

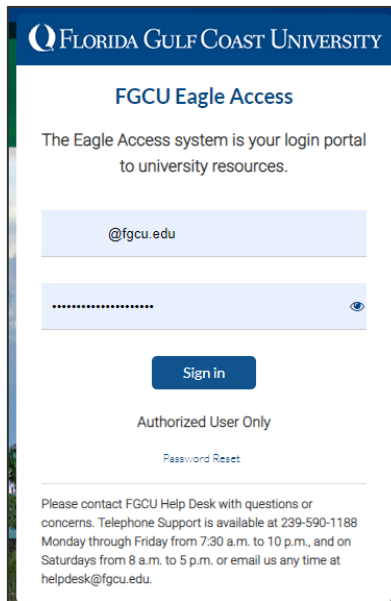
## Using the FGCU Parking Portal

This guide walks users through the process of applying for a new campus parking permit. The Parking Portal is secured by Single Sign-On (SSO); your FGCU credentials are required for login.

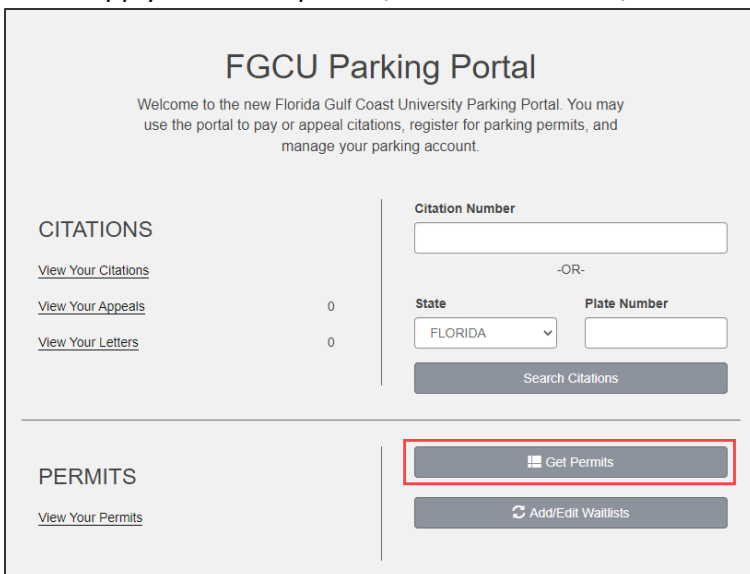
*For information on applying for a LEED vehicle parking discount, visit the [Parking Services webpage](#).*

### APPLYING FOR A PARKING PERMIT

1. Navigate to the FGCU Parking Portal at <https://fgcu.edu/parkingportal>
2. Enter your FGCU credentials to log in via SSO



3. To apply for a new permit, click **Get Permits**, then click **Next**



4. Select the appropriate **permit type** and click the box next to each confirmation statement, then click **Next**

**\*NOTE:** *Only the permit types applicable to your role at FGCU will display; replacement permits must be requested through Parking Services before being processed in the Parking Portal*

### Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

To purchase your additional \$10 motorcycle permit you must first complete the purchase of your annual permit.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$118.00	Faculty/Staff 2022-23 / ANNUAL	09/01/2022	08/31/2023
<input type="radio"/>	1	\$60.00	Faculty/Staff 2022-23 / FALL TERM	09/01/2022	01/31/2023
<input type="radio"/>	1	\$25.00	Motorcycle 2022-23 / ANNUAL	09/01/2022	08/31/2023

\* Pro-Rated prices shown with an asterisk.

I agree to follow the rules and regulations as outlined in the Parking Handbook.

- I agree to abide by parking rules and regulations
- I agree that my permit may not be transferred another user
- I agree that my parking rights may be revoked at any time

Next >>

5. Click **Add Vehicle**

**!** There are currently no vehicles in our records for you. Please use the "Add Vehicle" button below to register a vehicle with us so we may complete your sale.

**i** You may select between 0 and 3 vehicles for this permit.

### Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Add Vehicle  
Next >>

6. Enter **vehicle details**; click **Next** **\*NOTE: All fields are required**

### Register Additional Vehicle

Please enter the details for your new vehicle and then click Next.

**Plate Number**

**Plate Number (confirm)**

**State/Province**

**Year**

**Make**

**Model**

**Color**

**Style**

Next >>

## Parking Permits-Employees

7. Review vehicle details; click **Add Vehicle** to add another vehicle under the same permit, **Next** to proceed

**\*NOTE:** to ensure that all appropriate vehicles are associated with your permit, add them prior to continuing permit application

✔ Your vehicle has been associated with your permits [view details](#)  
 FS1407

i You may select between 0 and 3 vehicles for this permit.

### Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	FLORIDA	BHS277	2020	Lincoln		White

Add Vehicle
Next >>

8. Select the appropriate **payment method** by clicking the dropdown arrow; click **Pay Now**

### View Cart

Review your order.  
 Select your method of payment. (If only one payment method is available, your payment information is selected automatically)  
 Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	Faculty/Staff 2022-23 / ANNUAL [FS01513] (09/01/2022 - 08/31/2023) <a href="#">view details</a>	\$118.00	<span style="background-color: red; color: white; padding: 2px 5px;">Remove</span>

Due Now: \$118.00

**Select Payment Method**

Credit Card ▼

Cancel Purchase

### Checkout

**Email Address**

i@fgcu.edu

Pay Now

9. Review payment information; click **Next** to proceed with payment

### Payment Information

Please review the totals below and click next to proceed to make your payment.

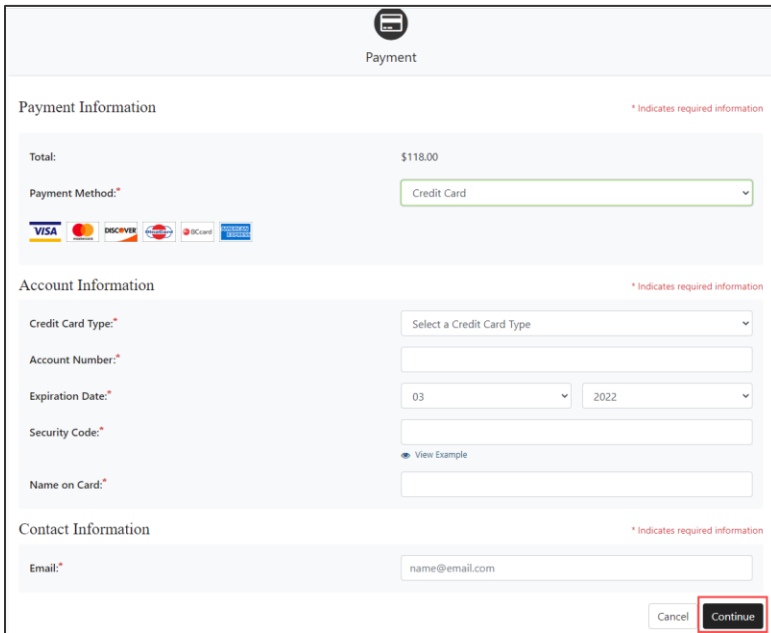
Qty	Type	Description	Amount	Actions
1	Permit	Faculty/Staff 2022-23 / ANNUAL [FS01513] (09/01/2022 - 08/31/2023) <a href="#">view details</a>	\$118.00	<span style="background-color: red; color: white; padding: 2px 5px;">Remove</span>

Due Now: \$118.00

Next >>

10. Enter appropriate credit card information (if selected) and click **Continue** to process payment

**\*NOTE:** *payment is processed via TouchNet*



Payment

Payment Information \* Indicates required information

Total: \$118.00

Payment Method: Credit Card

Account Information \* Indicates required information

Credit Card Type: Select a Credit Card Type

Account Number:

Expiration Date: 03 2022

Security Code: [View Example](#)

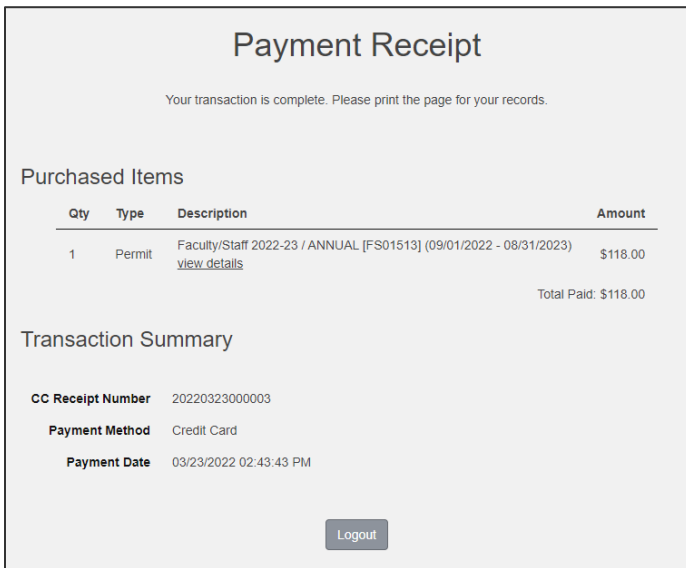
Name on Card:

Contact Information \* Indicates required information

Email: name@email.com

Cancel Continue

11. Print the resulting **Payment Receipt** for your records; a Notification of Payment will be sent to the email address used for payment. Click the **Logout** button to log out of the Parking Portal



Payment Receipt

Your transaction is complete. Please print the page for your records.

Purchased Items

Qty	Type	Description	Amount
1	Permit	Faculty/Staff 2022-23 / ANNUAL [FS01513] (09/01/2022 - 08/31/2023) <a href="#">view details</a>	\$118.00

Total Paid: \$118.00

Transaction Summary

CC Receipt Number: 20220323000003

Payment Method: Credit Card

Payment Date: 03/23/2022 02:43:43 PM

Logout

## DISPLAYING YOUR PERMIT

Hanging permits issued to Faculty/Staff & Commuter Students must be hung from the rearview mirror or otherwise displayed on the dashboard, with permit number facing outward and clearly visible from the front of the vehicle.