the university's name and the title 'Vehicle Editor (add mode)'. A red banner instructs the user to 'Please Enter All Available Info On Your Vehicle'. The form contains several input fields: License Plate (123456), Plate State (Florida), Type (Make Selection), Plate Year, Major Color (PURPLE), Minor Color (PURPLE), Model Year (2014), VIN # (12345678910), Make (TOYOTA), Model (PRIUS), and Style (Make Selection). A note states: '* Required Fields If a dropdown does not contain your vehicle's info, you must select NOT LISTED.' At the bottom, there are 'Save' and 'Cancel' buttons, and a copyright notice for Cardinal Tracking, Inc. (2013).

- 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."

FLORIDA POLYTECHNIC UNIVERSITY

Decal And Lot Selection

Please follow the steps below to request a permit online.

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

Continue Cancel

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9) Click "Submit Transaction."

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

SALE	
Order Section	
card number:	<input type="text"/> *
Expiration Date(MMY):	<input type="text"/> *
Amount:	<input type="text" value="115.00"/> *
Billing Address	
Student/Staff ID Number:	<input type="text"/> *
First Name:	<input type="text"/> *
Last name:	<input type="text"/> *
Address1:	<input type="text"/> *
Address2:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Postal Code:	<input type="text"/> *
Country:	<input type="text" value="Please select a Country"/>
Phone:	<input type="text"/> *
Email Address:	<input type="text"/> *
<input type="button" value="Process"/>	

11) Print parking permit receipt or click "Quit," to exit the system.

FLORIDA
POLYTECHNIC
 UNIVERSITY
 Parking Services

Parking Permit Receipt

Name **POLY, PAUL**
 ID **U0000000**
 Date **7/21/2014**
 Pay Option **VISA**
 Vehicle(s) **MAKE: 2014, TOYT PLATE: 123456, FL**
 Transaction Receipt Number **97**

TRANSACTION ID: 97AA4A3D-4F0F25C-9E56-4697-A57B-4E39E2A37B59

Decal	Decal Description	Lot	Lot Description	Cost
Q5	GENERAL ANNUAL RESIDENT	NONE	NOT APPLICABLE	\$115.00
			E-Commerce Fee	0
			TOTAL:	\$115.00

Please print this receipt and keep it with your important records.
[PRINT RECEIPT](#)
[REQUEST PERMIT FOR ANOTHER VEHICLE](#)
[HOME](#)
[QUIT](#)

12) *** 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.