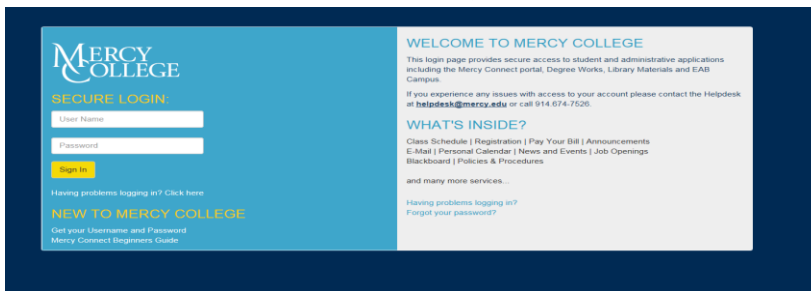


Online Parking Permit Registration Instructions

MERCY COLLEGE PARKING PERMIT REGISTRATION INSTRUCTIONS: All Mercy College students, faculty, vendors and employees will need to receive a vehicle decal to park on all college campuses and offsite lots. Please read the directions below for completing the online form. Online forms must be completed prior to picking up a decal. You will need to bring your driver's license and vehicle registration to complete the registration process.

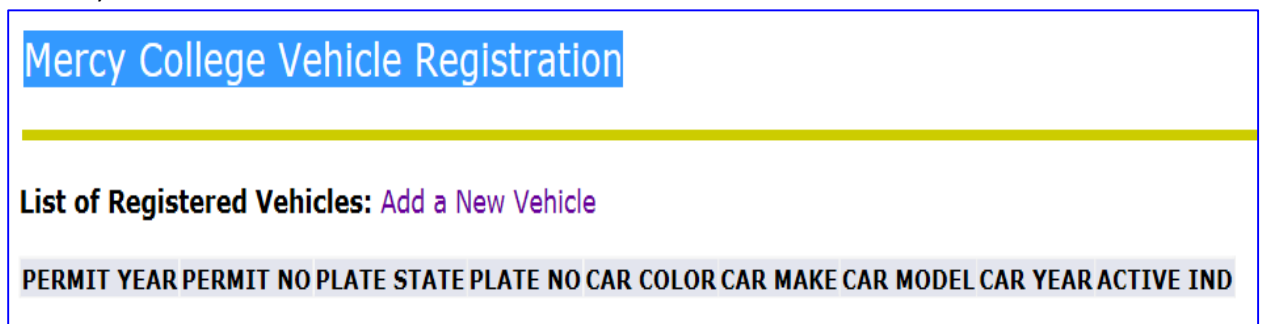
1. <https://www.mercy.edu/>
2. Navigate to Mercy Connect log-in screen



3. Under the "Administrative Services" tab, click on the Parking Registration link (Mercy College Vehicle Registration ** NEW*).



4. Select or click on the "Add a new Vehicle" link (Note you are only able to have 2 vehicles registered with the on-line form, you will need to register in person for the 3rd vehicle)



5. **VEHICLE INFORMATION** – Complete all information on this page. If you have an additional vehicle, you may select the “ADD VEHICLE” button and enter your second vehicle.

Mercy College Vehicle Registration

Please enter all values and click save.

Plate State: *	<input type="text"/>
Plate Number: *	<input type="text"/>
Color: *	<input type="text"/>
Make: *	<input type="text"/>
Model:	<input type="text"/>
Year: (YYYY) *	<input type="text"/>

* - indicates a required field.

6. **REVIEW** – Review all information you have entered to make sure it is correct. If all information is correct click on “Save” Your information is now saved in the system.
7. **Please remember to bring your Driver’s License, Mercy College ID, and Vehicle Registration with you to receive your parking permit in the Safety Office located in Main Hall 234 between the hours 8:30 AM and 10PM.**

PLEASE NOTE:

- You will not be able to register a vehicle if there are two (2) or more unpaid tickets. Payments must be received prior to registering your vehicle.
- If you have received three (3) or more parking decals, you will not be able to use this system. Please go to the Safety Office for further instruction.