Online Parking Permit Purchasing Instructions

(Images pulled from the employee application, but instructions apply to the student application as well.)

Step 1: Go to the parking website: manhattan.edu/parking
Select "Pay Online"

EMPLOYEE PARKING AND FEES

We encourage all Manhattan College employees to please renew their employee parking permits between April and before move-in weekend of each fiscal year.

EMPLOYEE TYPE	PARKING HOURS	LOCATIONS	ANNUAL FEES
FULL-TIME: Administration Faculty Staff	7 a.m. – midnight	General Employee Lots: Broadway Parking Facility levels 1–3 Lower Forecourt Jasper Draddy RLC Leo	$105
VENDORS: Gourmet Dining Sodexho Housekeeping	7 a.m. – midnight	Broadway Parking Facility, levels 1-3	$105
Part-time employees	7 a.m. – midnight	General Employee Lots	$50
Full-time employees	24 hours	Broadway Parking Facility Overnight, levels 4 & 5	$1,165

Pay Online

Step 2: Log in using your Manhattan College JasperNet ID and password
*note: If you do not know your JasperNet ID or password please email its@manhattan.edu for assistance.

Enter your JasperNet ID and Password

JasperNet ID:

@manhattan.edu

Password:

☐ Warn me before logging me into other sites.

LOGIN | clear

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Step 3: Once you login you will be taken to the Parking Permit Request page. Select "Begin Parking Permit Request"

*note: If you do not see "You are eligible to apply for a parking permit…" or are receiving an error message, take a screenshot of the issue and email it to the Public Safety Office at publicsafety@manhattan.edu. You will be contacted once the issue has been resolved.

Parking Permit Request
Manhattan College Public Safety
Academic Year 2017

Parking permits are required for all Manhattan College parking facilities. Parking permit applications are available through the Public Safety office. Parking permits for the fall semester are on sale during April and May of each year. The purchased parking decal will be affixed to your car by Public Safety personnel. Temporary parking permits may be issued for vehicles not registered with the College or special requests. In the event that you sell or dispose of your registered vehicle, replacement permits will be provided at no cost, upon presentation of proper documentation.

The College is NOT liable for personal injury, damage to vehicles, vandalism and theft of a vehicle or its contents. Lock all valuables out of sight, preferably in the trunk of the car, and lock all car doors and windows.

- Employee Parking and Fees
- Student Parking and Fees
- Parking Regulations
- Parking and Permit Violations

Before you request a parking permit, you will need:

- Your Manhattan College ID.
- Driver's License.
- Vehicle Registration.

You are eligible to apply for a parking permit on the next page.

Your Manhattan College Status: **Employee Full-Time**
Department: **Public Safety Department / 2480**

You have the following role(s) at the College:
- **Employee Full-Time**

Please contact the **Public Safety Office** at **(718) 862-7240** for additional assistance.

Begin Parking Permit Request

Step 4: Complete Personal Information- Much of the information will already be populated.

Driver's License State: * Select a State
Driver's License:*

My Contact Address:

Street Address Line 1:*
Street Address Line 2:
City:*
State (For U.S. Residents): Select a State
ZIP Code:

My Contact Information:

Campus Location: JAS 100
Campus Phone Extension: 7631
Campus Extension: (if above is blank)

Phone Number (Area Code First): * ( )
Cell Number (Area Code First): ( )

My Personal E-mail Address:

Email Address:

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Step 5: Select desired parking permit

I am requesting the following Parking Permit decal for term: 201710

Select *	Parking Type	Valid Parking Lot(s)	Cost
○	**Employee Full-Time Academic Year Parking**	General Employee Lots (7 AM - Midnight): * Broadway Parking Facility levels 1–3 * Draddy * Jasper * Leo Engineering * Lower Forecourt * Research and Learning Center	$ 105
○	**Employee Full-Time Academic Year Parking**	Overnight/24-Hour Parking: * Broadway Parking Facility Overnight, levels 4 & 5 General Employee Lots (7 AM - Midnight): * Broadway Parking Facility levels 1–3 * Draddy * Jasper * Leo Engineering * Lower Forecourt * Research and Learning Center	$ 1165

Step 6: Complete vehicle information
If you wish to register more vehicles than allowed on the application, please contact Public Safety.
*note: You will need your VIN number to complete this portion. It can be found on your registration.

Decal for Vehicle #1:

Make and Model: * [Select a Car ▼] Body: * [Select a Body ▼] Color: *
[Select a color ▼]
Vehicle Model Year: * [Select Year ▼]

State: * [Select a State ▼] License Plate:* [   ] VIN:* [   ]

Step 7: Choose your method of payment

Method of Payment:
- ◉ Credit Card (American Express, Discover, Visa, Mastercard)
- ○ Checking/Savings using e-Check
- ○ 1 Payroll Deduction
- ○ 2 Payroll deductions
- ○ 10 Payroll deductions (24-Hour Parking Only)

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Step 8: Read Affirmation and select "I agree" to continue with the process. Select "Continue to Submit Parking Permit Request"

Affirmation: *

I will observe and comply with all rules and regulations of Manhattan College, including the payment of fines for violations and only parking in authorized areas that coincide with my decal. I understand my parking confirmation email is only valid for 2 business days, and I must have a decal affixed on my vehicle by the Public Safety Department.

◉ I agree.
◯ I disagree.

Continue to Submit Parking Permit Request

Step 9: This step only applies if you chose Credit Card or e-check as method of payment. If Payroll Deduction (employees only) was chosen, please proceed to the end of these instructions.

Scroll to the bottom of the page and select "Click here for Credit Card Payment"

Click Here for Credit Card Payment

Step 10: Select "Click here to make a secure, online payment"

Type: **Credit Card**
Email:
Payment Amount: **$110 - PARKING PERMIT (E)**

After you complete the transaction, you may close this window.

If you have any issues with the payment web site, you may contact our Student Accounts and Bursar Services Office at (718) 862-7961.

For additional information about this transaction, please contact Public Safety at (718) 862-8017 or publicsafety@manhattan.edu.

Click here to make a secure, online payment

Online Parking Permit Purchasing Instructions

Step 11: Input payment information and select "Continue"

Please enter your credit card information

Total:	$110.00

* Indicates required information

* Credit Card Type: [Select a Credit Card Type ▼]
* Account Number: [   ]
* Expiration Date: [05 ▼] [2018 ▼]
* Security Code: (**View example**) [   ]
* Name on Card: [   ]

Billing Address of Credit Card
* Street Address 1: [   ]
  Street Address 2: [   ]
* City: [   ]
* State: [New York ▼]
* ZIP Code: [   ]
* Country: [United States ▼]
* Email: [   ]
  Day Phone: [   ]

MasterCard VISA AMERICAN EXPRESS DISCOVER DinaCard BCcard

[Continue] [Cancel]

- Once your application has been successfully submitted you will receive a notification of payment or payroll deduction email. If you do not receive that email within 20 minutes of submitting your application, please resubmit or contact Public Safety for next steps.
- Please make sure all appropriate documents have been sent to Public Safety or your application will not be processed.
- Within 2-3 business days of your application being submitted you will receive an email from the Public Safety Office with instructions on where to pick up your parking permit.