

# How To Order a Parking Permit

Office of Student Accounts

Green Hall 119

[stuaccts@tcnj.edu](mailto:stuaccts@tcnj.edu)



# How To Order a Parking Permit

TCNJ THE COLLEGE OF NEW JERSEY

APPLY VISIT GIVE | ALUMNI PARENTS OFFICES TCNJ TODAY

## Parking Services Office of Student Accounts

HOME REGULATIONS PARKING MAP PARKING FOR SAFETY VIOLATIONS & FINES

### Announcements

Updated: August 14, 2024

Fall 2024 parking permit online ordering is now available. Please click on the CARS login on the right side of this page. Online ordering user guides are below for assistance. If you are an MCCC housing student, please email [parking@tcnj.edu](mailto:parking@tcnj.edu) for instructions.

[Ordering a Parking Permit User Guide - Students](#)

[Ordering a Parking Permit User Guide - Faculty/Staff](#)

#### CAMPUS AUTOMOBILE REGISTRATION SYSTEM

**CARS LOGIN**

Please order your parking permit via the CARS Login above. Medical passes through Health Services or ARC should not use CARS for ordering a permit. Faculty and staff may pay for their citation(s) online.

#### REPORTING EMERGENCIES

Campus Police should be notified of motor vehicle accidents, vandalism, loss by theft, and any other auto

1. Navigate to the TCNJ Parking Services Homepage and click on the CARS LOGIN button on the right side of the screen.

2. You will be directed to the main page of our AIMS portal. Click the Login button at the top left side of the screen.

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View/Manage Account View Account Fees Pay Ticket Appeal Ticket

Order Faculty/Staff or Student Permits Campus Map Weekly Passes

### ANNOUNCEMENTS

**12/10/2024 - STUDENT SPRING DECALS - SECOND WEEK OF JANUARY, 2025** - Spring 2025 decals will be available beginning the second week of January, 2025. A campus-wide email will be sent at that time with additional information and ordering instructions.

**12/09/2024 - END OF SEMESTER TICKETING SUSPENSION** - Ticketing for "lack of valid decal only" will be suspended starting on December 6, 2024 at 5:00pm through Winter break in all student lots. All other parking violations will be enforced by Campus Police daily.

**11/01/2024 - CITATION APPEAL NOTICE** - For appeal hearing information, please visit our Citation Appeals site.

**10/31/2024 - PARKING PERMIT PICKUP**

- Pickup Location: Green Hall Room 119
- Pickup Time Window: 8:30AM - 4:30PM, Monday-Friday

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### Single Sign-On

[roscoe1@tcnj.edu](mailto:roscoe1@tcnj.edu) [edit](#)

Password

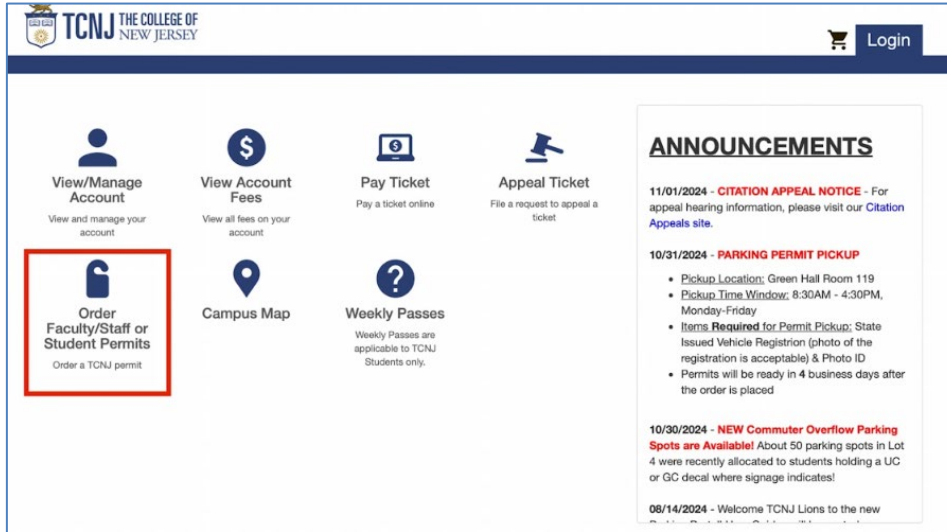
.....

[Login](#)

Secured by Duo

3. Sign into the portal using your TCNJ SSO.

# How To Order a Parking Permit



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Login

- View/Manage Account: View and manage your account
- View Account Fees: View all fees on your account
- Pay Ticket: Pay a ticket online
- Appeal Ticket: File a request to appeal a ticket
- Order Faculty/Staff or Student Permits: Order a TCNJ permit**
- Campus Map
- Weekly Passes: Weekly Passes are applicable to TCNJ Students only.

**ANNOUNCEMENTS**

11/01/2024 - **CITATION APPEAL NOTICE** - For appeal hearing information, please visit our Citation Appeals site.

10/31/2024 - **PARKING PERMIT PICKUP**

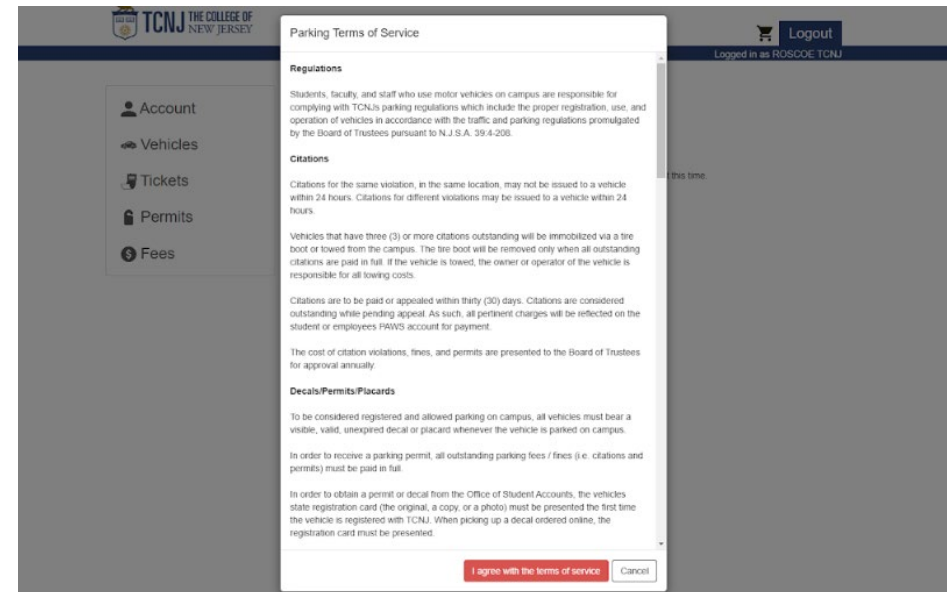
- Pickup Location: Green Hall Room 119
- Pickup Time Window: 8:30AM - 4:30PM, Monday-Friday
- Items Required for Permit Pickup: State Issued Vehicle Registration (photo of the registration is acceptable) & Photo ID
- Permits will be ready in 4 business days after the order is placed

10/30/2024 - **NEW Commuter Overflow Parking Spots are Available!** About 50 parking spots in Lot 4 were recently allocated to students holding a UC or GC decal where signage indicates!

08/14/2024 - Welcome TCNJ Lions to the new

4. From the navigation menu click the “Order Faculty/Staff or Student Permits” option.

5. Review the TCNJ Parking Terms of Service and then click “I agree with the terms of service” to continue.



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Logout  
Logged in as ROSCOE TCNJ

Account

Vehicles

Tickets

Permits

Fees

**Parking Terms of Service**

**Regulations**

Students, faculty, and staff who use motor vehicles on campus are responsible for complying with TCNJ's parking regulations which include: proper registration, use, and operation of vehicles in accordance with the traffic and parking regulations promulgated by the Board of Trustees pursuant to N.J.S.A. 39:4-20B.

**Citations**

Citations for the same violation, in the same location, may not be issued to a vehicle within 24 hours. Citations for different violations may be issued to a vehicle within 24 hours.

Vehicles that have three (3) or more citations outstanding will be immobilized via a tire boot or towed from the campus. The tire boot will be removed only when all outstanding citations are paid in full. If the vehicle is towed, the owner or operator of the vehicle is responsible for all towing costs.

Citations are to be paid or appealed within thirty (30) days. Citations are considered outstanding while pending appeal. As such, all pertinent charges will be reflected on the student or employees PAWS account for payment.

The cost of citation violations, fines, and permits are presented to the Board of Trustees for approval annually.

**Decals/Permits/Placards**

To be considered registered and allowed parking on campus, all vehicles must bear a visible, valid, unexpired decal or placard whenever the vehicle is parked on campus.

In order to receive a parking permit, all outstanding parking fees / fines (i.e. citations and permits) must be paid in full.

In order to obtain a permit or decal from the Office of Student Accounts, the vehicles state registration card (the original, a copy, or a photo) must be presented the first time the vehicle is registered with TCNJ. When picking up a decal ordered online, the registration card must be presented.

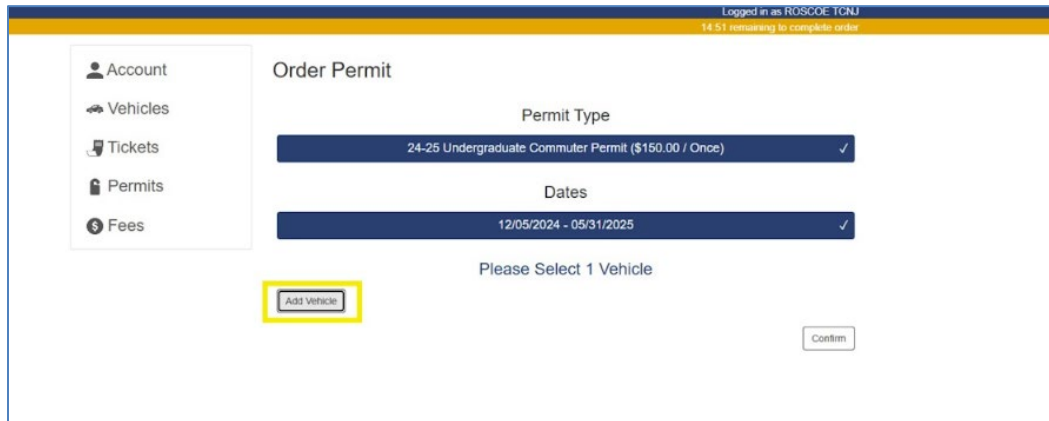
I agree with the terms of service Cancel

# How To Order a Parking Permit



The screenshot shows the 'Order Permit' page. On the left is a navigation menu with 'Account', 'Vehicles', 'Tickets', 'Permits', and 'Fees'. The main content area is titled 'Order Permit' and contains a dropdown menu labeled 'Please Select a Permit Type'. The selected option is '24-25 Undergraduate Commuter Permit (\$150.00 / Once)', which is highlighted with a yellow border. Below the dropdown, it says 'Valid from August to May'.

6. You will then be directed to a screen to order the permit. First begin by selecting the permit type.



The screenshot shows the 'Order Permit' page with the 'Permit Type' dropdown set to '24-25 Undergraduate Commuter Permit (\$150.00 / Once)' and the 'Dates' dropdown set to '12/05/2024 - 05/31/2025'. Both dropdowns have checkmarks on the right. Below the dropdowns, it says 'Please Select 1 Vehicle'. There is a yellow box around the 'Add Vehicle' button and a 'Confirm' button at the bottom right. At the top right, it says 'Logged in as ROSCOE TCNJ' and '14.91 remaining to complete order'.

7. Next, make sure that the dates selected match the period of time that you would like the permit to apply for. Then, click "Add Vehicle".

# How To Order a Parking Permit

Please Select 1 Vehicle

Add Vehicle

Plate #\*

State/Prov.\*

Year\*

Make\*

Model\*

Color\*

8. Enter the information of the vehicle you would like to register, then click “Add”.

9. After registering your vehicle, select the delivery option.

Account

Vehicles

Tickets

Permits

Fees

Order Permit

Permit Type

24-25 Undergraduate Commuter Permit (\$150.00 / Once) ✓

Dates

12/05/2024 - 05/31/2025 ✓

Vehicle

NJ TCNJ1855 (Black 2024 Acura CL) ✓

Delivery Option

Pick Up in Office

# How To Order a Parking Permit

Account

Vehicles

Tickets

Permits

Fees

Order Permit

Permit Type

24-25 Undergraduate Commuter Permit (\$150.00 / Once) ✓

Dates

12/05/2024 - 05/31/2025 ✓

Vehicle

NJ TCNJ1855 (Black 2024 Acura CL) ✓

Delivery Option

Pick Up in Office ✓

Add Permit to Cart

10. After all required fields have been completed, click “Add Permit to Cart”.

11. The permit will then be added to your shopping cart. Select the permit by clicking the blue check box next to the item, then enter your email and click “Continue”.

Account

Vehicles

Tickets

Permits

Fees

Your Shopping Cart

Item	Price	View
<input checked="" type="checkbox"/> Permit - 24-25 Undergraduate Commuter Permit Start Date: 12/05/2024 End Date: 05/31/2025 Vehicles • NJ TCNJ1855 (Black 2024 Acura CL)	\$150.00	Once
Sub-Total	\$150.00	
NJ Sales Tax	\$9.93	
Total	\$159.93	

Remove

Checkout

Contact Information

Email: roscoe1@tcnj.edu

Continue

# How to Pay a Parking Ticket

12. Enter your credit/debit card information and then read the terms and conditions of Transact. Click the green check box to agree to the terms, then click “Continue” to proceed with payment.

How would you like to pay?

Payment amount  
**\$159.93**

\* Payment method  
New credit or debit card

AMERICAN EXPRESS DISCOVER JCB Mastercard PLUS VISA

\* Card number  
1234 5678 9987 6543 210

\* Expiration date  
12 / 25

\* Security code ⓘ  
1234

\* Zip/Postal code  
08628

International cardholders may input "N/A"

This site is owned and operated by Transact Campus, Inc. I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement.

Description	Amount
<b>Permit</b>	<b>\$159.93</b>
AIMS TRANS ID: 6751f130fc7aff3aba 0fd719	
AIMS NAMEFIRST: ROSCOE	
AIMS NAMELAST: TCNJ	
AIMS RECEIPTNUM: W421695W9113	
<b>Subtotal</b>	<b>\$159.93</b>
<b>Total</b>	<b>\$159.93</b>

Cancel Continue

# How to Pay a Parking Ticket

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Please note that the Service Fees added by our third party provider, Transact, are subject to change. The fees presented in this user guide may differ from the fees you are presented with upon checkout.

## Service fee

\$3

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service fee of **\$3**, so your total amount is \$28. This charge is assessed by Transact Campus, Inc. Service fees are included in your transaction and are paid directly to Transact Campus, Inc. Service fees are non-refundable.

By selecting continue, I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service fee of **\$3** for the use of Transact Campus SmartPay.



# How to Pay a Parking Ticket

13. You will then be shown a final review of the transaction. Please make note of your AIMS Transaction ID and Receipt Number should you need assistance with payment questions. When ready to submit payment, click “Pay \$\_\_”.

Enter your email in this field to receive the transactional receipt from the payment site showing the transaction details, service fee, etc.

Please review your information below.

\* Email address

Summary

Permit	\$68.24
AIMS TRANS ID: 667992474d5b05b63307d649	
AIMS NAMEFIRST: [REDACTED]	
AIMS NAMELAST: [REDACTED]	
AIMS RECEIPTNUM: W3F933ZA5781	

Subtotal \$68.24  
Service fee \$2.90  
Total \$71.14

Payment details [Change](#)

Card number	[REDACTED]	VISA
Expiration date	[REDACTED]	
Zip/Postal code	[REDACTED]	

Your AIMS TRANS ID and AIMS RECEIPT Number will be displayed here – these values will be important for TCNJ to look up your payment, should you have any questions

Review your Card information here – verify everything is correct

Review the Subtotal, Service Fee and the Total Amount for the transaction here

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel Pay \$71.14

# How to Pay a Parking Ticket

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You will then be shown the confirmation of payment where you can view the digital receipt of the transaction by clicking the receipt number highlighted in blue.



\$71.14

Thank you for your payment

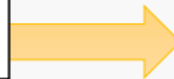
The payment receipt #263 was sent to:



Click the receipt number to see a digital receipt of your transaction



Click the "Sign Out" button to close the payment portal and you will be redirected back to the Parking Portal



Sign out

# How to Pay a Parking Ticket

You will then be issued a temporary permit which should be displayed on the dashboard of your vehicle. Please display this permit until your permanent parking permit has been received to avoid ticketing for lack of valid decal.

Permit Issued to:

Name



Barcode

## Faculty/Staff Permit

Permit

Below you will find your temporary parking permit which is valid for the dates printed on the permit. Please detach the permit and display this face-up on your dash.

Failure to properly display this temporary permit will result in your vehicle being ticketed and/or towed. Displaying this permit on a vehicle other than the plate provided will result in your vehicle being ticketed and/or towed and may be deemed as fraudulent activity.

If you have not received your permanent parking permit, please contact our office:

609-771-3144  
parking@tcnj.edu  
Green Hall Room 119

## Temporary Parking Permit



Permit #

TEMPORARY

valid from  
August 06, 2024 August 27, 2024

valid on license plate

License Plate #

Generated 8/6/2024 11:14:52 AM

**DO NOT COPY, ALTER, OR MISUSE THIS PERMIT IN ANY WAY**

*Any duplication or alteration of this permit may result in severe penalties, including but not limited to ticketing, towing and suspension of parking privileges.*