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 Form](image)

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.