

*Parents are **not** able to request a parking decal on behalf of the student—if your student needs assistance in registering his/her car, please follow these steps*

Visit the TCNJ Parking Services homepage

 https://parking.tcnj.edu/

 Click on the "CARS Login" link on the right side of the page and have your student login with his/her username and password

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Parking Servic	ces									A-Z Dire
HOME	REGULATIONS	PARKING MAP	PARKING FOR	~		SAFETY		VIOLATION	5 & FINES	~
Home								MOBILE REG 5-2016 par		N SYSTEM
community with eff	ficient customer servi n needs. This site will	ng The College of Nev ce and the best possi help you find the info	ble solutions	to me			-	ent Option oyees		

How To Help Your Commuting Fres Register A Car	hman
 Go to "Request Parking Decal" 	
TCNJ THE COLLEGE OF NEW JERSEY CAMPUS AUTOMOBILE REGISTRATION SYSTEM Welcome	
Request Parking Decal	
Reprint Decal Receipt	
Uoro thou will choose if you want a competer or	full woon

• Here they will choose if you want a semester or full year decal and click Continue

Please select the type of permit(s) to request: -None Selected-
Please select the decals type for the vehicle that you are registering.
Continue Clear Form Cancel

 They will then need to provide the following information for the vehicle they will be registering and then click Add Vehicle

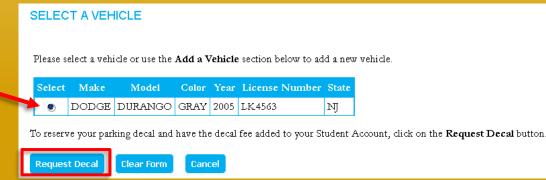
Add a Vehicle

Please enter all	l of the information below:		
License Plate:		State:	Select State
Vehicle Year:	Select Year	Color:	Select Color
Make:	Select Make	Model:	Select Model
Click on Add	Vehicle button to add it to the li	st above	
Add Vehicle	Clear Form		

• Please confirm that the vehicle information is correct and click OK

Year: Make: Model: Color: License: State:	2005 DODGE DURANGO GRAY LK4563 NJ
	k the OK button to save the vehicle information.
	k the OK button to save the vehicle information. ancel button to return to the Add a Vehicle screen.

• Select the vehicle just added and click Request Decal



• Once the student has completed the application, they will be shown your parking decal receipt

The student will need to print this out as a temporary parking decal until they are able to pick up the actual parking decal

<u>Remind them to bring an ID and the car registration when picking up their</u> <u>parking decal</u>



DECAL CONFIRMATION

This page can double as your temporary databoard decal. By printing this page, you can display it on the databoard of your can util you obtain your official decal. DLEASE PRINT THIS PAGE BEFORE EXITING CARS. THIS PAGE WILL NO LONGER BE AVAILABLE ONCE PARKING SERVICES PROCESSES THE PARKING DECAL ORDER. Please note that students who need to swipe into a parking garage will have the swipe access on your ID card by the following moming.

Permit Information:

Temporary Decal Number Permit Application Date: 04/13/2016 TEMP Valid Until: 04/27/2016 Permit Type: Permit Year: Permit Fee:

Vehicle Information:

Year: 2005 Make: DODGE Model: DURANGO Color: GRAY License Plate: LK4563 State: NJ

Please print this page for your records

Decal Distribution: Faculty/Staff - Your decal will be mailed to your on campus office/department Undergradust Students - Your decals can be picked up from Green Hall 119. You must bring your vehicle registration with you in order to get your decal. Graduate Commuters - Your decal will be mailed to your home address.

Please allow three business days for your decal to be processed.

Additional Parking Information

- Costs for full year and half year parking decals can be found at parking.tcnj.edu/resources/students/decal-information
- Freshman residents are <u>NOT</u> eligible to have a car on campus

(exceptions are made for medical and academic reasons: parking.tcnj.edu)

*Any student can purchase up to two weekly passes to park on campus each semester**

Parents must obtain a Visitor Pass from the Information Booth in front of Loser Hall or from Campus Police



