



# How to Register your Car

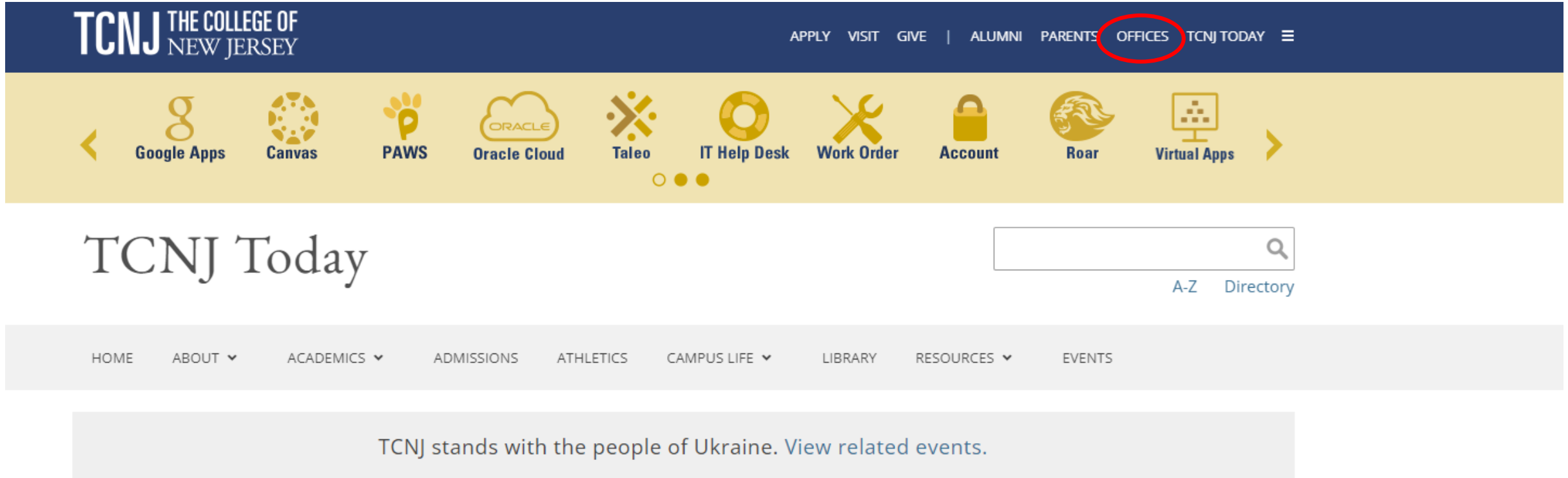
**THE COLLEGE OF NEW JERSEY  
THE OFFICE OF STUDENT ACCOUNTS**

## HOW TO REGISTER A CAR

---

**Parking Decal registration is open  
to all residential students after  
their first year.**

Step One: Navigate to the TCNJ Today homepage and click the Offices tab



The screenshot displays the TCNJ Today homepage. At the top, a dark blue navigation bar contains the TCNJ logo and the text 'THE COLLEGE OF NEW JERSEY' on the left. On the right, a list of links includes 'APPLY', 'VISIT', 'GIVE', 'ALUMNI', 'PARENTS', 'OFFICES' (which is circled in red), and 'TCNJ TODAY' followed by a hamburger menu icon. Below this is a yellow banner featuring a row of icons for various services: Google Apps, Canvas, PAWS, Oracle Cloud, Taleo, IT Help Desk, Work Order, Account, Roar, and Virtual Apps. The main content area has a large 'TCNJ Today' heading on the left and a search bar on the right with a magnifying glass icon. Below the search bar are links for 'A-Z' and 'Directory'. A light gray horizontal bar contains a series of menu items: 'HOME', 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'ATHLETICS', 'CAMPUS LIFE', 'LIBRARY', 'RESOURCES', and 'EVENTS'. At the bottom, a light gray box contains the text 'TCNJ stands with the people of Ukraine. View related events.'

TCNJ THE COLLEGE OF NEW JERSEY

APPLY VISIT GIVE | ALUMNI PARENTS **OFFICES** TCNJ TODAY

Google Apps Canvas PAWS Oracle Cloud Taleo IT Help Desk Work Order Account Roar Virtual Apps

TCNJ Today

A-Z Directory

HOME ABOUT ACADEMICS ADMISSIONS ATHLETICS CAMPUS LIFE LIBRARY RESOURCES EVENTS

TCNJ stands with the people of Ukraine. View related events.

Step Two: Scroll down to “P” and click on Parking Services

P

- [Parking Services](#)
- [Payroll](#)
- [Planning and Project Delivery](#)
- [President](#)
- [Privacy](#)

Step Three: On the right side of of the screen, click on the CARS Login to open the registration website

CAMPUS AUTOMOBILE REGISTRATION SYSTEM

CARS LOGIN


Faculty/Staff may pay for their citation in person in Green Hall, Room 119. You may pay with cash or check.

Username:

Password:

Step Four: Login with your TCNJ user and password.

## Step Five: Click on Request Parking Decal



**TCNJ** THE COLLEGE OF  
NEW JERSEY

CAMPUS AUTOMOBILE REGISTRATION SYSTEM

Welcome

---

**Request Parking Decal**

---


**Outstanding Citations**

---

**Citation History**

---

Step Six: To start the parking decal application, click Continue.

**TCNJ** THE COLLEGE OF  
NEW JERSEY

PARKING DECAL APPLICATION

*You have the following existing decals:*

Existing Permits												
Permit(s)						Vehicle(s)						
Number	Year	Issued	Expire Date	Type	Status	Zone	Make	Model	Color	License	State	


Continue

Cancel

TCNJ HOME | PARKING HOME | OUTSTANDING CITATIONS | PARKING SERVICES HOME



Step Seven: Select the type of permit you need to request, whether Resident or Commuter. Then click Continue.

**TCNJ** THE COLLEGE OF  
NEW JERSEY

PARKING DECAL APPLICATION

Permit History

Permit(s)							Vehicle(s)				
Number	Year	Issued	Expire Date	Type	Status	Zone	Make	Model	Color	License	State

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



Step Eight: Input the appropriate information for the car you intend to register. Then click, Add Vehicle.

## Add a Vehicle

Please enter all of the information below:

License Plate:	<input type="text"/>	State:	<input type="text" value="Select State"/>
Vehicle Year:	<input type="text" value="Select Year"/>	Color:	<input type="text" value="Select Color"/>
Make:	<input type="text" value="Select Make"/>	Model:	<input type="text" value="Select Model"/>

Click on **Add Vehicle** button to add it to the list above.

Add Vehicle

Clear Form

Step Nine: After adding, select the correct vehicle and then click “Request Decal”



SELECT A VEHICLE

Please select a vehicle or use the **Add a Vehicle** section below to add a new vehicle.

Select	Make	Model	Color	Year	License Number	State
<input checked="" type="radio"/>	ACURA	1	BEIGE	2020	TEST123	NJ


To reserve your parking decal and have the decal fee added to your Student Account, click on the **Request Decal**

Request Decal

Clear Form

Cancel

Step Ten: Input your mailing information and then click “Use this Address”



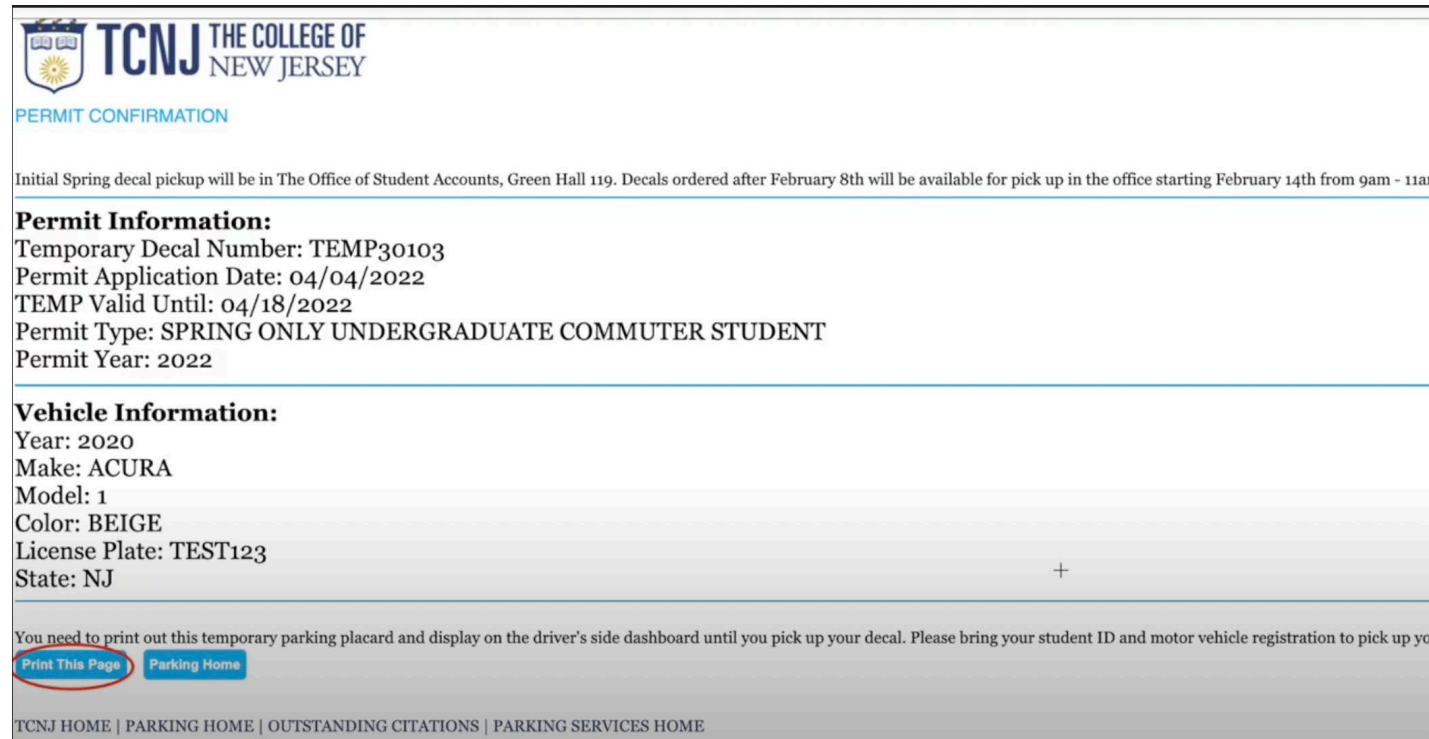
SELECT OR ENTER YOUR MAILING ADDRESS

Use This Address

---

Address 1:	<input type="text" value="123 tcnj road"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Address 4:	<input type="text"/>		
City, ST Zip:	<input type="text" value="ewing"/>	<input type="text" value="NJ"/>	<input type="text" value="08618"/>
Email Address:	<input type="text" value="testemail@tcnj.edu"/>		

The last page will confirm your registration. **Make sure to print out this page as this will act as your temporary permit** for 2 weeks until you pick up your decal at the Office of Student Accounts in Green Hall 119.



The screenshot shows a web page for TCNJ (The College of New Jersey) titled "PERMIT CONFIRMATION". It contains information about a temporary decal pickup, including the location (Office of Student Accounts, Green Hall 119) and the pickup date (February 14th). The page is divided into sections for "Permit Information" and "Vehicle Information". The "Permit Information" section lists the Temporary Decal Number (TEMP30103), Permit Application Date (04/04/2022), TEMP Valid Until (04/18/2022), Permit Type (SPRING ONLY UNDERGRADUATE COMMUTER STUDENT), and Permit Year (2022). The "Vehicle Information" section lists the Year (2020), Make (ACURA), Model (1), Color (BEIGE), License Plate (TEST123), and State (NJ). At the bottom, there is a note about printing the temporary parking placard and displaying it on the driver's side dashboard. There are two buttons: "Print This Page" (circled in red) and "Parking Home". The footer contains links to TCNJ HOME, PARKING HOME, OUTSTANDING CITATIONS, and PARKING SERVICES HOME.

**TCNJ THE COLLEGE OF NEW JERSEY**  
PERMIT CONFIRMATION

Initial Spring decal pickup will be in The Office of Student Accounts, Green Hall 119. Decals ordered after February 8th will be available for pick up in the office starting February 14th from 9am - 11a

**Permit Information:**  
Temporary Decal Number: TEMP30103  
Permit Application Date: 04/04/2022  
TEMP Valid Until: 04/18/2022  
Permit Type: SPRING ONLY UNDERGRADUATE COMMUTER STUDENT  
Permit Year: 2022

**Vehicle Information:**  
Year: 2020  
Make: ACURA  
Model: 1  
Color: BEIGE  
License Plate: TEST123  
State: NJ

You need to print out this temporary parking placard and display on the driver's side dashboard until you pick up your decal. Please bring your student ID and motor vehicle registration to pick up your decal.

[Print This Page](#) [Parking Home](#)

TCNJ HOME | PARKING HOME | OUTSTANDING CITATIONS | PARKING SERVICES HOME

Please allow four days from your order date for the office to process your decal. **Bring your vehicle registration and TCNJ ID when you pick up the decal.**

**LEGEND**

- Academic/Administrative
- Campus Town Retail and Residential
- Recreational
- Residential
- Bus stop
- Dining
- Emergency call box
- Information
- Parking
- Police
- Under construction
- Under renovation

**Commuters can park in lots 5, 6, 7, or 17 as shown on the map to the left.**