



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 header contains the TCNJ logo and the text 'THE COLLEGE OF NEW JERSEY'. To the right of the logo, a navigation menu includes links for 'APPLY', 'VISIT', 'GIVE', 'ALUMNI', 'PARENTS', 'OFFICES', and 'TCNJ TODAY'. The 'OFFICES' link is circled in red. Below the header is a yellow banner with a row of utility icons: Google Apps, Canvas, PAWS, Oracle Cloud, Taleo, IT Help Desk, Work Order, Account, Roar, and Virtual Apps. Below the banner, the text 'TCNJ Today' is displayed on the left, and a search bar with a magnifying glass icon is on the right. Below the search bar, the text 'A-Z Directory' is visible. At the bottom, a light gray navigation bar contains links for 'HOME', 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'ATHLETICS', 'CAMPUS LIFE', 'LIBRARY', 'RESOURCES', and 'EVENTS'. Below the navigation bar, a light gray banner contains the text '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



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CAMPUS AUTOMOBILE REGISTRATION SYSTEM

Welcome

Request Parking Decal

Outstanding Citations

Citation History

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



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](#)

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

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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”



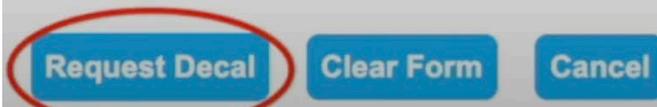
SELECT A VEHICLE



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 De**



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



SELECT OR ENTER YOUR MAILING ADDRESS

Use This Address

Address 1:

Address 2:

Address 3:

Address 4:

City, ST Zip: ,

Email Address:

Use This Address

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.

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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.**

WHERE COMMUTERS CAN PARK



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